

Department of Psychology
Research (PTK) Appointment, Evaluation and Promotion (AEP) Policies
Relating to the Following Titles:
Faculty Assistant, Faculty Specialist, Senior Faculty Specialist, Post-Doctoral Scholar,
Post-Doctoral Associate,
Assistant Research Professor, Assistant Research Scientist, Assistant Research Engineer,
Associate Research Professor, Associate Research Scientist, Associate Research Engineer,
Research Professor, Research Scientist, Research Engineer

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This document specifies policies and procedures to be used by the Department of Psychology. It is consistent with, and supplemental to, the University of Maryland Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty approved by the President on May 4th 2015 (URL listed below)

https://faculty.umd.edu/policies/documents/UM_Guidelines_for_PTK_Appointments.pdf

Specific administration details regarding appointment contracts (IV.A – D) can be found in the UM Guidelines. College 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 unit-level PTK policies and professional resources. It is understood that the Department of Psychology policies may be superseded by any changes in the University policy and the provisions of the College of Behavioral and Social Sciences policy.

1. Definition and criteria for the different Research Faculty ranks.

<http://www.president.umd.edu/sites/president.umd.edu/files/documents/policies/II-100A.pdf>

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. 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.

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.

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.

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.

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. After three (3) years in this rank, appointees who have performed satisfactorily are eligible for appointment to the rank of Post-Doctoral Associate.

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. 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.

Assistant Research Faculty Ranks

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.

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.

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.

Associate Research Faculty Ranks

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.

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.

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.

Research Faculty Ranks

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.

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.

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.

2. New hire procedures:

New hires in the Research PTK ranks will be hired at the appropriate title based on the position description and their experience. Their title shall correspond to the majority of the appointee's effort. The Chair reviews the candidate's CV and position description to ensure the appropriate title is used. Hiring procedures will include a minimum of review by the Chair, Principal Investigator who is funding the research position and as appropriate Associate Chair (Graduate or Undergraduate) and Area Head, or Masters of Professional Studies (MPS) Director (as appropriate to the position). For initial appointments at the Associate Research Professor or Research Professor level a committee will be formed by the Department Chair involving at least three faculty members all of which have voting representation (including at least one tenured Associate or Full Professor, and a minimum of one Research PTK faculty at the highest rank available - if such Research PTK faculty are not available because there are no Research PTK faculty are at or above the rank sought then tenured faculty member(s) will be substituted). The committee will issue a recommendation to the Chair.

An initial appointment at a Research Professor rank 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. If the appointment is for 50% FTE or higher, it will also be reviewed by a review committee constituted by the Office of the Provost.

When given their contracts new hires will be provided with the URL for the Department's policy and the College's evaluation and promotion policy which includes the URL for the campus guidelines. All unit policies and procedures shall be available online.

3. Promotion procedures:

Research faculty can request consideration for promotion following the below timeline. If approved, promotions are effective the start of the following fiscal year. Time in rank before promotion can be considered will be at least five years of full-time research faculty appointment or its equivalent (or similar appointment at another institution).

a. The candidate writes a letter formally requesting consideration for promotion to the Chair (and when appropriate to the position, copy their immediate research supervisor) by **August 1** of the academic year that they would like to be considered for promotion. This letter should outline the reasons why the candidate believes he/she should be promoted referencing both their specific contract expectations as well as the promotion criteria from this document.

b. The candidate will provide the Chair with the following materials no later than **September 1st**:

i. An up-to-date and signed CV (<http://www.faculty.umd.edu/policies/currvit.html> in the campus standard format for CVs).

ii. A research portfolio that at a minimum includes a research statement providing description of their research activities, accomplishments, and goals.

- For Faculty Specialist positions this statement may include descriptions of technical training and skill development relevant to their research responsibilities (e.g., credentials, new certifications), summary of lab administration and staff supervisor experience and achievements, contributions to reports, presentations, grant writing, publications and any other aspects of their position that the candidate deems appropriate to document their achievements and contributions.
- For Postdoctoral and Research Faculty titles, in addition to the above this statement should address the candidate's ability to propose, develop, and manage major research projects and should include a summary of grant activity (applications submitted and awarded) and role on any grants (PI, Co-I, Consultant).
- Relevant to promotion to Research Professor/Scientist/Engineer, the statement should also address how the individual has established a regional, national or international reputation (e.g., invited talks and presentations; grants, awards and honors; editorial roles; positions in professional societies; invited service to federal agencies such as grant reviewer).
- For postdoctoral and research faculty titles, the portfolio should include copies of five relevant reprints.

iii. Citation count conducted with Google and Web of Science to provide quantitative indices of publication productivity.

iv. Indices assessing the quality of the research.

v. Letters addressing the contributions of the Research faculty from (1) the direct supervisor, (2) the head of the area in which the candidate primarily works, and (3) at least one colleague in the Department or on campus who is familiar with the work of the candidate.

vi. At least one external letter from individuals familiar with the work of the candidate.

vii. Where appropriate to the position and contract duties, statements of service and other scholarly activities (e.g., teaching) should be included.

c. The Chair will form a committee of three members. All members shall be given voting representation. The committee will consist of two tenured faculty members and a Research PTK faculty member at, or above, the rank sought (if such Research PTK faculty are not available because no PTK faculty are at or above the rank sought then tenured faculty member will be substituted). If possible, a committee member will be a direct supervisor of the candidate (e.g., the faculty/PI supporting a Faculty Specialist). If the direct supervisor is not available or does not meet the above criteria to serve on the committee, then 1) a letter of evaluation will be provided by the supervisor to the committee, and 2) the committee will be formed such that at least one member will be from a content area within the department that is at least broadly related to the candidate's expertise (e.g., from the CNS area for a PTK faculty candidate conducting neuroscience-related research or from the Clinical area for someone conducting mental health-related research). Decisions on promotion will be based on the evaluation criteria and the candidate's performance in meeting these criteria as outlined below. The committee will produce a summary report based on their evaluation.

d. Research Faculty in Psychology do not normally hold separate, or joint, appointments in other departments. If a Psychology research faculty member had another appointment in a different unit, the College's procedures on handling promotion reviews across more than one unit would be used.

e. The Chair of the review committee will submit the candidate's package consisting of the materials submitted by the candidate and the committee's summary report to the Chair of the Department. The Department Chair should receive the promotion package no later than **November 1st**.

f. The Department Chair reviews the Committee's recommendations and the Candidate's package. If the Chair has questions or concerns, he/she may ask the Committee Chair for clarification and/or additional information.

g. By **December 15**, the Chair will convey his/her decision and the candidate's package (committee report and candidate's materials) to the Dean. If the Chair supports promotion, the Chair writes a letter recommending the promotion and sends the package to the Dean's Office. Appointments above the Associate or Senior level will also be reviewed and approved by the Provost. If the Chair does not support promotion, but the Committee did, the package with the Chair's letter is sent to the Dean's Office. If a negative outcome is reached at the college level, the Dean will notify the candidate in writing. If both the Chair and the Committee did not

recommend promotion, the Candidate is notified and is not promoted. In the case of a negative outcome, the candidate's contract can be renewed at the existing title and the candidate can request promotion in future years.

h. In the case of a negative outcome the candidate may submit a written appeal to department chair within two weeks of being notified of the decision. The appeal must be based on the grounds that (a) the procedure described above was not followed correctly or that (b) the criteria used for evaluation were inadequate or improper. Appeals cannot be made on any other basis. Within two weeks of receiving the appeal, the department chair must form an appeals committee consisting of three faculty members at or above the rank of the promotion (with tenured faculty serving with at least one PTK faculty, if available) who had not served on the initial review committee. The committee then has four weeks to consider the written appeal, meet with the candidate and any other relevant individuals, and send a written decision to the chair and the candidate. If the appeal is successful, then a new promotion review will be conducted, correcting the deficiencies of the prior one. If the appeal is denied, the candidate is not promoted and the chair of the review committee sends the candidate a letter explaining the grounds on which the appeal was denied. The candidate can appeal that decision to the associate dean of the College of Behavioral and Social Sciences. The associate dean, either alone or with the advice of an ad hoc committee that s/he forms for this purpose, can reverse the departmental appeals committee's decision on the grounds that (a) procedures were not properly followed or (b) the evaluation criteria were inadequate or improper. This decision is final and not subject to further appeal.

i. The Chair will inform the candidate in writing of the outcome of their promotion request and any associated promotion increase. The College will determine the minimum salary increases for promotions annually. The promotion salary increase must be consistent for all candidates at a given rank within the title series in any year. Promotions cannot be rescinded at a later date.

4. PTK faculty shall be given voting representation on committees responsible for the creation, adoption, and revision of unit-level policies and procedures related to appointment, evaluation, and promotion of PTK faculty.

5. Direct supervisors (e.g., Chair, Principal Investigator of lab, appropriate Associate Chair, Area Head) should mentor junior PTK faculty as part of their duties. Mentors shall encourage, support, and assist these faculty members and be available for consultation on matters of professional development. Mentoring meetings shall on a regular basis with junior PTK faculty (ideally every semester along with an informal annual evaluation). Mentors also need to be frank and honest about the progress toward fulfilling the unit's criteria for promotion. Favorable informal assessments and positive comments by mentors are purely advisory to the faculty member and do not guarantee a favorable promotion decision. If junior PTK faculty do not feel they are being sufficiently mentored, they should meet with the Department Chair to discuss.

6. Research PTK faculty are eligible to be nominated for college level awards including the BSOS *Excellence in Research Award*, *Excellence in Teaching Award*, the *Excellence in Service Award*, and the *Excellence in Diversity and Inclusion Award*. Information about these awards

and nomination procedures can be found on the BSOS website: <https://bsos.umd.edu/faculty-staff/college-awards>

EVALUATION CRITERIA

1. Quality of research publications
2. Ability to propose, develop, and manage major research projects
3. Grant activity (applications submitted and awarded) and role on any grants (PI, Co-I, Consultant)
4. Regional, national or international reputation (e.g., invited talks and presentations; grants, awards and honors; editorial roles; positions in professional societies; invited service to federal agencies such as grant reviewer)