

# Honors College

Policies and Procedures for

Appointment, Evaluation, and Promotion of Professional-Track Faculty

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## Introduction

The aim of this document is to explain the policies and procedures related to the appointment, evaluation, and promotion (AEP) of professional-track faculty (PTK) in the Honors College and its Living-Learning Programs (LLPs). The Honors College is comprised of eight LLPs, some operated in partnership with academic colleges of the University of Maryland. Where Honors faculty are appointed in partner colleges, their appointment, evaluation, and promotion shall be governed by the policies and procedures of the appointing college. Where Honors faculty are appointed within Honors, these policies and procedures shall govern their appointment, evaluation, and promotion.

These policies and procedures align with the [campus AEP policy the Appointment, Promotion, and Tenure of faculty \(II-1.00\(A\)\)](#) and the [campus guidance for AEP Policies](#) from Faculty Affairs.

## Appointments

### *Title series*

All Honors College faculty appointments are consistent with Policy II-1.00(A) *University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty*. The Honors College typically Professional-Track (PTK) faculty into three title series:

- Clinical Professor (Assistant Clinical Professor, Associate Clinical Professor, Clinical Professor)
- Lecturer (Lecturer, Senior Lecturer, Principal Lecturer)
- Faculty Specialist (Faculty Specialist, Senior Faculty Specialist, Principal Faculty Specialist)

The determination of title series is based on the appointee's workload and duties. In keeping with the University policy:

Appointments at the rank of *Assistant Clinical Professor* will hold the terminal degree in their 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. Appointments at the rank of *Associate Clinical Professor* require the qualifications of an Assistant Clinical Professor, plus extensive successful experience in clinical or professional practice 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. Appointments at the rank of *Clinical Professor* require the qualifications of an Associate Clinical Professor alongside a demonstrated 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, and appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract.

Appointment at the rank of *Lecturer* requires a Master's degree or equivalent professional experience in the field of instruction. This appointment is typically made to persons who are serving in a teaching capacity for a limited time or part-time, and is typically made for one to three years, and is renewable. Appointment at the rank of *Senior Lecturer* requires the qualifications of a Lecturer plus an exemplary teaching record over the course of at least five years of full-time instruction, alongside promise in developing additional skills in the areas of research, service, mentoring, and/or program development. Appointments to this rank are typically one to five years and are renewable. Appointments at the rank of *Principal Lecturer* require the qualifications of a Senior Lecturer, plus an exemplary teaching record over the course of five years full-time service or its equivalent as a Senior Lecturer, and/or the equivalent of five 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, and appointments for additional five-year terms can be renewed as early as the third year of any given five-year contract.

Appointment at the rank of *Faculty Specialist* requires a Bachelor's degree and experience with and/or aptitude for the administration of academic programs. Faculty specialists engage in a range of activities, including developing curriculum and/or innovative pedagogy, supervising instructional faculty, and/or developing co-curricular and enrichment programming. Appointments at this rank are typically one to three years and renewable. Appointment at the rank of *Senior Faculty Specialist* requires the qualifications of a Faculty Specialist, a Master's degree and at least three years of experience as a Faculty Specialist or a similar role, and an exemplary record of administration of academic programs. Appointments at this rank are typically one to five years and are renewable. Appointment at the rank of *Principal Faculty Specialist* requires a Ph.D. or equivalent terminal degree, at least five years of experience at the rank of Senior Faculty Specialist or equivalent, and an exemplary record of administration of academic programs. Appointments at this rank are typically for five years, but can be renewed as early as three years.

### *Search procedures*

PTK appointments in the Honors College result from competitive, posted searches. Applications are reviewed by a search committee, which issues hiring recommendations to the LLP Director and/or the Executive Director of the Honors College. Hires are made at the appropriate rank, based on the position description and the candidate's experience and qualifications. The LLP

Director and/or the Executive Director of Honors will review the search committee's recommendations and make the final hiring decision. All searches are conducted in accordance with campus procedures and policies.

### *Contracts*

All PTK appointments, including contract renewals and promotions, will be created using the online contract system available through the Office of Faculty Affairs and will be issued by the Executive Director of the Honors College.

Initial appointments at the first level in a title sequence will ordinarily be for one academic year with subsequent contracts issued for longer periods when possible.

### *Orientation and onboarding*

The Honors College, and/or its LLPs, will offer an annual orientation for PTK faculty, which will cover an introduction to the Honors College and the LLP for new faculty.

The Honors College's Policy on Appointments, Evaluation, and Promotion (AEP) of PTK faculty will be provided to each PTK faculty member appointed in Honors, and will be made available on the Honors College website.

The Executive Director of the Honors College and/or the Director of the LLP will meet with new PTK faculty in their first semester of employment to discuss the policy and address any questions.

### *Faculty development*

The Honors College, its AEP Committee, and its LLPs will offer mentoring workshops for PTK faculty to support development and promotion.

### *Mentoring*

Promoted PTK faculty will serve as mentors for PTK faculty at lower ranks. If there are no appropriate promoted PTK faculty within the Honors College to serve as mentors, the Honors College will work with UGST to find an appropriate mentor.

## **Evaluation and Promotion**

### *Ongoing evaluation*

Honors faculty are eligible for and subject to periodic evaluation. Routine evaluation shall include (a) annual assignment of a mentor, (b) at least biennial peer observation of teaching, to include a written summary and evaluation of the teaching observed. Faculty teaching in Honors for five years without being reviewed for promotion shall undergo a periodic review, to include submission and review of a dossier including (a) peer observations of teaching, (b)

comprehensive student feedback on classroom experiences, (c) an updated curriculum vita, (d) other elements of a teaching portfolio, at the faculty member's discretion. This review shall be conducted by the Honors College AEP committee. For faculty holding the first two ranks in a title series, the review shall culminate in a decision of "making satisfactory progress toward promotion" or "not making satisfactory progress toward promotion." For faculty at the highest rank in a title series, the review shall culminate in a decision of "satisfactory contributions to Honors" or "unsatisfactory contributions to Honors."

### *Criteria*

Criteria for promotion to Senior Lecturer in the Honors College include ten consecutive semesters of exemplary full-time teaching (or its equivalent), and a record of service to the Honors program, Honors College, university, discipline, and/or community during that time period. The candidate may also demonstrate a record of creative work and/or research.

Criteria for promotion to Principal Lecturer in the Honors College include ten consecutive semesters of exemplary full-time teaching (or its equivalent) as Senior Lecturer, a record of creative work and/or research, and a record of service to the Honors program, Honors College, university, discipline, and/or community during that time period.

Criteria for promotion to Associate Clinical Professor in the Honors College include ten consecutive semesters of exemplary full-time teaching and/or administrative work (or its equivalent) and a record of service to the Honors program, Honors College, university, discipline, and/or community during that time period. The candidate may also demonstrate a record of creative work and/or research.

Criteria for promotion to Clinical Professor in the Honors College include ten consecutive semesters of exemplary full-time teaching (or its equivalent) as Associate Clinical Professor, a record of creative work and/or research, and a record of service to the Honors program, Honors College, university, discipline, and/or community during that time period.

Criteria for promotion to Senior Faculty Specialist in the Honors College include ten consecutive semesters of exemplary full-time leadership and administration, and a record of service to the Honors program, Honors College, university, discipline, and/or community during that time period. The candidate may also demonstrate a record of teaching, creative work and/or research.

Criteria for promotion to Principal Faculty Specialist in the Honors College include ten consecutive semesters of exemplary full-time leadership and administration as Senior Faculty Specialist, and a record of service to the Honors program, Honors College, university, discipline, and/or community during that time period. The candidate may also demonstrate a record of teaching, creative work and/or research.

### *Process*

Promotion cases for PTK faculty shall originate within the Honors College.

The first review shall be conducted by the AEP Committee, which is composed of at least three promoted faculty at or above the rank the candidate is seeking promotion to. At least two members of the committee should be from the PTK title series. Committee members will serve a one-year term and may be reappointed. Where possible, the committee should reflect racial, gender, and ethnic diversity. The committee will elect a chair from among its members. In the case where the Honors College does not have sufficient faculty at the necessary rank to constitute the committee, the Executive Director of Honors, in consultation with the Dean of UGST, may identify other campus faculty to serve.

The AEP Committee should evaluate the candidate's dossier according to the expectations set out in the appointment contract and in this document. The AEP committee will deliberate in confidence and make a written recommendation to the Executive Director for each case. All binding votes must be taken using secret ballots. Absentee and proxy voting are not permitted. All votes, abstentions, and absences are recorded and transmitted, as required by University policy.

The committee will conduct its business in keeping with II-1.00(A) *University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty*.

With positive recommendation from the AEP Committee or the Executive Director of the Honors College, the dossier will be forwarded to the UGST AEP committee. If neither the AEP Committee nor the Executive Director of the Honors College makes a positive recommendation for promotion, the case will be closed with no further review.

### *Timeline*

April 1: Candidate for promotion submits a letter requesting promotion to the Executive Director of the Honors College.

April 15: Executive Director of the Honors College initiates the promotion process for candidates eligible based on university requirements.

### *If approved to proceed:*

September 15: Candidate provides dossier to the unit AEP Review Committee.

November 1: Honors AEP Review Committee concludes its deliberations with a vote.

November 15: Honors AEP Review Committee provides a report with an anonymous vote count and feedback for the candidate.

November 20: Honors AEP Review Committee submits candidate dossier to UGST AEP Review Committee.

January 25: If approved by the UGST AEP Review Committee, the Dossier is submitted to the Dean of Undergraduate Studies for their review.

February 15: The Dean for Undergraduate Studies submits their approval or denial notification to the UGST AEP Review Committee Chair:

February 25: **ONLY if third-level review**, UGST Review Committee submits candidate dossier to Campus Committee and then Provost for review.

May 1: UGST AEP Review Committee provides an approval or denial notification to the Executive Director of Honors.

May 15: Executive Director of Honors notifies candidate of approval or denial. If the candidate is denied promotion, their original contract remains in effect.

In the case of a negative final decision from the Provost, the faculty member may appeal based on alleged violations of procedural due process that would have had a material effect on the decision. All appeals shall be handled according to the procedures established by the Office of Faculty Affairs and shall be initiated within the period defined in those procedures.

In the case of a denial of promotion to the second level or a denial by the unit and unit head, the candidate may submit an appeal request to the Dean of UGST.

In the case of a negative decision, the contractual terms of the existing appointment remain unchanged. A candidate who is denied promotion or who withdraws from consideration may be reconsidered for promotion at a future time without prejudice.

Once awarded, a promotion in rank cannot be rescinded.

#### *Dossier*

Required elements of the candidate's dossier include:

- (1) Current *curriculum vitae* in the University's standard format, signed and dated.
- (2) Personal statement of not more than 500 words, written for a broad audience, explaining how the candidate's portfolio of work meets expectations for promotion. Personal statement must be signed and dated.
- (3) Written description of candidate's duties and/or responsibilities, taken from the contract or appointment letter; should include percentages of effort.
- (3) At least two signed and dated peer teaching observations conducted within the past five academic years. Peer teaching evaluations should come from colleagues who have been promoted within their title sequence.
- (4) A letter from the LLP director or associate director specifying the candidate's contributions to the program.
- (5) A teaching portfolio, less than 50 pages, that provides evidence of quality of teaching instruction at the University of Maryland. Components of the teaching portfolio include:
  - a. Statement of teaching philosophy, signed and dated. Required.
  - b. Selected syllabi. Required.
  - c. Innovative assignments or learning activities. Optional.
  - d. Evidence of student work (with student permission to include). Optional.
  - e. Commentary from students within the last five years. Optional.
  - f. Self-reflection on student feedback on teaching. Optional.
- (6) Student feedback on course experiences. Dossier must include comprehensive qualitative and quantitative feedback for all courses taught at the University of Maryland in the preceding five years.

Optionally, candidates may also include evidence of contributions in the areas of service, research, creative work, and/or program development.

Additionally, the Honors AEP Committee will add the following items to the dossier:

- (1) A summary statement of the candidate's professional accomplishments
- (2) At least four evaluative letters solicited from campus faculty, at least two of which will come from a list of at least five names provided by the candidate. *(Only in the case of third level review. Second level review will not include evaluative letters.)*
- (3) An evaluative report on the candidate's professional accomplishments

### **Exceptions**

Exceptions to these rules require the approval of the Executive Director of the Honors College and the Dean of Undergraduate Studies.