


**Policy for
Faculty Appointment and Promotion
University of Maryland Graduate School**

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I. INTRODUCTION

This University of Maryland Graduate School (“Graduate School”) Policy for Faculty Appointment and Promotion (“Policy”) sets out Graduate School expectations of its faculty in the areas of teaching, scholarship, and service. The Policy also provides guidelines for individual professional development and specifies a format for the dossier of a candidate seeking appointment or promotion. All Graduate School faculty appointments are non-tenure track appointments under term appointment agreements for compensated or volunteer positions.

The Graduate School is an academic unit of the University of Maryland Baltimore (“UMB”). This Policy is intended to conform to and supplement the UMB Policy II-1.00(A) UMB Policy on Appointment, Rank and Tenure of Faculty (“UMB Policy”), USM Policy II-1.00 University System Policy on Appointment, Rank, and Tenure of Faculty (“USM Policy”), and other applicable USM and UMB faculty policies.

Academic excellence is an expectation of the Graduate School and its faculty. The Dean of the Graduate School (“Dean”) is accountable and responsible for the recruitment and development of Graduate School faculty. The Graduate School is committed to ensuring that Graduate School faculty members are appropriately counseled regarding eligibility for renewal of appointment and/or promotion. The Graduate School will make decisions regarding appointments, renewals, and promotions based on the quality of faculty teaching, scholarship, or service and on applicable USM, UMB, and Graduate School policies.

The Appointments and Promotions Committee (“APC”) of the Graduate School is responsible for evaluating candidates for appointment and promotion to the ranks of full-time Graduate School Assistant Professor, Graduate School Associate Professor, and Graduate School Professor, and making recommendations to Graduate School officials, as set out in this Policy. The APC follows the guidelines set out in the USM Policy and the UMB Policy as relevant to the Graduate School faculty appointments. Faculty appointments, renewals, and promotions not within the responsibilities of the APC are the responsibility of the Dean, who may consult the APC Chair but is under no obligation to do so. The Dean may appoint volunteer faculty to any rank without prior consultation with the APC.

II. INFORMATION ABOUT THE APC

The APC is composed of five full time faculty members approved by Dean or designee. Appointees to the APC must have an established history in graduate education and teaching graduate students, preferably in online and/or hybrid learning environments. To the extent possible, APC members should represent the range of faculty disciplines in the Graduate School. APC members must hold an appointment of the rank of Graduate School Associate Professor or Graduate School Professor.

Appointment and Renewal Procedures

Chair:

Every two years, in early June, APC members will convene to discuss who they would like to elect from amongst themselves to be the new Chair. A vote will follow this discussion. If there is a tie vote, another discussion and vote will occur during the same meeting. Should a tie remain, the

Dean or designee will make the final decision. The new Chair will begin July 1st of that year. The former Chair will serve at least one more year as a regular committee member to ensure a smooth transition. The Chair can be reelected. The Chair can serve a combined membership of 7 years.

Committee Members:

Annually, in early June, APC Committee members will convene to discuss which members want to continue to serve on the APC and which would like to step down. Membership is renewable up to six years. Each year, at least 2 current members, other than the former Chair, must stay on the committee for at least another 2-year term to ensure a staggering of new members. Ideally, this decision is made by the committee through discussion. If there is not agreement, the Dean or designee will make the final decision regarding who will stay on for another two years of service and who will step down.

To fill vacancies on the committee, nominees will be selected from current Associate Professor and Professor faculty in the Graduate School. This is also the process if a vacancy occurs during a member's term. If the committee is short one member and there is a tie, the Dean or designee can act as tie breaker.

The Chair will send the nomination list to the Dean, who will then appoint new members. New members will begin July 1.

At all times, there must be a member who holds the rank of Full Professor on the Committee. When there is a conflict of interest, the Chair/member will excuse themselves from the vote and the Dean or designee can take the Chair/member's place.

III. APPOINTMENT, EVALUATION AND PROMOTION

The APC reviews all full-time appointments and promotions to the ranks of Graduate School Assistant Professor, Graduate School Associate Professor, and Graduate School Professor based on the criteria of faculty teaching, scholarship, and service. Seniority is not a criterion. (Voluntary appointments are not subject to APC review.) Decisions concerning faculty appointments in the Graduate School are based on demonstrated accomplishment and potential for future development, achievement, and contribution to the Graduate School. The Graduate School does not have a tenure track and does not award tenure. Graduate School faculty positions are offered at the following ranks in accordance with the specified criteria. The relative weight of criteria will be determined by the mission of the Graduate School.

A. Graduate School Professorial Ranks and Titles

Graduate School Assistant Professor, Graduate School Associate Professor and Graduate School Professor are the Graduate School's professorial ranks. These ranks focus on Instruction, Research/ Scholarship, and Service. These appointments may be full-time or part-time appointments.

The following outlines the criteria for appointment and promotion for each rank:

Graduate School Assistant Professor

Candidates for the appointment or promotion to the rank of Graduate School Assistant

Professor should have:

- A terminal degree (normally a Doctoral degree, but in some fields a Master's degree) appropriate for the field in which the faculty member will be teaching primarily, or a Master's degree appropriate for the field in which the faculty member will teach as well as teaching experience at the college level in the field or a related field.
- Excellence in teaching with demonstrated initiatives in improving their teaching skills, teaching materials, and in curriculum development (evidence that course work is well-organized; that assignments are clear and varied according to the nature of the course content; that effective modes of presentation are commonly employed; that course objectives, learning outcomes, and methods of assessment are clearly addressed on syllabi; that existing courses have been revised and/or new courses have been developed and that a commitment to the goals and objectives of the Graduate School is evident).
- A commitment to service responsibilities within the Graduate School and/or related civic organizations and successful collaboration with others in the Graduate School and/or University.
- Potential in scholarly activities and the pursuit of new knowledge.

Graduate School Associate Professor

In addition to having the qualifications of Graduate School Assistant Professor, candidates for the appointment or promotion to rank Graduate School Associate Professor must have:

- Continued excellence in teaching (evidence of substantial course development in the candidate's area of expertise, effective work with students individually and in groups, commitment to outcomes-based learning and assessment, establishment of interprofessional teaching and educational collaborations, significant mentoring of students leading to demonstrable changes in academic performance, and outstanding expertise in one or more aspects of teaching and/or educational scholarship).
- Scholarship at a level of excellence that is recognized in the field.
- Leadership in the Graduate School, the University, and/or related civic or professional organizations that demonstrates collaboration across the University, including a body of work that reflects relevant and effective service to the institution, the community, and the profession.
- Evidence of scholarly activities and the pursuit of new knowledge (presentation of scholarly papers or seminars to peers, publications of published peer reviewed articles, pedagogical articles, computer programs, textbooks, or textbook chapters).
- Commitment to support colleagues and students to greater achievement and

ideally mentorship to students and junior faculty colleagues.

Graduate School Professor

In addition to having the qualifications of Graduate School Associate Professor, candidates for the appointment or promotion to rank Graduate School Professor should have:

- Extraordinary accomplishment in teaching (ongoing evidence of substantial contribution to teaching in the candidate's area of expertise).
- Scholarship at a level of excellence that is recognized in the field.
- Continuing evidence of leadership in the Graduate School, the University, and/or related civic or professional organizations, demonstrating collaboration across the University, and ongoing effective services to the institution, community, and the profession.

B. Visiting Faculty

- Visiting Assistant Professor, Visiting Associate Professor and Visiting Professor are short-term appointments for faculty not otherwise employed by UMB. Visiting faculty appointments are ordinarily for one semester or one academic year. The APC does not review these appointments.

C. Instructional Faculty Ranks: These ranks are for teaching only.

- Assistant Instructor appointments are for faculty that contribute to teaching but who are not required to consistently make contributions to either scholarship or service. The APC does not review these appointments.
 - Has at least a Baccalaureate degree in the field in which the faculty member will be teaching primarily, or in a related field.
- Lecturer are appointments for faculty members who contribute to teaching but who are not required to consistently make contributions to either scholarship or service. The APC does not review these appointments.
 - Has a terminal or Master's degree in the field or in a related field, or equivalent professional experience in the field or in a related field. Primary focus is teaching.
- Senior Lecturer are appointments for faculty members who contribute to teaching with sustained excellence and expertise in an area of specialization but who are not required to consistently make contributions to either scholarship or service. The APC does not review these appointments.
 - In addition to having the qualifications of a Lecturer, a Senior Lecturer ordinarily has an exemplary teaching record over the course of at least six years.

D. Field Faculty: These ranks are used for faculty who develop and administer community-based programs and provide service to the community, institution, and profession.

- Associate Agent are appointments for faculty members who show potential to contribute to scholarly public service. The APC does not review these appointments.
 - The appointee must have a terminal or Master's degree in an appropriate discipline and show evidence of creative ability to plan and implement related service programs. The appointee shall have an educational background related to the specific position.
- Agent are appointments for faculty members who contribute to scholarly public service but who are not required to consistently make contributions to teaching. The APC does not review these appointments.
 - The appointee must have a terminal or Master's degree in an appropriate discipline and show evidence of academic ability and leadership skills. The appointee shall have an educational background related to the specific position.
- Senior Agent are appointments for faculty members who contribute to scholarly public service with sustained excellence and expertise in an area of specialization but who are not required to consistently make contributions to teaching. The APC does not review these appointments.
 - In addition to the qualifications of an Agent, the appointee must have demonstrated achievement in program development and must have shown originality and creative ability in designing new programs, teaching effectiveness, and evidence of service to the community, institution, and profession.
- Principal Agent are appointments for faculty members who contribute to scholarly public service with exemplary excellence and expertise in an area of specialization but who are not required to consistently make contributions to teaching. The APC does not review these appointments.
 - In addition to the qualifications of a Senior Agent, the appointee must have demonstrated leadership ability and evidence of service to the community, institution, and profession. The appointee must also have received recognition for contributions and establish a reputation among State, regional and/or national colleagues, and should have demonstrated evidence of distinguished achievement in creative program development.

E. Affiliate Faculty

Affiliate faculty are faculty members with primary appointments at other UMB schools or the Health Sciences and Human Services Library (HS/HSL). Affiliate appointments are non-

tenure track appointments in the Graduate School for UMB faculty who develop and teach graduate level courses, advise graduate students, serve on doctoral and master's thesis committees, or provide other support to the Graduate School. The Dean may appoint Affiliate Faculty to the Graduate School Affiliate rank that is the same as the rank held in the primary appointment of another UMB school. For faculty from the HS/HSL, the Dean may utilize the Graduate School ranks of assistant, associate, or professor. Written approval by the Dean of the UMB school or HS/HSL in which the faculty member holds a primary appointment is required. APC review and approval is not required.

F. Volunteer Faculty

The Dean may designate faculty titles to be used for volunteer faculty who are not compensated by the Graduate School but agree to undertake teaching, mentoring and/or supervising Graduate School students. One of the following titles is preferred:

Clinical Instructor

Has at least a Baccalaureate degree in the field in which the faculty member will be teaching primarily, or in a related field.

Clinical Assistant Professor

A volunteer faculty member appointed who must be licensed in an appropriate discipline (i.e. physician, physician assistant or nurse practitioner) in Maryland or another state where students will interact with the volunteer faculty member for purposes of curricular professional practice education.

Clinical Associate Professor

In addition to the qualifications required of a Clinical Assistant Professor, the appointee should ordinarily have had extensive successful experience in clinical or professional practice and professional practice education.

Clinical Professor

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

The Dean has discretion to approve other ranks available under this policy for use in association with a volunteer faculty appointment when circumstances are appropriate.

G. Adjunct Faculty

Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor appointments generally are utilized for faculty with primary employment outside of UMB. This primary employment may be at other USM institutions or institutions outside USM. The usual role of adjunct faculty is in the area of teaching. Adjunct appointments must follow USM and UMB policies relating to adjunct faculty. The APC does not review these appointments.

Categories of Adjunct Faculty

Adjunct faculty shall be designated as one of the following:

- Adjunct Faculty I: All adjunct faculty, except those faculty members who meet the criteria for designation by an institution as Adjunct Faculty II;
- Adjunct II: In certain circumstances the Graduate School may consider designating newly appointed Adjunct Faculty in the Adjunct Faculty II category who meet the following criteria:
 - a. A record of excellence in teaching for at least three years in higher education with expertise in their area of study. Examples of excellence in teaching should include highly rated teaching and peer evaluations or other evidence that speaks to their qualifications

or

- b. A retired faculty member with 3 years or more of service

Adjunct Faculty II designation shall be granted upon the recommendation of the program director and subject to approval by the Dean or designee.

IV. TERMS OF APPOINTMENT AND REAPPOINTMENT

- A.** All Graduate School faculty are given annual or semester appointments not to extend beyond the fiscal year unless stipulated in the letter of appointment. Appointments terminate at the end of the appointment period, unless reappointed is made in accordance with this Policy.
- B.** Appointments at the full-time rank of Graduate School Assistant Professor and Agent may be made for initial and reappointment terms of one to three years. Appointments at the ranks of full-time Graduate School Associate Professor and Senior Agent and full-time Graduate School Professor may be made for initial and reappointment terms of one to four years. If reappointment terms are not specified, reappointment will be for one year.
- C.** Graduate School faculty with full-time appointments to the ranks of Graduate School Assistant Professor, Graduate School Associate Professor and Graduate School Professor of not less than one academic year will: (a) receive at least three months' notice of nonrenewal of appointment if the faculty member has completed at least one year as a full-time Graduate School faculty appointee, and (b) will receive at least six months' notice of nonrenewal of appointment if the faculty member has been a full-time Graduate School faculty appointee for seven years or more. There is no notice requirement for nonrenewal of volunteer faculty.
- D.** Graduate School faculty with part-time appointments will receive notice of nonrenewal of

appointment no less than 30 days before the end of the appointment period.

- E.** If notice of nonrenewal is provided late, the period of employment will be extended by the amount of time necessary to provide the full notice period; for example, if notice is provided two weeks into the notice period, employment will be extended two weeks beyond the end of the contract term. A faculty member who does not receive written notice of nonrenewal or renewal by the date for nonrenewal notices may petition the Dean for a prompt decision.
- F.** If nonrenewal of a faculty appointment is associated with discontinuance of the program in which the appointment was made or because of the lack of appropriations or other funds with which to support the faculty program, the Graduate School will provide 30-days notice to the faculty member.
- G.** Faculty members generally have 12-month appointments unless specified otherwise in the faculty appointment letter.

V. APPOINTMENT AND PROMOTION REVIEW

A. Appointments

1. Faculty Recruitments and Search Requirements

A search process is required for the following:

- (1) Recruitment and hiring of a candidate to fill a .5 FTE or greater faculty position in the Graduate School at the rank of Graduate School Assistant Professor, Graduate School Associate Professor or Graduate School Professor;
- (2) A change in a current faculty member's appointment from part-time to full-time status at the rank of Graduate School Assistant Professor, Graduate School Associate Professor or Graduate School Professor, unless the faculty member's initial employment followed a search procedure that satisfied the faculty search requirements of UMB under its affirmative action plan.
- (3) Visiting Faculty appointments do not require a search. If the position becomes permanent, a search is required.

The Graduate School seeks to make faculty opportunities readily known in order to identify highly qualified prospective faculty. The Graduate School is committed to the concept and practice of equal opportunity and affirmative action in the recruitment and selection of its faculty. The Dean, with approval from the President or the Provost, may initiate alternative search structures, only if the alternate search structure is consistent with campus affirmative action requirements. The requirements, scope and advertising for a specific search will

vary depending upon the appointment being filled, the anticipated difficulty of identifying strong candidates, the time available for recruitment and evaluation of candidates, the availability of strong internal candidates, and UMB's diversity record in similar faculty ranks in the Graduate School. For all faculty recruitments, the Graduate School will follow the faculty search guidelines and procedures established by the Human Resource Services Diversity/EEO/AA Office.

Search committees will be comprised of faculty of the Graduate School and/or faculty representing one or more of the other UMB schools. Search committees are appointed by the Dean or designee. The committees are charged with finding the best candidate through a search process that is consistent with UMB affirmative action requirements and generates a diverse pool of candidates. Each search committee (in consultation with the Dean or the Vice Dean) will:

- a . Develop and implement a recruitment plan in accordance with UMB affirmative action plan requirements and procedures (including establishing the proposed faculty rank for recruitment),
- b . Evaluate applicants' suitability for the position,
- c . Solicit letters of evaluation from evaluators for semifinal candidates selected by the search committee.
- d . Compile dossiers on semifinal candidates identified by the search committee.

Letters of Evaluation. The evaluators should be established educators of a rank equal to or above that being proposed for the candidate. Consideration also should be given to prominence and institutional affiliation of the recommended evaluators, as well as their ability to provide a thorough and thoughtful evaluation of the candidate's qualification and experience.

Evaluators should be asked to provide a letter of evaluation covering the following aspects of a candidate:

- a. Excellence in teaching and service. Candidates for the rank of full-time Graduate School Professor should also be assessed in scholarship
- b. Particularly impressive aspects of the candidate's record
- c. The candidate's knowledge of the discipline and pedagogical research theory as it applies to the candidate's teaching area
- d. The candidate's potential contribution to the mission of the Graduate School

The purpose of these letters is to provide an assessment of the candidate's potential to succeed at the Graduate School and the candidate's qualities and competencies in teaching and service. Candidates for the rank of full-time Graduate School Professor should also be assessed in scholarship. Letters of evaluation collected by the search committee will be included in the dossier used by the APC.

The search committee will identify a choice of the best qualified candidate, recommend one candidate for the position in a report containing an evaluation of the search results, the recommended candidate and the committee's action, vote and any other recommendations. After the search committee delivers its recommendation to the Dean or designee, the Dean or designee will assemble and submit the recommendation and dossier to the APC. Dossier elements are described below. A favorable decision by the APC is required for a full-time appointment or promotion to full-time faculty position in the Graduate School.

For full-time faculty position in the Graduate School at the rank of Graduate School Assistant Professor, Graduate School Associate Professor or Graduate School Professor, the APC reviews the search committee evaluation report and dossier of the recommended candidate and reports its recommendation to the Dean. If the APC recommendation is positive, based on the candidate's proposed faculty rank, the dossier, search committee and APC report, and the Affirmative Action Faculty Appointment Report are forwarded to the final decision-maker. The decision-makers are as follows:

Full-time appointments and promotions to the ranks of Graduate School Associate Professor and Graduate School Professor are made by the President upon recommendation of the APC and the Dean.

Full-time appointments to the rank of Graduate School Assistant Professor are made by the Provost upon recommendation of the APC and the Dean. In the event the Provost has a conflict of interest, the appointment is made by the President.

Appointments except for Graduate School Assistant Professor, Graduate School Associate Professor and Graduate School Professor, (e.g., Senior Lecturer, Lecturer, Agent, Senior Agent, and Clinical Instructor) and any part-time, adjunct, secondary, affiliate, visiting and volunteer appointment are made by the Dean upon recommendation of the Vice Dean. The Vice Dean's recommendation will be in the form of a letter to the Dean with appropriate documentation included. The Dean will confer with the Vice Dean and may also confer with the Chair of the APC, if the Dean desires.

Letter of Appointment. After receiving approval from the final decision-maker, it is the Dean's responsibility to prepare an appropriate appointment letter to the candidate and obtain the signature of the final decision-maker and a copy of the letter countersigned by the faculty member indicating acceptance. Appointment letters must be in the form approved for use by the Graduate School and compliant with USM and UMB policy. A letter of appointment is required for every full-time, part-time and volunteer appointment, regardless of rank.

2. New Appointment Dossier: Elements and Evaluation

Graduate School Assistant Professor, Graduate School Associate Professor and Graduate School Professor Full-time Appointments. The Dean or designee

receives the search committee's report and recommendation. The Dean or Vice Dean is responsible for submitting the selected candidate's new appointment dossier to the APC Committee. The new appointment dossier for the APC includes:

- a. The candidate's CV. The CV should also be signed, dated, and certified by the candidate to be complete and accurate;
- b. Letter from the search committee addressing the following:
 - i. The candidate's proposed duties and responsibilities;
 - ii. The basis for the recommendation, e.g., excellence in teaching, scholarship, and service;
 - iii. Particularly impressive aspects of the candidate's record;
 - iv. The candidate's potential contribution to the School's mission;
 - v. Summary of supporting evidence for proposed rank from the outside letters of evaluation;
- c. At least 3 letters of evaluation requested and received by the search committee; and
- d. Other appropriate materials that the candidate has provided.

3. All Other Faculty Appointments.

Search procedures, dossiers, and the review and final decision-making process for faculty appointments to ranks other than full time Graduate School Assistant Professor, Graduate School Associate Professor, and Graduate School Professor may be tailored to the nature of the rank and appointment. E.g., volunteer appointments must include only a letter of recommendation to the Dean and a current CV in the required format. Additional search, evaluation, selection, and approval requirements for initial appointment to ranks other than full time Graduate School Assistant Professor, Graduate School Associate Professor and Graduate School Professor may be established, subject to review and approval by the Provost and UMB Human Resource Services Diversity/EEO/AA Office.

B. Promotions

1. Promotion Dossier: Elements and Evaluation

Each faculty member must develop and maintain a dossier during the course of Graduate School employment. A faculty member's dossier will be used to monitor the faculty member's performance in the areas of teaching, scholarship and service, and to assess potential for reappointment and/or promotion. This is not required for volunteer faculty. To assist in the evaluation process for promotion, the Vice Dean or designee will submit faculty dossiers electronically as a portfolio.

Dossiers may differ in content depending on the nature of the promotion being sought. Contents of the dossier should be arranged in the following order, with materials in each category of information provided in reverse chronological order (most recent first):

- a. Title Page
- b. Letter from Dean or designee (see below)
- c. Letters of evaluation from evaluators
- d. Candidate's Statement
- e. Updated Curriculum Vitae. The CV should also be signed, dated, and certified by the candidate to be complete and accurate
- f. Scholarship Portfolio
- g. Teaching Portfolio
- h. Service Portfolio
- i. Student Evaluations

2. Dean's Letter for Promotion

For a promotion subject to final authority of the President or Provost (full-time Graduate School Assistant Professor, Graduate School Associate Professor, Graduate School Professor) the Dean's Letter is meant to highlight the material in the dossier by focusing on key aspects of the candidate's dossier and placing them in context as much as possible, including factual information as well as an explanation of the recommendation. For promotions to ranks which are subject to the final authority of the Dean, the Vice Dean or designee is responsible for preparing this letter. The letter should include the following (although not in an enumerated format):

- a. Name of person being recommended
- b. Identification of the action being recommended
- c. Official start date of current appointment and effective date of proposed action
- d. Description of duties during the period under review (including the percent time/effort for each area)
- e. Identification of the areas on which the recommendation is based: teaching, scholarship and service
- f. Summary of key elements of the teaching portfolio, such as evaluations, improvements and professional development
- g. Review of the candidate's student evaluations
- h. Explanation of the importance and relative impact of the candidate's scholarship
- i. Discussion of the service record and an assessment of the value of the service, including an explanation of the role of service to the school, university, profession or community. The importance of service varies from unit to unit.
- j. Description of particularly impressive aspects of the candidate
- k. Identification of honors, awards, or recognition

- l. Contribution to the Graduate School's mission
- m. Citation of national or international reputation
- n. Comments on interpersonal skills, organization membership, etc.

3. Evaluations for Promotion

For promotions to the ranks of full-time Graduate School Assistant Professor, Graduate School Associate Professor or Graduate School Professor, letters of evaluation are required. The evaluators should be distinguished educators and hold a rank equal to or above that being proposed. Consideration also should be given to prominence and institutional affiliation of recommended evaluators, as well as their ability to provide a thorough and thoughtful evaluation of the candidate.

Evaluation letters should provide judgments on the following aspects of the candidate:

- a. Excellence in teaching and service. Candidates for promotion to the rank of full-time Graduate School Professor should also be assessed in scholarship
- b. Particularly impressive aspects of the candidate's record
- c. The candidate's knowledge of the discipline and pedagogical research theory as it applies to the candidate's teaching area
- d. The candidate's contribution to the mission of the Graduate School

All letters of evaluation that are received will be made an official part of the APC package and will be part of the evaluation process of the candidate.

4. Timeline for Consideration of Candidates for Promotion

Promotions ordinarily are effective July 1 of each year. Faculty should meet with the Dean or Vice Dean in advance to evaluate their potential for promotion. For all candidates seeking promotion, a completed review and decision is ordinarily made by the final decision-maker no later than June 30 of the appropriate year. Dossiers for promotions that require approval of the President or the Provost or designee must be submitted to the Office of the Provost no later than May 1 to be considered for promotions effective on July 1 of that year. The timeline below should be followed in the year in which a promotion is requested, in order to allow the final decision-maker to act on requested promotions in a timely manner.

The procedure and schedule for promotion is as follows. APC review is required only for promotions to the rank of full-time Graduate School Assistant Professor, Graduate School Associate Professor and Graduate School Professor:

- a. In September, the Vice Dean or designee initiates the review and compiles the electronic dossier.
- b. The Vice Dean or designee sends the dossier to the APC Chair by November 1. If the APC Chair finds the dossier to be complete, the APC chair advises the Vice Dean or designee, and the APC Chair provides an

- electronic copy to outside evaluators, the other members of the APC, and the Dean.
- c. After the dossier is accepted by the APC Chair, new material cannot be added, subject to one exception: the status of papers/grants pending when the dossier was prepared and identified as pending in the Dean's letter as submitted with the dossier, may be updated.
 - d. In mid-November, the APC Chair requests letters of support for the candidate from outside evaluators. Letters are due at the end of the calendar year.
 - e. The APC meets in January to review dossiers involving candidates for promotion. Recommendations should be made by March 1.
 - f. If the APC recommendation is negative, a letter is sent to the Dean and Vice Dean. If the APC recommendation is positive, it is communicated to the Dean by March 15.
 - g. If the Dean's decision is adverse to the APC recommendation, the Dean will communicate that decision to the APC. If the Dean agrees with the APC, by May 1, the Dean will submit the recommendation to the President or the Provost or designee, or, if the Dean has appointment and promotion authority for the candidate, notify the candidate faculty member of the Dean's decision.
 - h. The decision of the President or the Provost or designee will be communicated to the Dean, who, within one week will notify the candidate faculty member of the decision of the President, Provost, or designee.

C. APC Review Procedures

APC members voting on any recommendations must be at or above the rank that the candidate is pursuing for appointment or promotion. APC members must recuse themselves from any discussion and votes in which they have a conflict of interest or a perceived conflict of interest. The members of the APC will be identified to the candidate, who may ask that any member be replaced due to conflict of interest. The Dean will decide whether a candidate has presented enough evidence of a conflict of interest to warrant replacing a member of the APC.

To protect the confidentiality of the candidates, the reviewers, and to encourage open dialogue in the meetings of the APC, the meetings and discussions of the APC and the dossier materials, particularly letters of evaluation, are to be treated as confidential to the extent permitted by Maryland law.

After full APC discussion, each member shall vote by closed ballot recommending for or against the action under consideration. A positive recommendation by the APC requires the affirmative votes of a majority of the eligible voting members in attendance. The results of the closed ballot will be announced to the APC by its Chair, who will give the distribution of the vote. A record of the vote (number of positive and negative votes only) will be kept by the APC Chair and reported to the Dean of the Graduate School.

After the APC deliberates, the APC Chair will submit a report to the Dean advising of the APC's recommendation.

D. All Other Faculty Promotions

Promotion procedures, dossiers, and the review and final decision-making process for faculty promotions to ranks other than full-time Graduate School Assistant Professor, Graduate School Associate Professor, and Graduate School Professor may be tailored to the nature of the rank and appointment. E.g., promotions of faculty to part-time and volunteer positions must include only a letter of recommendation to the Dean and a current CV in the required format. Additional search, evaluation, selection, and approval requirements for promotion to ranks other than full time Graduate School Assistant Professor, Graduate School Associate Professor and Graduate School Professor may be established subject to review and approval by the Provost and UMB Human Resource Services Diversity/EEO/AA Office.

VI. APPEALS PROCEDURE

There is no appeal from a decision not to reappoint a faculty member to the faculty. A faculty member whose consideration for promotion is denied may appeal only on the following grounds: failure to follow stated policy, unlawful discrimination, information that was in the candidate's APC dossier but not considered; or arbitrary and capricious action. The request for appeal must be made in writing to the Dean no later than 30 calendar days after the faculty member has been notified about the decision. The appeal may be decided by the Dean on consideration of the appeal and the APC dossier, or the Dean may appoint the Vice Dean or a senior faculty member or request that a compliance officer of UMB investigate the allegations of the appeal and make a report to the Dean. A recommendation to the Dean will normally be made no later than 40 business days after receipt of the appeal by the Dean, when feasible. The report will be provided to the appellant, who will have two weeks to respond in writing, and may request an appointment to discuss the appeal with the Dean. The Dean will make the final decision of UMB in regard to the appeal. If the appeal involves a denial by the Dean, an appeal should be filed with the Office of the President. The decision of the President is final.