

## The College of Agriculture and Natural Resources

### Policy on Appointment, Evaluation, and Promotion (AEP) of Professional Track Faculty

The UM Senate passed new guidelines for appointment, review and promotion of Professional Track (PTK) faculty<sup>1</sup>. Schools and Colleges are required to amend existing policies, or create new policies for the appointment and promotion of PTK faculty in compliance with University policies. This document specifies procedures for the appointment, review and promotion of professional track faculty members in the College of Agriculture and Natural Resources and University of Maryland Extension (UME) who (1) have salaried appointments and (2) are neither tenured nor eligible for tenure. While the primary appointment and review process is the responsibility of individual units (departments, UME programs and research centers), AGNR must approve appointments and promotions of PTK faculty, ensuring fair and equitable treatment of all candidates. The college will establish a PTK Advisory Committee consisting of four PTK faculty members from different units to review departmental-level PTK policies/procedures for compliance with college and campus level guidelines. The College criteria for appointment, reappointment, and promotion of PTK faculty can be found, following approval, in the *AGNR Plan of Organization* <https://agnr.umd.edu/faculty-staff/agnr-plan-organization>.

#### I. Policy

The *College of Agriculture and Natural Resources (AGNR) Plan of Organization* is the governing document for AGNR Appointments, Evaluation, and Promotions (AEP) for AGNR academic departments, programs and AGNR UM Extension units. AGNR unit-level AEP committees are responsible for faculty appointments, faculty mentoring, and faculty promotions of professional track faculty. The Dean's office and the Office of Faculty Affairs will review and approve all department and unit-level AEP policies to ensure unit compliance with campus-level guidance (II.E.).

All AGNR and UME appointments and promotions to all ranks begin at the department or unit-level. In each title series (for example, Agent Associate, Research Professor, Lecturer, Faculty Specialist, and Clinical Professor), PTK faculty can be appointed or promoted to one of three ranks, according to the candidates' professional credentials and the units' criteria for each rank.

Departments/centers/units shall establish specific criteria for promotion within each of the title series which comply with the university definition of the rank, are relevant to their unit and clearly specify expectations regarding minimum or typical time in rank. This information should be made easily accessible to all PTK faculty.

The unit-level AEP guidelines should be appropriate for the specific duties and expectations of the PTK faculty and address:

- Application details, deadlines, and materials to be submitted by candidate (including to whom materials should be submitted)
- Appeals process

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<sup>1</sup> UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty Passed by the Senate April 23, 2015. Approved by the President May 4, 2015.  
[https://faculty.umd.edu/policies/documents/UM\\_Guidelines\\_for\\_PTK\\_Appointments.pdf](https://faculty.umd.edu/policies/documents/UM_Guidelines_for_PTK_Appointments.pdf)

- Minimum salary increases for promotions as set by the college and reviewed annually
- Evaluative input from other units in the case of joint appointments

## **II. Expectation of Department/Unit Policies and Procedures**

- a) Department/unit plans of organizations shall define faculty to include PTK faculty ranks as defined in the University of Maryland Policy on Professional Track Faculty (II-1.00[G]). Department/unit policy should specify the details of the review procedures for appointment and promotion of PTK faculty (consistent with University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty (II-1.00(A))).
- b) As required by University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty II-1.00(A), each department/unit shall develop brief, written criteria for appointment and promotion to the various professional track titles and ranks. Department/unit criteria should be reviewed periodically, as deemed necessary. PTK faculty shall be given voting representation on committees that are responsible for the creation, adoption, and revision of department/unit-level policies and procedures related to appointment, evaluation, and promotion of PTK faculty. (III.B)
- c) The specific faculty title shall correspond to the majority of the appointee's effort, as indicated by the assignments and expectations. The rank shall be appropriate given the department/unit's specific criteria for such rank and promotion decision shall be made based on the evaluation criteria and the reviewee's performance. (V.L.)
- d) Policies on merit pay for PTK faculty shall be incorporated either into the department/unit's existing merit pay policy, or into the policies and procedures for appointment, promotion, and evaluation of PTK faculty. The department/unit should, whenever possible, offer PTK faculty progressively longer contracts.
- e) The department/unit will use the online contract management system to ensure that all contracts contain necessary elements, including a clear description of assignments and expectations associated with the appointment, as well as information on how to access department/unit-level PTK policies and professional resources
- f) All new PTK hires will receive a copy of the College's evaluation and promotion policy (II.C.). Department/unit shall develop programs to facilitate mentoring of junior PTK faculty by senior PTK faculty.

## **III. Initial Appointments**

Initial Appointments occur at all times of the year. Unit recommendations for appointment at one of the first two ranks will be reviewed and approved by the Dean's office. All new hires shall receive a copy of their unit's documents regarding evaluation and promotion policies relevant to PTK faculty.

A unit recommendation for initial appointment at the highest rank within a track will be reviewed by a college-level committee consisting of at least three faculty members (one tenured Full Professor, and a minimum of two PTK faculty at the highest rank in a relevant title series), who will issue a recommendation to the Dean. Such outcomes will be determined by simple majority vote. All review

committee members shall be full voting members and serve a two-year term (although this term limitation may be waived until there are enough faculty at the highest PTK ranks to rotate membership on this committee). If the appointment is less than 50% FTE, the Dean has the authority to approve/deny the appointment. If the appointment is for 50% FTE or higher, the dossier (with the Dean's recommendation) will be forwarded to the campus committee

#### **IV. Promotions**

Any candidate wishing to be considered for promotion must initiate the process by making a formal request to his or her department chair or unit director. AGNR has no expectation of minimum or maximum time in rank between evaluations for promotion as this is to be set by each unit.

- a) Promotion reviews should occur on a standard schedule, roughly tracking the regular APT schedule in the academic year. Deadlines will be set each year by the College.
- b) Every department/center/unit will establish its own deadlines for submission of materials for candidates seeking promotion in order to meet college deadlines.
- c) Promotions to Associate or Senior level will be reviewed at both the department/center/unit-level and the college-level. The Dean will make a final decision and the candidate will be notified in writing.
- d) Promotions to the Full or Principal level will be reviewed at the department/center/unit-level, college-level and campus-level. The Provost will make the final decision and the candidate will be notified in writing.

#### **V. Submission of Materials**

The following materials should be included in candidate dossiers.

- g) **Cover Letter or Personal Statement** - The candidate for promotion writes a formal letter to the department chair or unit director or a personal statement outlining how s/he meets the basic qualifications for the next rank (as outlined in the unit's position description) and how s/he has performed the duties specified in her/his appointment contract.
- h) **Curriculum Vitae or Resume** – must be in the University approved template.
- i) **Teaching Portfolio** – for Lecturer, Agent Associates or positions where the primary duties are teaching. This document could include: teaching philosophy, summary of courses taught (highlighting any innovations), quantitative summary of student evaluations, summary of programs, courses, workshops, labs created or updated (highlighting the candidate's specific contributions), or peer/supervisor assessment of teaching.
- j) **Other materials** - as dictated by the first level unit policy. Supporting materials such as advising, mentoring, research, service, outreach and extension impacts, may be submitted if relevant to the faculty rank or appointment contract. Supporting materials should be submitted based on the candidate's appointment contract.

#### **VI. The PTK Promotion Review Process**

- a) Department/center/unit Review
  - i) Each department/center/unit will convene a committee as described in the department/unit's plan of organization or AEP policy. The first level of review shall be conducted by a committee composed of PTK faculty at the same or higher rank than the one being sought. If PTK faculty at that rank are not available, guidelines allow the committee members to include both PTK and

tenure track (TTK) faculty.

- ii) The department/center/unit PTK review committee is responsible for reviewing and evaluating the candidate's accomplishments in one or more of the following three general areas: (1) Research, scholarly and creative and/or Professional Activities; (2) Teaching, Extension, Mentoring and Advising; and (3) Service and Outreach. The standards and criteria that serve as the basis for the evaluation are specified in each department/unit's AEP policy.
  - iii) The College will charge the department/center/unit review committee to consider candidates within the context of the expectations in their contracts as well as according to the unit/department's criteria for promotion.
  - iv) When a candidate has a dual or joint appointment in more than one unit, the unit of the lesser appointment will conduct the first first-level review and submit a report to the unit of primary appointment. The unit of greater appointment will conduct a second first-level review and submit a committee evaluation along with the independent chair's evaluation to the Dean.
  - v) The department/center/unit chair will conduct an independent review of candidates for promotion.
  - vi) When the department/center/unit-level committee and chair reviews have been completed, dossiers will be sent to Dean of the college for college review.
- b) College/Campus Review
- i) The college committee will evaluate candidates and make a recommendation to the Dean who will make a final decision for promotion to the second level (Associate and Senior). The college PTK Advisory Committee will consist of four PTK faculty at the highest rank in their title series (e.g. Principal Lecturer) so that all reviews will be conducted by faculty at or above the promotion under consideration. Faculty from other colleges may serve on this committee if the committee cannot be filled from within the college.
  - ii) Promotions to the third level (Full and Principal) will move forward to the campus review committee with final approval from the Provost.
  - iii) Once a decision is made, the candidate will be notified in writing by the Dean for college-level promotions or the Provost's office for campus-level promotions.. Once a candidate is notified, the decision cannot be rescinded.
- c) Voting
- Only committee members who participate in the meeting are eligible to vote. Committee members can participate in meetings remotely or in person, e.g. Skype or conference call. Mode of committee meeting participation is at the discretion of the unit. A simple majority of voting members constitutes a positive AEP committee vote.
- d) Salary
- Title changes and salary increases associated with promotion will take effect in the following academic year. According to University policy (see fn2, sec.5, para J), minimum salary increases shall be set annually by the College. A unit may go beyond the minimum, but it must be consistent for all candidates at a given rank within a title series in any year.
- e) Appeals

In the event of a negative decision, the faculty member can appeal the decision based on alleged violations of procedural process that would have had a material effect on the decision. All appeals shall be handled according to the procedures established by the Provost's Office of Faculty Affairs and shall be initiated within the period defined in those procedures. For PTK faculty appointments that do not have maximum terms, a negative decision regarding an application for promotion does not automatically preclude renewal or the existing professional track appointment.

## **VII. PTK College-level Awards**

Professional track faculty are eligible to be nominated for all college awards that do not specify tenure or tenure track status. Such awards include:

- Professional Track Faculty Excellence Award
- Integrated Research & Extension Excellence Award
- Faculty Research Award
- UME Extension Excellence Award
- The Dean Gordon Cairns Award for Distinguished Creative Work and Teaching in Agriculture

**Appendix A: Professional Track Faculty Ranks, Titles,  
and Minimum Qualifications as set forth in II- 1.00(A)**

Section I of the *University of Maryland Policy on Appointment, Promotion and Tenure of Faculty II- 1.00(A)* describes the minimum qualifications for appointment or promotion to academic and academic administrative ranks. These descriptions provided below include the titles most relevant to PTK positions in the College of Agriculture and Natural Resources. Refer to the system policy for Artist-in-Residence, and Librarian ranks.

**A. PTK Faculty with Duties Primarily in Research, or Scholarship or Artistic Creativity**

1. Faculty Assistant

The appointee shall be capable of assisting faculty in any dimension of academic activity and shall have ability and training adequate to the carrying out of the particular techniques required, the assembling of data, and the use and care of any specialized apparatus. A baccalaureate degree shall be the minimum requirement. Appointments to this rank are typically for terms of one to three years and are renewable for up to three years. Whenever possible, the appointee should be given progressively longer contracts. After three years in rank, appointees who have performed satisfactorily should be eligible for appointment to an appropriate faculty position or encouraged to apply for a staff position.

2. Post-Doctoral Scholar

The appointee generally shall hold a doctorate in a field of specialization earned within three (3) years of initial appointment to this rank. An exception to the time from degree requirement must be approved by the Office of the Provost. Appointment to this rank shall allow for continued training to acquire discipline specific independent research skills under the direction of a faculty mentor. Appointments are typically for one (1) to three (3) years and are renewable, provided no appointee serves in this rank for more than three (3) years. Whenever possible, the appointee should be given progressively longer contracts. After three (3) years in this rank, appointees who have performed satisfactorily are eligible for appointment to the rank of Post-Doctoral Associate.

3. Post-Doctoral Associate

The appointee generally shall hold a doctorate in a field of specialization earned within five (5) years of initial appointment or shall have satisfactorily completed an appointment to the rank of Post-Doctoral Scholar. An exception to the time from degree requirement must be approved by the Office of the Provost. The appointee shall have training in research procedures, be capable of carrying out individual research or collaborating in group research at the advanced level, and have the experience and specialized training necessary for success in such research projects as may be undertaken. Appointments are typically for one (1) to three (3) years and are renewable, provided the maximum consecutive length of service in both post-doctoral ranks shall not exceed 6 years. Exceptions may be approved by the Office of the Provost. Whenever possible, the appointee should be given progressively longer contracts. After six years in the post-doctoral ranks, appointees who have performed satisfactorily are eligible for appointment to an appropriate faculty position other than in the post- doctoral series.

4. Assistant Research Faculty Ranks

a. Assistant Research Professor

This rank is generally parallel to Assistant Professor. Appointees shall have demonstrated superior research ability and potential for contributing to the educational mission through teaching or service. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other research personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

b. Assistant Research Scientist

This rank is generally parallel to Assistant Professor. Appointees shall have demonstrated superior scientific research ability. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other research personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

c. Assistant Research Scholar

This rank is generally parallel to Assistant Professor. Appointees to this rank shall have demonstrated superior scholarly research ability and be qualified and competent to direct the work of others (such as technicians, graduate students, other research personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

d. Assistant Research Engineer

This rank is generally parallel to Assistant Professor. Appointees shall have a demonstrated record of superior engineering practice, design, and development. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other engineering personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

5. Associate Research Faculty Ranks

a. Associate Research Professor

This rank is generally parallel to Associate Professor. In addition to the qualifications required of the Assistant Research Professor, appointees shall have extensive successful experience in scholarly or creative endeavors, the ability to propose, develop, and manage major research projects, and proven contributions to the educational mission through teaching or service. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

b. Associate Research Scientist

This rank is generally parallel to Associate Professor. In addition to having the qualifications required of the Assistant Research Scientist, appointees shall have significant scientific research accomplishments, show promise of continued productivity, and have the ability to propose, develop, and manage research projects. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

c. Associate Research Scholar

This rank is generally parallel to Associate Professor. In addition to the qualifications required of the Assistant Research Scholar, appointees shall have extensive successful experience in scholarly or creative endeavors sufficient to have established a regional and national reputation among colleagues, and where appropriate, the ability to propose, develop, and manage research projects. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activities. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

d. Associate Research Engineer

This rank is generally parallel to Associate Professor. In addition to having the qualifications required of the Assistant Research Engineer, appointees shall have a record of significant engineering achievement, show promise of continued productivity, and have the ability to propose, develop, and manage engineering projects. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

6. Research Faculty Ranks

a. Research Professor

This rank is generally parallel to Professor. In addition to the qualifications required of the Associate Research Professor, appointees shall have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional and national colleagues. Appointees should have a record of outstanding scholarly production in research, publications, professional achievements or other distinguished and creative activity, and exhibit excellence in contributing to the educational mission through teaching or service. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

b. Research Scientist

This rank is generally parallel to Professor. In addition to having the qualifications required of the Associate Research Scientist, appointees shall have established a national and, where appropriate, international reputation for outstanding scientific research. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activity. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

### c. Research Scholar

This rank is generally parallel to Professor. In addition to having the qualifications required of the Associate Research Scholar, appointees shall have demonstrated a degree of proficiency sufficient to establish an excellent reputation among national and international colleagues. Appointees should provide tangible evidence of an extensive, respected record of scholarly production in research, publications, professional achievements, or other distinguished and creative activity. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

### d. Research Engineer

This rank is generally parallel to Professor. In addition to having the qualifications required of the Associate Research Engineer, appointees shall have established a national and, where appropriate, international reputation for outstanding engineering practice, design, and development. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activity. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

## 7. Artist-in-Residence Ranks

### a. Assistant Artist-in-Residence

This title, generally parallel to Assistant Professor, is intended for those persons whose professional activities are of a creative or performance nature, including but not limited to theatre, dance, music, and art. Normally, appointees to this rank shall hold the terminal degree in the field and/or have demonstrated superior ability in professional activities. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

### b. Associate Artist-in-Residence

This title is generally parallel to Associate Professor. In addition to the qualifications of the Assistant Artist-in-Residence, the appointee's record of professional activities shall demonstrate a national reputation among 8 colleagues. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

### c. Artist-in-Residence

This title is generally parallel to Professor. In addition to the qualifications of the Associate Artist-in-Residence, appointees shall demonstrate a sustained record of superior proficiency and excellence, and an international reputation among colleagues in the field. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

## 8. Field Faculty

### a. Agent Associate

Appointees shall be able to: teach research-based subject matter from the University for community residents based on local issues and needs; assume leadership for educational development plans; deliver educational programs directly to clientele, peers, and/or volunteers through train-the-trainer or other similar venues in order to extend programming efforts throughout the state. An earned Bachelor's degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

### b. Senior Agent Associate

In addition to the qualifications of the Agent Associate, appointees shall show evidence of superior ability in establishing the foundation of a successful University of Maryland Extension program. An earned Master's degree or years' full-time experience as an Agent Associate will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

### c. Principal Agent Associate

In addition to the qualifications of the Senior Agent Associate, appointees shall show evidence of excellence in establishing and expanding successful UME programs through mentoring, scholarship, and service. An earned PhD or five years' full-time experience as a Senior Agent Associate will be a normal minimum requirement for appointment at this rank. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

## 9. Faculty Engaged Exclusively or Primarily in Clinical Teaching

All appointments in the following titles are renewable. Appointments with these faculty titles do not carry tenure.

### a. Assistant Clinical Professor

The appointee shall hold, as a minimum, the terminal professional degree in the field, with training and experience in an area of clinical specialization, and professional or board certification, when appropriate. There shall be clear evidence of a high level of ability in clinical practice and teaching in the departmental field. The appointee shall also have demonstrated scholarly and/or administrative ability. Appointments to this rank are typically for one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

### b. Associate Clinical Professor

In addition to the qualifications required of an Assistant Clinical Professor, the appointee shall ordinarily have had extensive successful experience in clinical or professional practice in the departmental field, and in working with and/or directing others (such as professionals, faculty members, graduate students, fellows, and residents or interns) in clinical activities in the field. The appointee shall also have demonstrated superior teaching ability and scholarly or administrative accomplishments and have a reputation of respect among colleagues in the region. Appointments to this rank are typically for one to five years and are renewable. Whenever possible, the appointee should be given progressively longer

contracts.

c. Clinical Professor

In addition to the qualifications required of an Associate Clinical Professor, the appointee shall have demonstrated a degree of excellence in clinical practice and teaching sufficient to establish an outstanding regional and national reputation among colleagues. The appointee shall also have demonstrated extraordinary scholarly competence and leadership in the profession.

Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

10. Additional Faculty Ranks

Appointments with these faculty titles do not carry tenure.

a. Assistant Instructor

The appointee shall be competent to fill a specific position in an acceptable manner, but s/he is not required to meet all the requirements for an Instructor. S/he shall hold the appropriate baccalaureate degree or possess equivalent experience.

b. Junior Lecturer

In instances when a graduate student is given a faculty appointment to teach, the title Junior Lecturer shall be used. Upon completion of the graduate program, Junior Lecturers are eligible for promotion to Lecturer. Appointments to this rank are typically for terms of up to one year and are renewable for up to six years. Whenever possible, the appointee should be given progressively longer contracts.

c. Lecturer

The title Lecturer will ordinarily be used to designate appointments of persons who are serving in a teaching capacity for a limited time or part-time. The normal requirement is a Master's degree in the field of instruction or a related field, or equivalent professional experience in the field of instruction.

Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

d. Senior Lecturer

In addition to having the qualifications of a Lecturer, the appointee shall have an exemplary teaching record over the course of at least five years of full-time instruction or its equivalent as a Lecturer (or similar appointment at another institution) and shall exhibit promise in developing additional skills in the areas of research, service, mentoring, or program development. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

e. Principal Lecturer

In addition to the qualifications required of the Senior Lecturer, appointees to this rank shall have an exemplary teaching record over the course of at least 5 years full-time service or its equivalent as a Senior

Lecturer (or similar appointment at another institution) and/or the equivalent of 5 years full-time professional experience as well as demonstrated excellence in the areas of research, service, mentoring, or program development. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

f. Faculty Specialist

The appointee shall hold a Bachelor's degree in a relevant area and show potential for excellence in the administration and/or management of academic or research programs. Faculty Specialists are expected to engage in activities such as developing curriculum and/or innovative means for delivering curriculum, supervising the non-research activities of graduate or post-doctoral students, serving as grant writers or authors of other publications for an academic or research program, conducting specialized research duties or other such duties that would generate intellectual property to which the faculty member shall retain the rights. Appointments to this rank are typically one to three years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

g. Senior Faculty Specialist

In addition to showing superior ability to administer academic or research programs, as evidenced by successfully discharging responsibilities such as those of the Faculty Specialist, the appointee shall hold a Master's degree or have at least 3 years full-time experience as a Faculty Specialist (or similar appointment at another institution), or its equivalent. Appointments to this rank are typically one to five years and are renewable. Whenever possible, the appointee should be given progressively longer contracts.

h. Principal Faculty Specialist

In addition to a proven record of excellence in managing and directing an academic or research program, the appointee shall hold a Ph.D. or have at least 5 years of full-time experience as a Senior Faculty Specialist, or its equivalent. Appointments are typically made as five-year contracts. Appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract. Whenever possible, the appointee should be given progressively longer contracts.

i. Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor

The appointee shall be associated with the faculty of a department or non-departmentalized school or College, but shall not be essential to the development of that unit's program. The titles do not carry tenure. The appointee may be paid or unpaid. The appointee may be employed outside the University, but shall not hold another paid appointment at the University of Maryland at College Park. The appointee shall have such expertise in his or her discipline and be so well regarded that his or her appointment will have the endorsement of the majority of the members of the professorial faculty of the academic unit. Any academic unit may recommend to the administration persons of these ranks; normally, the number of adjunct appointments shall comprise no more than a small percentage of the faculty in an academic unit. Appointments to these ranks shall not extend beyond the end of the fiscal year during which the appointment becomes effective and may be renewed.