

February 1, 2012

MEMORANDUM

TO: University Senate Members

FROM: Eric Kasischke
Chair of the University Senate

SUBJECT: University Senate Meeting on Wednesday, February 8, 2011

The next meeting of the University Senate will be held on Wednesday, February 8, 2011. The meeting will convene at **3:15 p.m.**, in the **Atrium of the Stamp Student Union**. If you are unable to attend or plan to arrive late, please contact the Senate Office¹ by calling 301-405-5805 or sending an email to senate-admin@umd.edu for an excused absence. Your response will assure an accurate quorum count for the meeting.

The meeting materials can be accessed on the Senate Web site. Please go to <http://www.senate.umd.edu/meetings/materials/> and click on the date of the meeting.

Meeting Agenda

1. Call to Order
2. Approval of the December 8, 2011 Senate Minutes (Action)
3. Report of the Chair

Committee Reports

4. PCC Proposal to Change the Name of the PhD in Public and Community Health to Behavioral and Community Health (Senate Doc. No. 11-12-25) (Action)
5. PCC Proposal to Establish a Post-Baccalaureate Certificate in Principles of Public Health (Senate Doc. No. 11-12-26) (Action)
6. Activation of the USM Clinical Faculty Titles (Senate Doc. No. 11-12-20) (Action)
7. Special Order of the Day
Kevin Anderson
Director, Intercollegiate Athletics
Department of Intercollegiate Athletics' Vision

8. New Business

9. Adjournment

¹ Any request for excused absence made after 1:00 p.m. will not be recorded as an excused absence.

University Senate

December 8, 2011

Members Present

Members present at the meeting: 85

Call to Order

Senate Chair Kasischke called the meeting to order at 3:17 p.m.

Approval of the Minutes

Chair Kasischke asked for additions or corrections to the minutes of the November 9, 2011 meeting. Hearing none he declared the minutes approved as distributed.

Report of the Chair

Senate Elections

Kasischke announced that the Senate Office would begin the candidacy/election process for all staff, student, and single-member constituency senators for 2012-2013 on January 23, 2012. He encouraged those in attendance to run to be a senator and indicated that details about the timeline and process could be found under the "Elections" tab on the Senate website.

Spring 2012 Senate Meetings

Kasischke reminded the Senate that the first Senate meeting of the spring semester would be on February 8, 2012. He asked senators to mark all of the spring 2012 senate meeting dates on your calendar. We expect to have a very busy semester with much of the work that is currently in our various committees coming forward for a vote.

Kasischke reminded the Senate that the next two items on the agenda were ones that were not completed at the last meeting.

Title Updates in the Senate Bylaws (Senate Doc. No. 11-12-08) (Action)

Kasischke stated that the Office of the Provost has forwarded additional information related to the hiring of the new Chief Diversity Officer. The ERG Committee should consider this information before making a presentation. He asked the consent of the Senate to postpone its deliberation of this item to a future meeting. There were no objections.

Preservation of Shared Governance During Reorganizations, Consolidations, and Mergers (Senate Doc. No. 09-10-49) (Action)

Kenneth Fleischmann, Chair of the Elections, Representation, and Governance (ERG) Committee, presented the Preservation of Shared Governance During

Reorganizations, Consolidations, and Mergers proposal and provided background information.

Kasischke opened the floor to discussion of the proposal; hearing none, he called for a vote on the proposal. The result was 59 in favor, 1 opposed, and 5 abstentions.
The motion to approve the proposal passed.

Revisions to the School of Public Health Plan of Organization (Senate Doc. No. 10-11-49) (Action)

Kenneth Fleischmann, Chair of the Elections, Representation, and Governance (ERG) Committee, presented the Revisions to the School of Public Health Plan of Organization and provided background information.

Kasischke opened the floor to discussion of the proposal; hearing none, he called for a vote on the proposal. The result was 65 in favor, 1 opposed, and 2 abstentions.
The motion to approve the proposal passed.

Nominations Committee Slate (Senate Doc. No. 11-12-21) (Action)

Martha Nell Smith, Chair of the Committee on Committees, presented the Nominations Committee Slate and provided background information.

Kasischke opened the floor to any additional nominations; hearing none, he called for a vote on the slate. The result was 70 in favor, 1 opposed, and 0 abstentions.
The motion to approve the proposal passed.

Request to Review Domestic Partner Benefits (Senate Doc. No. 10-11-34) (Action)

Vincent Novara, Chair of the Equity, Diversity, and Inclusion (EDI) Committee, presented the Request to Review Domestic Partner Benefits proposal and provided background information.

Kasischke opened the floor to discussion of the proposal.

Senator Goodman, Faculty, College of Computer, Mathematical, and Natural Sciences, spoke strongly in favor of the proposal. It speaks strongly to the quality of our institution that we establish this type of benefit.

Senator Davis, Undergraduate, College of Undergraduate Studies, inquired whether transgender relationships were taken into consideration.

Novara responded that the committee consulted with the President's Commission on LGBT Issues. The decision would be based on whatever the transgender employee had transitioned to.

Dean Hamilton, College of Undergraduate Studies, inquired why opposite-sex domestic partners were excluded.

Novara stated that the committee viewed it as an issue of equity and fairness. Opposite-sex partners have the ability to marry in the State of Maryland where same-sex partners do not.

Dean Hamilton responded that she understood the direction of the committee's recommendation but thought that the wording should not exclude opposite-sex domestic partners.

Senator Tits, Faculty, College of Engineering, stated that he agrees that passing this proposal is a step in the right direction but sees it as discriminatory to exclude opposite-sex domestic partner benefits. He proposed an amendment that "same-sex" be removed from the recommendation. The motion to amend the recommendation was seconded.

Kasischke opened the floor to discussion of the amendment.

Novara stated that the State of Maryland defines domestic partners as being two people of the same-sex. We cannot just remove the qualifying adjective but must come up with all new language.

Senator Walters, Faculty, College of Computer, Mathematical, and Natural Sciences, inquired what would happen if the State Legislature approved same-sex marriages. If they were given that right and chose not to marry, would they be eligible for these benefits?

Novara responded that any State law would override any System policy expanding benefits to same-sex domestic partners. Same-sex domestic partners would not be given access to benefits when opposite-sex domestic partners do not have access if marriage equality were passed. At that time, the Senate or another administrative body could revisit the issue of extending spousal benefits to all domestic partners. That would probably have a fiscal impact and would have to be thoroughly researched. This has been proposed in the past and did not make it past the Senate or the Board of Regents.

Senator Myers, Faculty, College of Agriculture & Natural Resources, stated that he was opposed to this proposal. He feels that it is preemptive to State law and moves us along too quickly.

Senator Goodman, Faculty, College of Computer, Mathematical, and Natural Sciences, stated that he supports the sentiment of the amendment but suggested a substitute amendment. If the motion to approve the EDI Committee's recommendations is passed, the Senate will charge the committee with reconsidering expanding benefits to domestic partners of all sexes.

The motion was seconded.

Marvin Breslow, Parliamentarian, advised that Senator Goodman's amendment is a viable solution and asked Senator Tits and the seconder of the amendment whether he would consider withdrawing his amendment. Senator Tits agreed to withdraw his amendment.

Kasischke opened the floor to discussion of Senator Goodman's amendment.

Cliffornia Howard, Member of the EDI Committee, stated that there was discussion of opposite-sex partners within the committee. The State of Maryland does not recognize opposite-sex domestic partnerships as a marriage. Same-sex partners cannot get married which is why they are being included in this proposal.

Dean Hamilton, College of Undergraduate Studies, related the discussion to a similar discussion over whether bicyclists should also wear helmets if we were going to make scooter riders wear helmets but we need to start somewhere. She urged the Senate to pass this proposal now.

Senator Smith, Chair-Elect, suggested that we add "domestic" before partners in the amendment. She also encouraged the Senate to pass the proposal.

That change was accepted as a friendly amendment.

Senator Dinman, Faculty, College of Computer, Mathematical, and Natural Sciences, suggested that we include "between people."

Senator Myers, Faculty, College of Agriculture & Natural Resources, stated that he was in favor of a vote and that we have not shown that this is aligned with State Law so he opposes it.

Kasischke called for a vote on Senator Goodman's amendment. The result was 45 in favor, 23 opposed, and 7 abstentions. **The amendment passed.**

Kasischke opened the floor to discussion of the proposal as amended.

Senator Coates, Non-Exempt Staff, stated that we should make certain the wording comports with our intentions and objectives first and not just pass it for the sake of getting it through. What if the State Law does pass recognizing same-sex marriage? We should consider opposite-sex domestic partners before voting on this proposal.

Novara stated that there is no guarantee that the General Assembly will approve same-sex marriages in their next session. It stalled last year and could stall again. We are trying to put something in place in recognition of fairness and equity at the University.

Senator Parsons, Exempt Staff, stated that we should deal with what we have now and then adjust things as the scenario and landscape changes.

Senator Myers, Faculty, College of Agriculture & Natural Resources, recommended that we table the vote and that we make sure we are in alignment with State Law. It is too controversial of an issue for this vote to have substantial weight.

The motion to table the proposal was seconded.

Kasischke opened the floor to discussion of the motion to table the proposal.

Novara stated that this proposal is in line with the laws of the State of Maryland. It appears in the 2011 Maryland State Employees and Retirees Health Benefits guide, which defines same-sex domestic partners. The committee's work is based on Maryland State Law.

Senator Myers, Faculty, College of Agriculture & Natural Resources, stated that if the State does not recognize same-sex marriage, the University should not prescribe those rights to University members. It is preemptive to State Law.

Novara clarified that the recommendation is for the extension of system-level benefits to same-sex domestic partners rather than an alternate version of same-sex marriage.

Senator Smith, Chair-Elect, stated that as an educational body it is our responsibility to lead morally. She is supportive of something like this. We are not competitive with other institutions that offer these benefits.

Provost Wylie stated that she agreed that we should pass this proposal. She also clarified that as an institution, we do not have the capacity to do this. We are asking the Board of Regents to recognize this need. We are making a political statement to the Board of Regents that urges them to act.

Kasischke asked Breslow for an explanation of what the motion to table means.

Breslow explained that a motion to table would effectively kill a proposal because the procedures to bring it back are difficult. He reiterated and clarified that approving this motion will not send it back to the committee but will kill the proposal.

Kasischke called for a vote on the motion to table. The result was 17 in favor, 54 opposed, and 4 abstentions. **The motion to table failed.**

Kasischke called for further discussion on the proposal; hearing none, he called for a vote on the Request to Review Domestic Partner Benefits proposal. The result was 56 in favor, 15 opposed, and 2 abstentions. **The motion to approve the proposal passed.**

Request for Non-Exempt Staff Issues and Development Review (Senate Doc. No. 10-11-57) (Action)

Steven Petkas, Chair of the Staff Affairs Committee, presented the Request for Non-Exempt Staff Issues and Development Review proposal and provided background information.

Kasischke opened the floor to discussion of the proposal; hearing none, he called for a vote on the proposal. The result was 68 in favor, 2 opposed, and 2 abstentions.
The motion to approve the proposal passed.

Updates to Procedural Requirements Pertaining to Sexual Harassment and Sexual Violence (Senate Doc. No. 11-12-10) (Action)

Nan Ratner, Chair of the Student Conduct Committee, present the Updates to Procedural Requirements Pertaining to Sexual Harassment and Sexual Violence proposal and provided background information.

Kasischke opened the floor to discussion of the proposal; hearing none, he called for a vote on the proposal. The result was 66 in favor, 3 opposed, and 2 abstentions.
The motion to approve the proposal passed.

New Business

Kasischke opened the floor to new business.

Martha Nell Smith, Chair-Elect, made a motion to pass the following resolution:

Over the last few weeks, many of us have been deeply disturbed by the use of force deployed by University of California campus police against peaceful, nonviolent protestors. Such a climate is far from conducive for research, teaching, and learning. The University of Maryland Senate would like to express concern formally and also state publicly our commitment to fostering and insuring a climate that guarantees free and open discussion and respect for all members of our community so that the scenes we have seen in California are unimaginable here.

The motion was seconded.

Kasischke opened the floor to discussion of the resolution.

Senator Davis, Undergraduate, College of Undergraduate Studies, stated that he agreed with the resolution but stated that he has seen some video showing that the protestors were not as peaceful as was reported.

Smith clarified that the resolution says University of California because there have been other issues related to peaceful protesting at Berkeley.

Senator Myers, Faculty, College of Agriculture & Natural Resources, stated that the resolution is fine but the language harbors ill will towards the University of California. He made a motion that the first two sentences be removed. There was a second to the motion.

Smith and other senators agreed to change the language of the resolution to the following:

Over the last few weeks, many of us have been deeply disturbed by the use of force deployed by campus police at other institutions against peaceful, nonviolent protestors. Such a climate is far from conducive for research, teaching, and learning. The University of Maryland Senate would like to express concern formally and also state publicly our commitment to fostering and insuring a climate that guarantees free and open discussion and respect for all members of our community so that the scenes we have seen elsewhere are unimaginable here.

Kasischke called for a vote on the amendment to the resolution. The result was 56 in favor, 4 opposed, and 2 abstentions.

Kasischke opened the floor to discussion of the resolution as amended.

Senator Celi, Faculty, College of Engineering, stated that he was in favor of the resolution. He proposed changing “unimaginable” to “unacceptable”. Smith agreed to the change in language.

The final language of the resolution is as follows:

Over the last few weeks, many of us have been deeply disturbed by the use of force deployed by campus police at other institutions against peaceful, nonviolent protestors. Such a climate is far from conducive for research, teaching, and learning. The University of Maryland Senate would like to express concern formally and also state publicly our commitment to fostering and insuring a climate that guarantees free and open discussion and respect for all members of our community so that the scenes we have seen elsewhere are unacceptable here.

Senator Cooperman, Faculty, College of Arts & Humanities, stated that the resolution is a dangerous statement and that it is self-righteous for us to comment on what happens at other institutions. It seems to forbid police from responding to “non-violent” post-football-game protestors who light things on fire. There is no definition or context. There is a rush to judgment. It is not our place to comment on this. This is not appropriate and should fail.

Hearing no further discussion, Kasischke called for a vote on the resolution. The result was 37 in favor, 22 opposed, and 4 abstentions. **The resolution passed.**

Senator Hample, Faculty, College of Arts & Humanities, made a motion for the Senate to approve a resolution to express sympathy and solidarity for members of the Virginia Tech Campus Community.

The motion was seconded.

Kasischke opened the floor to discussion of the resolution; hearing none, he called for a vote on the resolution. The result was 58 in favor, 1 opposed, and 1 abstention. **The motion to approve the resolution passed.**

Kasischke thanked everyone for their hard work this semester and wished everyone a safe and merry holiday season.

Adjournment

Senate Chair Kasischke adjourned the meeting at 4:21 p.m.



University Senate TRANSMITTAL FORM

Senate Document #:	11-12-25
PCC ID #:	11023
Title:	Proposal to Change the Name of the Ph.D. in Public and Community Health to Behavioral and Community Health
Presenter:	David Salness, Chair, Senate Programs, Curricula, and Courses Committee
Date of SEC Review:	January 26, 2012
Date of Senate Review:	February 8, 2012
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	<p>The School of Public Health and the Department of Behavioral and Community Health propose to change the name of the Ph.D. program in Public and Community Health. The proposed name of Behavioral and Community Health better conveys the nature of the work conducted within the program and more accurately reflects the program's focus on health behavior. The new name also reflects the name of the department, which was changed last year from Public and Community Health to Behavioral and Community Health, for the same reasons. This change was supported by the College of Behavioral and Social Sciences.</p> <p>The Academic Planning Advisory Committee approved the proposal on November 21, 2011. The Graduate PCC Committee approved the proposal on November 21, 2011, and the Graduate Council approved the proposal on January 13, 2012. The Senate PCC Committee approved the proposal on December 2, 2011.</p>
Relevant Policy # & URL:	N/A
Recommendation:	The Senate Committee on Programs, Curricula, and Courses recommends that the Senate accept the name change.
Committee Work:	The Committee considered the proposal at its December 2, 2011,

	meeting. Elbert Glover, Chair of Behavioral and Community Health, and Coke Farmer, Assistant Dean of the School of Public Health, were present to discuss the proposal and answer questions. After discussion, the Committee voted unanimously to recommend the proposal.
Alternatives:	The Senate could decline to approve the new name for this program.
Risks:	If the Senate does not approve this proposal, then the program will retain its existing name, which does not accurately reflect the activities of the program.
Financial Implications:	There are no significant financial implications with this proposal.
Further Approvals Required:	If the Senate approves this proposal, it would still require further approval by the President and the Chancellor, and the Maryland Higher Education Commission will need to be notified.

THE UNIVERSITY OF MARYLAND, COLLEGE PARK

PROGRAM/CURRICULUM/UNIT PROPOSAL

- Please email the rest of the proposal as an MSWord attachment to pcc-submissions@umd.edu.

PCC LOG NO.

11023

- Please submit the signed form to the Office of the Associate Provost for Academic Planning and Programs, 1119 Main Administration Building, Campus.

College/School: SPHL

Please also add College/School Unit Code-First 8 digits: **012033001**

Unit Codes can be found at: https://hypprod.umd.edu/Html_Reports/units.htm

Department/Program: Behavioral and Community Health

Please also add Department/Program Unit Code-Last 7 digits: **330301**

Type of Action (choose one):

- | | |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Curriculum change (including informal specializations) | <input type="checkbox"/> <i>New academic degree/award program</i> |
| <input checked="" type="checkbox"/> <i>Renaming of program or formal Area of Concentration</i> | <input type="checkbox"/> New Professional Studies award iteration |
| <input type="checkbox"/> <i>Addition/deletion of formal Area of Concentration</i> | <input type="checkbox"/> New Minor |
| <input type="checkbox"/> <i>Suspend/delete program</i> | <input type="checkbox"/> Other |

Italics indicate that the proposed program action must be presented to the full University Senate for consideration.

Summary of Proposed Action:

Our department name was officially changed in the Fall of 2010 and we became the Department of Behavioral and Community Health to more appropriately reflect our discipline within the field of public health. In addition, to meet the Council on Education in Public Health (the accrediting body for Schools of Public Health) requirements of departmental discipline clarity, it was not appropriate to have a generic department name such as the Department of Public and Community Health that was so similar to the name of our school (the School of Public Health).

We currently offer a PhD in Public and Community health (our old department name) and would like to change it to a PhD in Behavioral and Community Health to reflect our new discipline specific department name.

APPROVAL SIGNATURES - Please print name, sign, and date. Use additional lines for multi-unit programs.

1. Department Committee Chair Donattout
2. Department Chair Elbert D. Allen
3. College/School PCC Chair Amey Sopkota
4. Dean [Signature]
5. Dean of the Graduate School (if required) [Signature] 11/18/12
6. Chair, Senate PCC David Palmer 12/13/11
7. University Senate Chair (if required) _____
8. Senior Vice President for Academic Affairs & Provost _____



University Senate TRANSMITTAL FORM

Senate Document #:	11-12-26
PCC ID #:	11025
Title:	Proposal to Establish a Post-Baccalaureate Certificate in Principles of Public Health
Presenter:	David Salness, Chair, Senate Programs, Curricula, and Courses Committee
Date of SEC Review:	January 26, 2012
Date of Senate Review:	February 8, 2012
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	<p>The School of Public Health and the Department of Health Services Administration wish to establish a new Post-Baccalaureate Certificate program in Principles of Public Health. This certificate program will have a rigorous, multi-disciplinary, 15-credit curriculum that provides a foundation in core public health issues. This certificate program is designed for public health professionals who are committed to advancing their careers in public health and contributing to the health of people locally, nationally and globally.</p> <p>The course requirements are as follows: EPIB610: Foundations of Epidemiology; EPIB650: Biostatistics; HLTH665: Health Behavior; HLSA601: Introduction to Health Systems; and MIEH600: Foundations of Environmental Health. The course requirements reflect the five subject areas that are nationally recognized as the five core areas of public health. Instruction for the certificate program will be delivered online. Each course has already been approved and is currently taught on campus. As with the on-campus offerings, oversight for the teaching of each course will be conducted by the appropriate academic department. Each department will ensure that the quality of the online delivery is commensurate with that of the on-campus offering.</p>

	<p>The program is expected to enroll 12-15 students each year, and will be self-supported. Tuition revenue will be used to cover the program's expenses. The Department of Health Services Administration will provide general academic oversight for the program. The Office of Extended Studies will provide the administrative services for the program.</p> <p>The Academic Planning Advisory Committee approved the proposal on November 21, 2011. The Graduate PCC Committee approved the proposal on November 21, 2011, and the Graduate Council approved the proposal on January 13, 2012. The Senate PCC Committee approved the proposal on December 2, 2011.</p>
Relevant Policy # & URL:	N/A
Recommendation:	The Senate Committee on Programs, Curricula, and Courses recommends that the Senate approve this new certificate program.
Committee Work:	The Committee considered the proposal at its meeting on December 2, 2011. Laura Wilson, Chair of the Health Services Administration Department, and Coke Farmer, Assistant Dean of the School of Public Health, were present to discuss the proposal. After discussion, the Committee voted unanimously to recommend the proposal.
Alternatives:	The Senate could decline to approve the proposed program.
Risks:	If the Senate declines to approve this program, the University will lose an opportunity to establish a certificate program that meets a growing demand for post-baccalaureate training in public health.
Financial Implications:	There are no significant financial implications with this proposal.
Further Approvals Required:	If the Senate approves this proposal, it would still require further approval by the President, the Chancellor, and the Maryland Higher Education Commission.

THE UNIVERSITY OF MARYLAND, COLLEGE PARK
PROGRAM/CURRICULUM PROPOSAL

- Please submit the signed form to: Office of the Associate Provost for Academic Planning & Programs, 1119 Main Administration Building.
- Please email the rest of the proposal as an MSWord attachment to pcc-submission@umd.edu.

DATE SUBMITTED: October 21, 2011

PCC LOG NO.

11025

COLLEGE/SCHOOL: College/School Unit Code—First 8 digits: SPHL / 1330101

Unit Codes can be found at https://hypprod.umd.edu/Html_Reports/units.htm

DEPARTMENT/PROGRAM: Department/Program Unit code—Last 7 digits: SPHL / 1331301

TYPE OF ACTION (choose one):

- | | |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Curriculum change (including information specializations) | <input type="checkbox"/> New academic degree/award program |
| <input type="checkbox"/> <i>Renaming of program or formal Area of Concentration</i> | <input checked="" type="checkbox"/> New Professional Studies award iteration |
| <input type="checkbox"/> <i>Addition/deletion of formal Area of Concentration</i> | <input type="checkbox"/> New Minor |
| <input type="checkbox"/> <i>Suspend/delete program</i> | <input type="checkbox"/> Other |

Italics indicate that the proposed program action must be presented to the full University Senate for consideration.

SUMMARY OF PROPOSED ACTION:

APPROVAL SIGNATURES: Please print name, sign, and date

1. Department Committee Chair: Sharon Simson Sharon Simson 10/27/11
2. Department Chair: Laura Wilson Laura Wilson 10/27/11
3. College/School PCC Chair: Amy R. Sapkota Amy R. Sapkota 10/27/11
4. Dean: Robert S. Gold Robert S. Gold 10/27/11
5. Dean of the Graduate School (if required): Chau 11/18/12
6. Chair, Senate PCC: David Galnas 12/13/11
7. Chair of University Senate (if required): _____
8. Vice President of Academic Affairs & Provost: _____

THE UNIVERSITY OF MARYLAND, COLLEGE PARK

PROGRAM/CURRICULUM PROPOSAL

- Please submit the signed form to: Office of the Associate Provost for Academic Planning & Programs, 1119 Main Administration Building.
- Please email the rest of the proposal as an MSWord attachment to pcc-submission@umd.edu.

DATE SUBMITTED: November 22, 2011

PCC LOG NO.

COLLEGE/SCHOOL: College/School Unit Code—First 8 digits: SPHL / 1330101

Unit Codes can be found at https://hypprod.umd.edu/Html_Reports/units.htm

DEPARTMENT/PROGRAM: Department/Program Unit code—Last 7 digits: SPHL / 1331301

TYPE OF ACTION (choose one):

- | | |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Curriculum change (including information specializations) | <input type="checkbox"/> <i>New academic degree/award program</i> |
| <input type="checkbox"/> <i>Renaming of program or formal Area of Concentration</i> | <input checked="" type="checkbox"/> New Professional Studies award iteration |
| <input type="checkbox"/> <i>Addition/deletion of formal Area of Concentration</i> | <input type="checkbox"/> New Minor |
| <input type="checkbox"/> <i>Suspend/delete program</i> | <input type="checkbox"/> Other |

Italics indicate that the proposed program action must be presented to the full University Senate for consideration.

SUMMARY OF PROPOSED ACTION:

The School of Public Health submits this proposal to create the Post-Baccalaureate Certificate in Principles of Public Health. This Certificate is a 15 credit, 5 course rigorous, multi-disciplinary curriculum that provides a foundation in core public health courses including: 1) Foundations of Epidemiology, 2) Biostatistics, 3) Health Behavior, 4) Introduction to Health Systems, and 5) Foundations of Environmental Health. Instruction is delivered online. This core curriculum reflects the broad range of knowledge and skill-based competencies germane to public health practice in the 21st century.

APPROVAL SIGNATURES: *Please print name, sign, and date*

1. Department Committee Chair: _____
2. Department Chair: _____
3. College/School PCC Chair: _____
4. Dean: _____
5. Dean of the Graduate School (if required): _____
6. Chair, Senate PCC: _____
7. Chair of University Senate (if required): _____
8. Vice President of Academic Affairs & Provost: _____

PROPOSAL FOR

NEW INSTRUCTIONAL PROGRAM

UNIVERSITY OF MARYLAND AT COLLEGE PARK, MARYLAND

**Post-Baccalaureate Certificate
in Principles of Public Health**

PROPOSED INITIATION DATE: Fall 2012

I. OVERVIEW and RATIONALE

A. Briefly describe the nature of the proposed program and explain why the institution should offer it.

The Post-Baccalaureate Certificate in Principles of Public Health is a 15 credit, 5 course rigorous, multi-disciplinary curriculum that provides a foundation in core public health courses including: 1) Foundations of Epidemiology, 2) Biostatistics, 3) Health Behavior, 4) Introduction to Health Systems, and 5) Foundations of Environmental Health. Instruction is delivered online. These courses will enable students to advance their understanding of the science, theory, and practice of public health. This certificate targets public health professionals who are committed to advancing their careers in public health and contributing to the health of people locally, nationally and globally.

B. How big is the program expected to be? From what other programs serving current students, or from what new populations of potential students, onsite or offsite, are you expecting to draw?

Students will be admitted to begin their studies in the fall semester. It is estimated that 12 students will enroll in Year 1 and 15 in Year 2. Courses are offered online. The target audience is professionals working in public health sectors such as health delivery organizations, government agencies, clinical practices, research firms, state and local health departments, insurance companies, educational institutions, pharmaceutical companies, among others. Students do not have to take leave time from work and can complete the program in 12 months. They will benefit from the flexibility and accessibility of online courses, which fit in with their full-time personal and professional responsibilities.

II. Curriculum

A. Provide a full catalog description of the proposed program, including educational objectives and any areas of concentration.

The Post-Baccalaureate Certificate in Principles of Public Health is a 15 credit, 5 course rigorous, multi-disciplinary curriculum that provides a foundation in core public health courses including: 1) Foundations of Epidemiology, 2) Biostatistics, 3) Health Behavior, 4) Introduction to Health Systems, and 5) Foundations of Environmental Health. Instruction is delivered online. These courses will enable students to advance their understanding of the science, theory, and practice of public health. This core curriculum reflects the broad range of knowledge and skill-based competencies germane to public health practice in the 21st century.

Below is a standard plan of study for CPH completion:

Fall	Spring	Summer
2 courses/6 credits	2 courses/6 credits	1 course/3 credits

B. List the courses (number, title, semester credit hours) that would constitute the requirements and other components of the proposed program. Provide a catalog description for any courses that will be newly developed or substantially modified for the program.

Existing Courses modified for online delivery:

EPIB610: Foundations of Epidemiology

Introduction to the discipline of epidemiology and its applications to health issues and practices. Basic epidemiologic concepts and methods will be covered. (3 credits)

EPIB650: Biostatistics

Basic statistical concepts and procedures for Public Health. Focuses on applications, hands-on-experience, and interpretations of statistical findings. (3 credits)

HLTH665: Health Behavior

The psychological, social psychological, and sociological theories of health behavior. The relation of health knowledge, beliefs, attitudes, intentions, and behavior to preventive, illness, sick-role, and health utilization behaviors. (3 credits)

HLSA601: Introduction to Health Systems

Management and leadership skills for effective public health planning, organization, management and administration. Emphasis is on the role of institutions in learning and behavioral change process, organizational theory, administration management, and coordinating provision of community health services. (3 credits)

MIAEH600: Foundations of Environmental Health

Overview of the chemical, physical and biological hazards present in our living and working environment and their effects on human health. Topics include: exposure assessment, industrial hygiene and safety, pesticides, community and indoor pollution, food-borne diseases, solid and hazardous wastes, water resources, risk assessment, ecological issues and environmental laws. (3 credits)

C. Describe any selective admissions policy of special criteria for students selecting this field of study.

Admission is for the fall semester. Applicants must meet the following minimum admission criteria as established by the Graduate School:

- Applicants must have earned a four-year baccalaureate degree from a regionally accredited U.S. institution, or an equivalent degree from a non-U.S. institution.
- Applicants must have earned a 3.0 GPA (on a 4.0 scale) in all prior undergraduate and graduate coursework.
- Applicants must provide an official copy of a transcript for all of their post-secondary work.

International students must fulfill all requirements relating to international academic credentials, evidence of English proficiency, financial certification, and visa documentation.

III. STUDENT LEARNING OUTCOMES AND ASSESSMENT

The purpose of this assessment plan is to clear guidelines, identify articulated outcomes, and ensure avenues for continuous improvement for each graduate certificate program managed by the Program Oversight Committee and housed in the Graduate School. It is our mission to provide programs that meet UMD's institutional goals and objectives for educational activities.

Student Learning Outcomes

Based on the competencies required by the SPH's accrediting body, the Council on Education for Public Health, students will be able to:

1. Identify the causes of social and behavioral factors that affect health of individuals and populations.
2. Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.
3. Describe the merits of social and behavioral science interventions and policies.
4. Apply ethical principles to public health program planning, implementation and evaluation.
5. Specify multiple targets and levels of intervention for social and behavioral science programs and/or policies.
6. Describe basic concepts of probability, random variation, and commonly used statistical probability distributions.
7. Describe and apply appropriate descriptive statistical methods for summarizing public health data.

8. Apply descriptive and inferential statistical methods that are appropriate to the different study designs used in public health research.
9. Critically review and summarize statistical analyses presented in public health literature
10. Draw appropriate inferences based on statistical analyses used in public health research.
11. Explain the importance of epidemiology for informing scientific, ethical, economic, and political discussion of health issues.
12. Describe a public health problem in terms of magnitude, person, time and place.
13. Apply the basic terminology and definitions of epidemiology.
14. Identify key sources of data for epidemiological purposes.
15. Calculate basic epidemiology measures.
16. Identify the principles and limitations of public health screening programs.
17. Evaluate strengths and limitations of epidemiologic reports.
18. Draw appropriate inferences from epidemiologic data.
19. Explain criteria for causality.
20. Identify the main components and issues of the organization, financing, and delivery of health services and public health system in the US.
21. Specify approaches for assessing, preventing, and controlling environmental hazards that pose risks to human health and safety
22. Describe the direct and indirect human, ecological and safety effects of major environmental and occupational hazards.
23. Describe genetic, physiologic, and psychosocial factors that affect susceptibility to adverse health outcomes following exposure to environmental hazards.
24. Explain the general mechanisms of toxicity in eliciting a toxic response to various environmental exposures.
25. Understand appropriate measures of environmental exposures.
26. Discuss ethical considerations of environmental health.
27. Demonstrate knowledge of major sources of data and information in environmental health.

Assessment Methods & Criteria

Students will attain these competencies by

1. Developing a needs assessment public health tool/instrument
2. Writing a paper applying theory to health behavior
3. Passing written examinations
4. Writing a paper on a current public health issue relevant to epidemiology
5. Writing a public health policy memo

IV. FACULTY AND ORGANIZATION

A. *Who will provide academic direction and oversight for the program?*

Graduate Director
Laura B. Wilson, Professor and Chair
School of Public Health
Department of Health Services Administration

Administrative Oversight
Terrie Hruzd, Director of Programs
Office of Extended Studies

B. *If the program is not to be housed and administered within a single academic unit, provide details of its administrative structure.*

The Post-Baccalaureate Certificate in Principles in Public Health will be academically housed in the Department of Health Services Administration. Administrative oversight will be provided by the Office of Extended Studies. Dr. Laura B. Wilson, professor and chair, will serve as the Graduate Director and provide academic leadership. Faculty selection and appointments are made by the Department of Health Services Administration. All faculty will be members of the Graduate Faculty and approved by the Dean of the Graduate School to teach.

V. OFF-CAMPUS PROGRAMS (if necessary)

A. If at Shady Grove—indicate how students will access student services.

Students have access to all University resources at Shady Grove as they are assessed the Shady Grove mandatory student services fee. In addition, students pay the College Park online mandatory fee to ensure that they receive seamless online technical support through this campus' Office of Information Technology (OIT). The online mandatory fee also provides students with access to other College Park campus-based online resources such as the library. OIT has also identified a vendor to provide instructional design and technical support for self-support programs. The Office of Extended Studies provides oversight of all administrative services and management of the instructional design and quality assurance for all course development and conversion processes. In addition, Extended Studies provides the management of all student services.

B. If on-line—describe the concerns in “Principles and Guidelines for Online Programs” are to be addressed.

- 1. Program Initiation and Choice: The proposal should initiate with an academic unit, and must have the approval of the appropriate Dean (or Deans). It must develop naturally from the institution's strengths and be consistent with its strategic goals. The proposal should have a clear and well-thought-out financial plan, providing net revenue to the institution over time, and should include a thorough analysis of the potential market.*

The Post-Baccalaureate Certificate in Principles of Public Health has been developed by the Department of Health Services Administration in the School of Public Health. There are no comparable certificate programs in Maryland, Washington, DC or Northern Virginia. This certificate affords UMD the opportunity to meet the needs of public health professionals in the metropolitan, northeast, and southern regions. The certificate will enable them to advance their careers and make contributions to regional, national and global efforts that address public health issues. The potential net revenue generated from this market is outlined in the attached budget.

- 2. Program Development, Control, and Implementation by Faculty: Although professional help may be used in adapting it to the online medium, the academic content of the curriculum must be developed by institutional faculty. The instructional strategy proposed must be appropriate for this content. UMCP faculty must have overall control of the program, and should provide the bulk of the instruction. Appropriate resources, including technical support personnel, must be made available for course development and also for faculty support during the offering of these courses. The business plan for the proposal must spell out the arrangements whereby this will be accomplished.*

There are three collaborators for the conversion of core public health certificate courses to the online format. The SPH Department of Health Services Administration faculty is the subject matter experts for the development and implementation of all curriculum and academic content as well as program evaluation and assessment. OIT (through the contracted vendor) provides instructional design and technical support for faculty, staff, and students. The Office of Extended Studies provides oversight of all administrative services and management of the instructional design and quality assurance for all course development and conversion processes. The budget includes funds for course development.

- 3. Access to Academic Resources and Student Services: The proposal must indicate how students will have access to needed resources, such as library materials, other information sources, laboratory facilities, and others as*

appropriate. The arrangements in place for interaction with instructors, for advising, and for help with technical problems must be described. It must be shown how student services such as admissions, enrollment, financial aid, bursar services, career advisement, bookstore, and similar services available to on-campus students will be provided.

As officially admitted students to the University of Maryland, students in this program will have access to University resources relevant to online learning. In addition, online technical support for administrative matters is provided through the Office of Information Technology (OIT). For self-support programs, OIT has identified a vendor, which provides academic technical support services to both students and faculty for a fee. Students in online programs are assessed an online technology fee that covers this charge. Extended Studies provides the management of all student services.

4. *Intellectual Property Rights: The proposal must clearly delineate ownership and usage rights for materials that may be developed for courses in the program.*

The Department of Health Services Administration in the School of Public Health, University of Maryland maintains all intellectual property and copyrights for all courses and course content.

5. *Full Disclosure, Standards, and Evaluation: All published materials describing the program must carefully lay out the instructional methods to be used, the skills and background required for success, and the arrangements in place for access to instructors, to technical help, to academic resources, and to student services. There should be a means available whereby potential students can evaluate their readiness for the special demands of the program. Academic admission standards must be clearly described, and must be consistent with those for the on-campus program. Outcome expectations must also be consistent. The proposal must set out a continuing process of evaluation that will determine if these requirements are being met.*

The academic and administrative units will ensure that all printed and digital materials provide exhaustive information about the program. The Web site, administered through the Office of Extended Studies, will provide complete and transparent policies and procedures regarding admission requirements (in full compliance of the Graduate School), including registration, financials, technical assistance, digital access to university resources, academic and university policies, and all issues relating to the successful completion of the program. Potential students will be given the opportunity to complete a self-assessment ensuring that they possess the skill sets and mental models for online learning as well as the technical resources for program accessibility. The Department of Health Services Administration in the School of Public Health provides both incoming and admitted students with all advising assistance.

VI. OTHER ISSUES

- A. *Describe any cooperative arrangements with other institutions or organizations that will be important for the success of this program.*
None
- B. *Will the program require or seek accreditation? Is it intended to provide certification or licensure for its graduates? Are there academic or administrative constraints as a consequence?*
No

VII. COMMITMENT TO DIVERSITY

The University of Maryland is an equal opportunity institution with respect to both education and employment. The University does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or

access to, or treatment or employment in, its programs and activities as required by federal (Title VI, Title IX, Section 504) and state laws and regulations.

The Post-Baccalaureate Certificate in Principles of Public Health will continue to demonstrate the University of Maryland's commitment to diversity by marketing and recruiting applicants from various professional organizations with demonstrated respect for individuals regardless of differences in age, race, ethnicity, sex, religion, disability, sexual orientation, class, political affiliation, and national origin. Course content will also demonstrate opportunities for instruction on tolerance and inclusion.

VIII. REQUIRED PHYSICAL RESOURCES

A. Additional library and other information resources required to support the proposed program. You must include a formal evaluation by Library staff.

See attached Library statement, Appendix II.

B. Additional facilities, facility modifications, and equipment that will be required. This is to include faculty and staff office space, laboratories, special classrooms, computers, etc.

None.

C. Impact, if any, on the use of existing facilities and equipment. Examples are laboratories, computer labs, specially equipped classrooms, and access to computer servers.

This program does not require additional resources.

IX. RESOURCES NEEDS AND SOURCES

A. List new courses to be taught and needed additional sections of existing courses. Describe the anticipated advising and administrative loads. Indicate the personnel resources (faculty, staff, and teaching assistants) that will be needed to cover all these responsibilities.

The Office of Extended Studies will provide administrative oversight for this self-support program. Extended Studies provides program development support (including budget development and projections), program management that includes scheduling, marketing research, planning and management, financial management (including faculty contracting and faculty pay processing), and student services management. There are no new courses for this certificate program.

B. List new faculty, staff, and teaching assistants needed for the responsibilities in A, and indicate the source of the resources for hiring them.

University of Maryland graduate faculty who teach in the program will be compensated using overloads. The faculty may include research faculty, retired faculty, and professionals in the field who meet UM graduate faculty standards.

C. Some of these teaching, advising, and administrative duties may be covered by existing faculty and staff. Describe your expectations for this, and indicate how the current duties of these individuals will be covered, and the source of any needed resources.

Approval of all graduate faculty overloads for teaching and advising will be in accordance with University of Maryland policies and procedures. The Office of Extended Studies is responsible for the overall administrative management of the program.

D. Identify the source to pay for the required physical resources identified in Section VIII above.

Tuition revenue will be used to cover this self-support program's expenses. Courses may be cancelled due to low enrollment.

E. List any other required resources and the anticipated source for them.

Not applicable

F. Complete the additional proposal and financial tables as required by MHEC.

See attached budget, Appendix I.

POST-BACCALAUREATE CERTIFICATE IN PRINCIPLES OF PUBLIC HEALTH: Budget [Cohort model used. This program is self-support. Instructors may not teach on-load.]					
Estimated Program Revenue & Support	Planning [2011-2012]	Year 1	Year 2	Year 3	Year 4
1. Total Tuition Revenue (a x b x c)		\$108,000	\$135,000	\$162,000	\$180,000
a. TTL # of Professional Students Annually		12	15	18	20
b. Per Credit Rate (assumes no increase)		600	600	600	600
c. TTL # of Credits Offered Annually		15	15	15	15
2. Student Fee: Online Mandatory Fee (OIT Support)		\$1,056	\$1,360	\$1,680	\$1,923
a. Rate; Assumes 3% increase		88	91	93	96
b. Number of terms annually		3	3	3	3
b. TTL # of Professional Students		12	15	18	20
3. Student Fee: Shady Grove Mandatory Fee		\$2,892	\$3,723	\$4,602	\$5,267
a. Annual rate; Assumes 3% increase		241	248	256	263
b. TTL # of Professional Students		12	15	18	20
4. Student Fee: Graduate School Application		\$900	\$1,125	\$1,350	\$1,500
a. Fee (one-time)		75	75	75	75
b. Total # of Newly Admitted Professional Students		12	15	18	20
Total Estimated Program Revenue & Support	\$0	\$112,848	\$141,208	\$169,633	\$188,690
Estimated Program Expenses	Planning	Year 1	Year 2	Year 3	Year 4
1. Total Instructional		\$37,800	\$38,934	\$40,102	\$41,305
Total Salary		\$35,000	\$36,050	\$37,132	\$38,245
a. # of Instructors		5	5	5	5
b. Instructor salary; assumes 3% increase		7,000	7,210	7,426	7,649
Total FICA (8%)		2,800	2,884	2,971	3,060
2. Development--Courses (see Executive MPH)					
a. Fee to Alivtek to convert course to online format					
b. Ttl # of courses					
3. Course Related Materials		\$1,500	\$1,875	\$2,250	\$2,500
a. TTL # of Course Offered Annually		5	5	5	5
b. TTL # of Professional Students Annually		12	15	18	20
c. Estimated cost		25	25	25	25
4. Marketing (Provided by academic unit; not through OES)		\$5,000	\$5,000	\$5,000	\$5,000
Estimates based on staff time only.		5,000	5,000	5,000	5,000

5. OIT Support for Online/Hybrid Instructors		\$1,000	\$1,000	\$1,000	\$1,000
a1. TTL # of online/hybrid instructors annually		5	5	5	5
a2. Estimated cost		200	200	200	200
6. UM Overhead (4.1% of expenses)		\$1,796	\$1,842	\$1,890	\$1,940
7. Student Fees (100 % returned to campus)		\$4,848	\$6,208	\$7,633	\$8,690
a. Shady Grove Mandatory Fee		2,892	3,723	4,602	5,267
b. Online/Hybrid Mandatory Fee (OIT Student Support)		1,056	1,360	1,680	1,923
c. Graduate School Application Fee		900	1,125	1,350	1,500
8. OES Administrative Fee		\$10,800	\$13,500	\$16,200	\$18,000
10% of tuition revenue for OES administrative costs		10,800	13,500	16,200	18,000
Estimated Program Expenses (Add 1 - 8)		\$62,744	\$68,359	\$74,075	\$78,435
Cost Containment: 1.34% of expenses (estimated)		\$841	\$916	\$993	\$1,051
Total Estimated Expenses	\$0	\$63,585	\$69,275	\$75,067	\$79,486

Appendix II—Library Assessment



UNIVERSITY OF MARYLAND

THE UNIVERSITY LIBRARIES

College Park, Maryland 20742

DATE: October 4, 2010

TO: Stephanie C. McKissic
Program Manager, Office of Extended Studies

FROM: Nedelina Tchangalova
Librarian, Liaison for the School of Public Health

Dr. Desider Viktor *DLV*
Director for Collection Management and Special Collections

Gerri Foudy
Manager of Collections and Scholarly Communication *GF*

RE: Library Collection Assessment

This assessment is to accompany the documentation for the Graduate Certificate and Masters of Professional Studies in Public Health Practice and Policy program proposed by the Office of Extended Studies in collaboration with the School of Public Health. The courses will be conducted by the Department of Health Services Administration. This program seeks to build upon established courses offered by the School of Public Health. Therefore, we feel that the UM Libraries' collections provide a strong base and continued growth to support adequately the curricular and research needs of this newly-proposed program.

Books

The Libraries' current collection of public health administration books is sufficient to meet the needs of the program. The ongoing acquisition of scholarly books is expected to be adequately covered through existing acquisition practices and budgeting. New electronic books are added yearly to library collections.

If there is a need beyond the UM Libraries' holdings for books, our University System of Maryland and Affiliated Institutions (USMAI) Catalog includes 15 other Maryland campuses from which books may be borrowed. Interlibrary loans are also an option for additional items.

Journals

The Libraries currently subscribe to 22 journals (print and electronic) dealing specifically with the topic of health services administration.

Journal Citation Reports (JCR), a database that uses citation data to rank and determine the impact factor of journals within given academic fields, lists 122 journals for the subject “Public, Environmental & Occupational Health.” Twenty three of these titles have an impact factor (IF) of 3.000 or above. The journal with the highest impact factor, *Epidemiologic Reviews*, to which the Libraries subscribe, has an IF of 17.500. UM Libraries have current subscriptions to all these top 23 titles with impact factor 3.000 and above.

JCR lists 69 journals for the subject “Health Care Sciences & Services.” Seven of these titles have an impact factor (IF) of 3.000 or above. The journal with the highest impact factor, *Health Technology Assessment*, to which the Libraries have a subscription, has an IF of 6.910. UM Libraries have current subscriptions to all of these top 7 titles with impact factor 3.000 and above.

In addition to the main journals for the field, the Libraries provide access to several electronic journals dealing with general aspects of the leadership concept: *Leadership Excellence*, *Leadership in Action*, *The Leadership Quarterly*, *Leadership Wisdom: Discovering the Lessons of Experience*, and more.

Databases and Additional Online Full Text

A wide variety of databases exist that provide indexing, and in many cases full text, for journal articles and other information sources in many different subject areas. These include:

- Health related databases such as *PubMed*, *CINAHL*, and *Health Source: Consumer Edition*.
- Politics and public policy such as *PAIS International*, *National Journal Policy Database*, *Worldwide Political Sciences Abstracts*, *CQ Almanac*, *LexisNexis Congressional*, and *LexisNexis State Capital*.
- Psychology of leadership such as *PsycInfo*.
- Leadership related to various ethnic groups could be further supported by such databases as: *Ethnic Newswatch*, *International Index to Black Periodicals*, *Hispanic American Periodicals Index*, *Chicano Database*, *GenderWatch*, *Women’s Studies International*, and *Contemporary Women’s Issues*.
- Business databases such as *Business Source Complete*, and *Factiva*.
- Sociology such as *SocIndex*, *Social Sciences Citation Index*, and *JSTOR Sociology*.
- News sources and current events such as *LexisNexis Academic*.
- Multidisciplinary databases such as *Academic Search Premier*, *Web of Science*, and *ScienceDirect*.

Conclusion

Our assessment is that the UM Libraries are able to support the courses that constitute the proposed Graduate Certificate and Masters of Professional Studies in Public Health Practice and

Policy program. The program is well-supported by existing collections and collecting practices and does not require added funding for library materials.



University Senate TRANSMITTAL FORM

Senate Document #:	11-12-20
PCC ID #:	N/A
Title:	Activation of the USM Clinical Faculty Titles
Presenter:	Charles Fenster, Chair, Senate Faculty Affairs Committee
Date of SEC Review:	January 26, 2012
Date of Senate Review:	February 8, 2012
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	<p>The University System Policy on Appointment, Rank, and Tenure of Faculty (II-1.00) describes the general criteria and procedures related to faculty personnel actions for all constituent institutions of the University System of Maryland (USM). The policy includes a section on "Faculty Engaged Exclusively or Primarily in Clinical Teaching". The University of Maryland-College Park has not yet activated these titles on its campus. There has been an increase, over the last several years, in faculty who are expert practitioners and whose primary focus is teaching, supervising, and mentoring students in practical environments. It is estimated that six of the University's colleges now employ faculty who serve in this capacity including the College of Architecture, Planning, and Preservation, The College of Education, The School of Public Policy, The College of Behavioral and Social Sciences, The School of Public Health, and the Robert H. Smith School of Business.</p>
Relevant Policy # & URL:	http://www.president.umd.edu/policies/ii100a.html
Recommendation:	The Faculty Affairs Committee (FAC) recommends that the University make the proposed changes (Appendix 1) to the University Maryland Policy on Appointment, Promotion, and Tenure of Faculty II-1.00(A)
Committee Work:	The FAC reviewed this issue during the Fall 2011 semester. The committee consulted with the Office of Faculty Affairs and the President's Legal Office to ensure that the activation of the

	<p>clinical faculty titles was appropriate for the University. The committee also reviewed data from the Deans on how many faculty would be eligible for these titles.</p> <p>At its meeting on December 12, 2011, following deliberation, the FAC voted unanimously in favor of recommending the University make the changes to the policy in order to activate the clinical faculty titles.</p>
Alternatives:	The University could continue to operate under the currently available titles for faculty. However, this may hinder the recruitment and retention of faculty who might warrant a clinical faculty title.
Risks:	There are no associated risks.
Financial Implications:	There are no related financial implications.
Further Approvals Required:	Senate Approval, Presidential Approval.

Senate Faculty Affairs Committee

Senate Document 11-12-20

Activation of the USM Clinical Faculty Titles

January 2012

BACKGROUND:

The University System Policy on Appointment, Rank, and Tenure of Faculty (II-1.00) describes the general criteria and procedures related to faculty personnel actions for all constituent institutions of the University System of Maryland (USM). The policy includes a section on "Faculty Engaged Exclusively or Primarily in Clinical Teaching". The University of Maryland-College Park has not yet activated these titles on its campus. There has been an increase, over the last several years, in faculty who are expert practitioners and whose primary focus is teaching, supervising, and mentoring students in practical environments. It is estimated that six of the University's colleges now employ faculty who serve in this capacity including the College of Architecture, Planning, and Preservation, The College of Education, The School of Public Policy, The College of Behavioral and Social Sciences, The School of Public Health, and the Robert H. Smith School of Business.

Various deans have raised concerns that the range of currently available titles hinders the recruitment and retention of faculty who might warrant a clinical faculty title. There are several current faculty who are performing the functions of clinical faculty without the appropriate recognition of their status, qualifications, and activities. The University administration also notes the importance of increasing connections with highly regarded community professionals.

The Office of Faculty Affairs has provided the following set of criteria for appointments and promotions within these ranks. Once activated, clinical faculty appointments can be made at levels from 0-100% and can be paid or unpaid. Initial appointments may be made for up to three years, with the possibility of reappointment for up to five years. Appointments and promotions should require a similar process to research professorships, which are handled at the unit-level with oversight from the Dean. At a minimum, this must include the development of a dossier, a review by the department's professorial and clinical faculty at or above the rank that the faculty member is seeking, and a review by the College APT Committee. The Dean or Provost (in the case of non-departmentalized colleges) should make the final decision. Dossiers should include a current CV, external references, teaching and mentoring documentation (if appropriate), an evaluative report from departmental faculty, the Chair's letter, and the College APT Committee's report. Clinical faculty may request promotion after five years in rank.

The Office of the Senior Vice President and Provost submitted a proposal to the University Senate in October 2011 to consider activation of the clinical faculty titles in response to unanimous support from the deans of all of the colleges.

COMMITTEE WORK:

The Senate Faculty Affairs Committee (FAC) was charged (Appendix 2) by the Senate Executive Committee (SEC) with reviewing the proposal, "Activation of the USM Clinical Faculty Titles" on October 28, 2011 (Appendix 3). The SEC asked the FAC to make recommendations on whether the University of Maryland-College Park should activate these titles on its campus.

The SEC asked the FAC to consult with the Office of Faculty Affairs and the Office of Legal Affairs. Dr. Juan Uriagereka, Associate Provost for Faculty Affairs, sits on the FAC and provided input throughout the review process. A member of the University's Office of Legal Affairs was also consulted on the proposed revisions to the policy.

The FAC reviewed data from the Office of Faculty Affairs, which estimates that the clinical faculty titles could apply to 60-70 of our current faculty. The committee also reviewed similar policies at peer institutions and found that all of them already have clinical faculty titles in place.

RECOMMENDATIONS:

At its meeting on December 12, 2011, the FAC voted unanimously in favor of recommending that the clinical assistant professor, clinical associate professor, and clinical professor titles be included in the University of Maryland Policy on Appointment, Promotion, and Tenure of Faculty II-1.00(A).

Therefore, the following language should be included in section I. of the policy:

D. Faculty Engaged Exclusively Or Primarily in Clinical Teaching

1. Clinical Assistant Professor

The appointee shall hold, as a minimum, the terminal professional degree in the field, with training and experience in an area of specialization. There must be clear evidence of a high level of ability in clinical practice and teaching in the departmental field, and the potential for clinical and teaching excellence in a subdivision of this field. The appointee should also have demonstrated scholarly and/or administrative ability.

2. 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 in a field of specialization, or in a subdivision of 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 must also have demonstrated superior teaching ability and scholarly or administrative accomplishments.

3. Clinical Professor

In addition to the qualifications required of a Clinical Associate 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.

In addition, the FAC recommends that Departments/Colleges determine the criteria and review process for appointment and promotion of clinical faculty at all levels and that grievance procedures be put in place.

APPENDICES:

Appendix 1 – Recommended Policy Changes to the University of Maryland Policy on Appointment, Promotion, and Tenure of Faculty II-1.00(A)

Appendix 2 – Charge from the Senate Executive Committee, October 28, 2011

Appendix 3 – Activation of Clinical Faculty Titles Proposal

II-1.00(A) UNIVERSITY OF MARYLAND POLICY ON APPOINTMENT, PROMOTION, AND TENURE OF FACULTY

APPROVED BY THE PRESIDENT, FEBRUARY 16, 1993; APPROVED BY THE CHANCELLOR, MARCH 26, 1993; TEXT ON DISTINGUISHED UNIVERSITY PROFESSOR APPROVED BY THE CHANCELLOR ON APRIL 15, 1994; TEXT ON EMERITUS STATUS ADDED 1995; TEXT ON MANDATORY RETIREMENT AT AGE 70 REMOVED MARCH, 1996; TEXT ON TERM OF SERVICE FOR APT COMMITTEE MEMBERS AMENDED FEBRUARY 1998; TEXT ON PROFESSOR OF PRACTICE AMENDED 1998; TEXT ON SENIOR LECTURER ADDED NOVEMBER 2002; TEXT ON APPEALS PROCESS AMENDED AUGUST 2003; TEXT ON FIELD FACULTY ADDED OCTOBER 2003; TEXT ON LIBRARIANS ADDED APRIL, 2004; APPROVED BY THE PRESIDENT AND THE CHANCELLOR, DECEMBER 2004, EFFECTIVE AUGUST 23, 2005, TEXT ON COLLEGE PARK PROFESSOR ADDED JUNE 2005, CONTINUING THROUGH MAY 2012. TEXT ON LIBRARIAN EMERITA /EMERITUS STATUS ADDED APRIL 2006; TEXT ON FACULTY WITH SPLIT APPOINTMENTS ON APT COMMITTEES ADDED APRIL 2006; TEXT ON FACULTY EXTENSION AGENT AND ASSOCIATE AGENT AMENDED DECEMBER 15, 2006; TEXT ON COMPOSITION OF THIRD OR CAMPUS-LEVEL REVIEW COMMITTEE AMENDED NOVEMBER 23, 2010.

This policy complements the University of Maryland System Policy on Appointment, Rank, and Tenure of Faculty, adapting that policy in accordance with the institutional mission of the University of Maryland at College Park. Within the framework of the System Policy, it specifies the criteria and procedures related to faculty personnel actions which shall apply to the University of Maryland at College Park.

Subject to the provisions of paragraphs I.C.15 and I.C.17 of the University of Maryland System Policy on Appointment, Rank and Tenure of Faculty (1989), the provisions of paragraph III.C of this University of Maryland at College Park Policy on Appointment, Promotion and Tenure of Faculty shall be published in the Faculty Handbook and shall constitute part of the contractually binding agreement between the university and the faculty member. Any proposed changes to this University of Maryland at College Park Policy on Appointment, Promotion and Tenure of Faculty shall be submitted for initial review and endorsement by the College Park Campus Senate.

Terminological Note

The procedures spelled out in this document for tenure and promotion review specify three levels of review below the President's office. For most faculty members these are the department, the college, and the campus levels. However, some faculty members are appointed in colleges and schools that are not departmentalized and that conduct the initial review at the college or school level. For uniform terminology the initial review, whether conducted by a department or a non-departmentalized school or college, is referred to as a "first-level review," and "department" is usually replaced by "first-level unit." First-level units thus comprise departments, non-

departmentalized schools, and non-departmentalized colleges. Higher levels of review are referred to as “second-level” and “third-level.”

For the purpose of this policy, the term "university" and the term "institution" shall be synonymous and shall mean the University of Maryland at College Park. For the purpose of this policy, the word "days" shall refer to calendar days.

Purpose of this Policy

The University of Maryland is dedicated to the discovery and the transmission of knowledge and to the achievement of excellence in its academic disciplines. Each faculty member has a personal responsibility for contributing to the achievement of excellence in his or her own academic discipline and for exercising the best judgment in advancing the department, the college, and the University. Those faculty members holding the rank of Professor have the greatest responsibility for establishing and maintaining the highest standards of academic performance within the University. This Policy on the Appointment, Promotion, and Tenure of Faculty exists to set the standards for appointment and promotion to the various faculty ranks and to recognize and to encourage the achievement of excellence on the part of the faculty members through the awarding of tenure and through promotion within the faculty ranks. Through this process the University builds and enhances its educational programs and services and it advances the state of knowledge which supports the growth and development of our society.

I. MINIMUM QUALIFICATIONS FOR APPOINTMENT OR PROMOTION TO THE ACADEMIC AND ACADEMIC ADMINISTRATIVE RANKS

The only faculty ranks which may involve a tenure commitment are: Professor, Associate Professor, Assistant Professor, Principal Agent, Senior Agent, and Agent, and such other ranks as the Board of Regents may approve. Effective April 5, 1989, appointments to all other ranks, including any qualified rank, other than an honorific qualification, in which an additional adjective is introduced, are for a definite term and do not involve a tenure commitment. Those granted tenure in such a rank before April 5, 1989, shall continue to hold tenure in that rank.

The following shall be the minimum qualifications for appointment or promotion to the academic ranks in use by the University of Maryland at College Park.

A. Faculty with Duties in Teaching and Research

1. Instructor^a

An appointee to the rank of Instructor ordinarily shall hold the highest earned degree in his or her field of specialization. There shall be evidence also of

^a As of November 14, 1995, this title may NOT be used for new appointments.

potential for excellence in teaching and for a successful academic career. The rank does not carry tenure.

2. Assistant Professor

The appointee shall have qualities suggesting a high level of teaching ability in the relevant academic field, and shall provide evidence of potential for superior research, scholarship, or artistic creativity in the field. Because this is a tenure-track position, the appointee shall at the time of appointment show promise of having, at such time as he or she is to be reviewed for tenure and promotion in accordance with paragraph I.C.4 of the University of Maryland System Policy and paragraph III.C.3 of this policy, the qualities described under "Associate Professor" below. In most fields the doctorate shall be a requirement for appointment to an assistant professorship. Although the rank normally leads to review for tenure and promotion, persons appointed to the rank of Assistant Professor after the effective date of this policy shall not be granted tenure in this rank.

3. Associate Professor

In addition to having the qualifications of an Assistant Professor, the appointee shall have a high level of competence in teaching and advisement in the relevant academic field, shall have demonstrated significant research, scholarship, or artistic creativity in the field and shall have shown promise of continued productivity, shall be competent to direct work of major subdivisions of the primary academic unit and to offer graduate instruction and direct graduate research, and shall have served the campus, the profession, or the community in some useful way in addition to teaching and research. Promotion to the rank from within confers tenure; appointment to the rank from without may confer tenure.

4. Professor

In addition to having the qualifications of an Associate Professor, the appointee shall have established a national and, where appropriate, international reputation for outstanding research, scholarship or artistic creativity, and a distinguished record of teaching. There also must be a record of continuing evidence of relevant and effective professional service. The rank carries tenure.

B. Faculty with Duties Primarily in Research, Scholarship, or Artistic Creativity

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

1. Faculty Research Assistant

The appointee shall be capable of assisting in research under the direction of the head of a research project 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.

2. Research Associate

The appointee shall be trained in research procedures, shall be capable of carrying out individual research or collaborating in group research at the advanced level, and shall have had the experience and specialized training necessary for success in such research projects as may be undertaken. An earned doctorate shall normally be a minimum requirement.

3. Research Assistant Professor; Assistant Research Scientist; Assistant Research Scholar; Assistant Research Engineer

These ranks are generally parallel to Assistant Professor. In addition to the qualifications of a Research Associate, appointees to these ranks shall have demonstrated superior research ability. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other senior research personnel). The doctoral degree will be a normal requirement for appointment at these ranks. Appointment to these ranks may be made for a period of up to three years.

4. Research Associate Professor; Associate Research Scientist; Associate Research Scholar; Associate Research Engineer

These ranks are generally parallel to Associate Professor. In addition to the qualifications required of the assistant ranks, appointees to these ranks should have extensive successful experience in scholarly or creative endeavors, and the ability to propose, develop, and manage major research projects. Appointment to these ranks may be made for a period of up to three years.

5. Research Professor; Senior Research Scientist; Senior Research Scholar; Senior Research Engineer

These ranks are generally parallel to Professor. In addition to the qualifications required of the associate ranks, appointees to these ranks should have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional and national colleagues. Appointees should provide tangible evidence of sound scholarly production in research, publications,

professional achievements or other distinguished and creative activity.
Appointment to these ranks may be made for a period of up to five years.

6. Assistant Artist-in-Residence; Associate Artist-in-Residence; Senior Artist-in-Residence

These titles, parallel to Assistant Professor, Associate Professor, and Professor, respectively, are intended for those persons whose professional activities are of a creative or performance nature, including but not limited to theatre, dance, music, and art. In each case, the qualifications shall reflect demonstrated superior proficiency and excellence and progressively higher national and international reputation, as appropriate to the ranks involved. Appointment to the rank of Senior Artist-in-Residence may be made for a period of up to five years; appointment to the ranks of Assistant Artist-in-Residence and Associate Artist-in-Residence may be made for a period of up to three years.

C. Field Faculty

1. Associate Agent

The appointee shall hold at least a bachelor's degree and shall show evidence of ability to work with people. The appointee shall have an educational background related to the specific position and should demonstrate evidence of creative ability to plan and implement Cooperative Extension Service programs. This is a term appointment and may be renewed annually.

2. Faculty Extension Assistant

The appointee shall be capable of assisting in Extension under the direction of the head of an Extension project and have the specialized expertise, training and ability to perform the duties required. An earned bachelor's degree and experience in the specialized field is required.

3. Faculty Extension Associate

The appointee shall be capable of carrying out individual instruction or collaborating in group discussions at the advanced level, should be trained in Extension procedures, and should have had the experience and specialized training necessary to develop and interpret data required for success in such Extension projects as may be undertaken. An earned doctorate shall be the minimum requirement.

4. Agent (parallel to the rank of Assistant Professor)

The appointee must hold a 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.

5. Senior Agent (parallel to the rank of Associate Professor)

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. Appointment to this rank may carry tenure.

6. Principal Agent (parallel to the rank of Professor)

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 to the Cooperative Extension Service sufficient to establish a reputation among State, regional and/or national colleagues, and should have demonstrated evidence of distinguished achievement in creative program development. Appointment to this rank carried tenure.

D. Faculty Engaged Exclusively Or Primarily in Clinical Teaching

1. Clinical Assistant Professor

The appointee shall hold, as a minimum, the terminal professional degree in the field, with training and experience in an area of specialization. There must be clear evidence of a high level of ability in clinical practice and teaching in the departmental field, and the potential for clinical and teaching excellence in a subdivision of this field. The appointee should also have demonstrated scholarly and/or administrative ability.

2. 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 in a field of specialization, or in a subdivision of 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 must also have demonstrated superior teaching ability and scholarly or administrative accomplishments.

3. Clinical Professor

In addition to the qualifications required of a Clinical Associate 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.

E. Faculty Engaged Exclusively or Primarily in Library Services

Library faculty hold the ranks of Librarian I-IV. Each rank requires a master's degree from an American Library Association accredited program or a graduate degree in another field where appropriate. The master's degree is considered the terminal degree. Appointments to these ranks are for 12 months with leave and other benefits provided to twelve-month tenured/tenure track faculty members with the exception of terminal leave, sabbatical leave, and non-creditable sick leave (collegially supported).

Permanent status is an institutional commitment to permanent and continuous employment to be terminated only for adequate cause (for example, professional or scholarly misconduct; incompetence; moral turpitude; or willful neglect of duty) and only after due process in accordance with relevant USM and campus policies. Librarians at the rank of Librarian I and Librarian II are not eligible for permanent status. Permanent status is available for library faculty holding the rank of Librarian III and Librarian IV. Those candidates without permanent status applying for the rank of Librarian III and Librarian IV shall be considered concurrently for permanent status.

1. Librarian I

This is an entry-level rank, assigned to librarians with little or no professional library experience. This rank does not carry permanent status.

2. Librarian II

Librarians at this rank have demonstrated professional development evidenced by achievement of a specialization in a subject, service, technical, administrative, or other area of value to the library. This rank does not carry permanent status.

3. Librarian III

Librarians at this rank have a high level of competence in performing professional duties requiring specialized knowledge or experience. They shall have served the

Libraries, the campus, or the community in some significant way; have shown evidence of creative or scholarly contribution; and have been involved in mentoring and providing developmental opportunities for their colleagues. They shall have shown promise of continued productivity in librarianship, service, and scholarship or creativity. Promotion to this rank from within the Libraries confers permanent status; appointment to this rank from outside the Libraries may confer permanent status.

4. Librarian IV

Librarians at this rank show evidence of superior performance at the highest levels of specialized work and professional responsibility. They have shown evidence of and demonstrate promise for continued contribution in valuable service and significant creative or scholarly contribution. Such achievement must include leadership roles and have resulted in the attainment of Libraries, campus, state, regional, national, or international recognition. This rank carries permanent status.

F. Additional Faculty Ranks

1. Assistant Instructor

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

2. Lecturer

The title Lecturer will ordinarily be used to designate appointments, at any salary and experience level, of persons who are serving in a teaching capacity for a limited time or part-time. This rank does not carry tenure.

3. Senior Lecturer

In addition to having the qualifications of a lecturer, the appointee normally shall have established over the course of six years a record of teaching excellence and service. Appointment to this rank requires the approval of the departmental faculty. The appointment is made for a term not to exceed five years and is renewable. This rank does not carry tenure.

4. 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.

5. Affiliate Assistant Professor, Affiliate Associate Professor, Affiliate Professor, Affiliate Librarian II, Affiliate Librarian III, and Affiliate Librarian IV

These titles shall be used to recognize the affiliation of a faculty member or other university employee with an academic unit other than that to which his or her appointment and salary are formally linked. The nature of the affiliation shall be specified in writing, and the appointment shall be made upon the recommendation of the faculty of the department with which the appointee is to be affiliated and with the consent of the faculty of his or her primary department. The rank of affiliation shall be commensurate with the appointee's qualifications.

6. Visiting Appointments

The prefix Visiting before an academic title, e.g., Visiting Professor, shall be used to designate a short-term professorial appointment without tenure.

7. Emerita, Emeritus

The word emerita or emeritus after an academic title shall designate a faculty member who has retired from full-time employment in the University of Maryland at College Park after meritorious service to the University in the areas of teaching, research, or service. Emerita or emeritus status may be conferred on Associate Professors, Professors, Distinguished University Professors, Research Associate Professors, Research Professors, Senior Agents, Principal Agents, Librarians III, and Librarians IV.

8. Distinguished University Professor

The title Distinguished University Professor will be conferred by the President upon a limited number of members of the faculty of the University of Maryland at College Park in recognition of distinguished achievement in teaching; research or

creative activities; and service to the University, the profession, and the community. College Park faculty who, at the time of approval of this title, carry the title of Distinguished Professor, will be permitted to retain their present title or to change to the title of Distinguished University Professor. Designation as Distinguished University Professor shall include an annual allocation of funds to support his or her professional activities, to be expended in accordance with applicable University policies.

9. Professor of the Practice

This title may be used to appoint individuals who have demonstrated excellence in the practice as well as leadership in specific fields. The appointee shall have attained regional and national prominence and, when appropriate, international recognition of outstanding achievement. Additionally, the appointee shall have demonstrated superior teaching ability appropriate to assigned responsibilities. As a minimum, the appointee shall hold the terminal professional degree in the field or equivalent stature by virtue of experience. Appointees will hold the rank of Professor but, while having the stature, will not have rights that are limited to tenured faculty. Initial appointment is for periods up to five years, and reappointment is possible. This title does not carry tenure, nor does time served as a Professor of the Practice count toward achieving tenure in another title.

10. College Park Professor

This title may be used for nationally distinguished scholars, creative or performing artists, or researchers who would qualify for appointment at the University of Maryland at College Park at the level of professor but who normally hold full-time positions outside the University. Holders of this title may provide graduate student supervision, serve as principal investigators, and participate in departmental and college shared governance. Initial appointment is for three years and is renewable annually upon recommendation to the Provost by the unit head and dean. Appointment as a College Park Professor does not carry tenure or expectation of salary.

11 Other Titles

No new faculty titles or designations shall be created by the University of Maryland at College Park for appointees to faculty status without approval by the Campus Senate and the President.

II. CRITERIA FOR APPOINTMENT AND PROMOTION

The criteria for appointment, tenure, and promotion shall reflect the educational mission of the University of Maryland at College Park: to provide an undergraduate education

ranked among the best in the nation; to provide a nationally and internationally renowned program of graduate education and research, making significant contributions to the arts, the humanities, the professions, and the sciences; and to provide public service to the state and the nation embodying the best tradition of outstanding land-grant colleges and universities.

In the case of both appointments and promotions every effort shall be made to fill positions with persons of the highest qualifications. Search, appointment, and promotion procedures shall comply with institutional policies, including affirmative action guidelines, and be widely publicized and published in the Faculty Handbook.

It is the special responsibility of those in charge of recommending appointments to make a thorough search of available talent before recommending appointees. At a minimum, the search for full-time tenure-track or tenured faculty and academic administrators shall include the advertisement of available positions in the appropriate media.

Decisions on tenure-track appointments must also take account of the academic needs of the department, school, college, and institution at the time of appointment and the projected needs at the time of consideration for tenure. This is both an element of sound academic planning and an essential element of fairness to candidates for tenure-track positions. Academic units shall select for initial appointment those candidates who, at the time of consideration for tenure, are most likely to merit tenure and also whose areas of expertise are most likely to be compatible with the unit's projected programmatic needs. The same concern shall be shown in the renewal of tenure-track appointments.

Each college, school, and department shall develop brief, general, written Criteria for Tenure and/or Promotion. The criteria to be considered in appointments and promotions fall into three general categories: (1) performance in teaching, advising, and mentoring of students; (2) performance in research, scholarship, and creative activity; (3) performance of professional service to the university, the profession, or the community. The relative importance of these criteria may vary among different academic units, but each of the categories shall be considered in every decision. The criteria for appointment to a faculty rank or tenure shall be the same as for promotion to that rank (or for tenuring at the rank of associate professor), whether or not the individual is being considered for an administrative appointment. An academic unit's general Criteria for Tenure and/or Promotion must receive the approval of the next level administrator. Any exceptional or unusual arrangements relating to criteria for tenure and/or promotion shall be specified in writing at the time of appointment and shall be approved by the faculty and administrator of the first-level unit, by the dean of the school or college, and by the Provost.

Upon appointment, each new faculty member shall be given by his or her chair or dean a copy of the unit's Criteria for Tenure and/or Promotion and the chair or dean shall discuss the Criteria with the faculty member. Each faculty member shall be notified promptly in writing by his or her chair or dean of any changes in the unit's Criteria for

Tenure and/or Promotion.

Decisions on promotion of tenured faculty members shall be based on the academic merit of the candidate as evaluated using the relevant Criteria. Decisions on the renewal of untenured appointments and on promotion decisions involving the granting of tenure shall be based on the academic merit of the candidate as evaluated using the relevant Criteria and on the academic needs of the department, school, college, and institution. Considerations relating to the present or future programmatic value of the candidate's particular field of expertise, or other larger institutional objectives, may be legitimately considered in the context of a tenure decision. In no case, however, may programmatic considerations affecting a particular candidate be changed following the first renewal of the faculty contract of that candidate. It is essential that academic units develop long-range projections of programmatic needs in order that decisions on tenure and tenure-track appointments and promotions to tenure ranks be made on a rational basis.

A. Teaching and Advisement

Superior teaching and academic advisement at all instructional levels (or reasonable promise thereof in the case of initial appointments) are essential criteria in appointment and promotion. Every effort shall be made to recognize and emphasize excellence in teaching and advisement. The general test to be applied is that the faculty member be engaged regularly and effectively in teaching and advisement activities of high quality and significance.

The responsibility for the evaluation of teaching performance rests on the academic unit of the faculty member. Each academic unit shall develop and disseminate the criteria to be used in the evaluation of the teaching performance of its members. The evaluation should normally include opinions of students and colleagues.

B. Research, Scholarship, and Artistic Creativity

Research, scholarship and artistic creativity are among the primary functions of the university. A faculty member's contributions will vary from one academic or professional field to another, but the general test to be applied is that the faculty member be engaged continually and effectively in creative activities of distinction. Each academic unit shall develop and disseminate the criteria for evaluating scholarly and creative activity in that unit.

Research or other activity of a classified or proprietary nature shall not be considered in weighing an individual's case for appointment or promotion.

C. Service

In addition to a demonstrated excellence in teaching and in research, scholarship and artistic creativity, a candidate for promotion should have established a commitment to the University and the profession through participation in service activities. Such participation may take several different forms: service to the university; to the profession and higher education; and to the community, school systems, and governmental agencies. Service activity is expected of the faculty member, but service shall not substitute for teaching and advisement or for achievement in research, scholarship, or artistic creativity. Service activity shall not be expected or required of junior faculty to the point that it interferes with the development of their teaching and research.

III. APPOINTMENT OF FACULTY

A. Search Process

1. Recruitment of faculty shall be governed by written search procedures, which shall anticipate and describe the manner in which new professorial faculty members will be recruited, including arrangements for interinstitutional appointments, interdepartmental appointments, and appointments in new academic units.
2. Search procedures shall reflect the commitment of the University to equal opportunity and affirmative action. Campus procedures shall be widely disseminated and published in the Faculty Handbook.
3. Faculty review committees are an essential part of the review and recommendation process for new full-time faculty appointments. The procedures which lead to new faculty appointments should hold to standards at least as rigorous as those that pertain to promotions to the same rank.

B. Offers of Appointment

1. An offer of appointment can be made only with the approval of the President or his or her designee. Full-time appointments to the rank of Associate Professor or Professor require the written approval of the President.
2. All faculty appointments are made to a designated rank effective on a specific date. A standard letter of appointment shall be developed for each rank and tenure status and shall be approved by the Office of the Attorney General for form and legal sufficiency. The University shall publish in a designated section of the Faculty Handbook all duly approved System and University policies and procedures which set forth faculty rights and

responsibilities. Subject to the provisions of paragraphs I.C.15 and I.C.17 of the System Policy on Appointment, Rank, and Tenure of Faculty and paragraph III.C of this document, the terms described in the letter of appointment, together with the policies reproduced in the designated portions of the Faculty Handbook, shall constitute a contractually binding agreement between the University and the appointee.

C. Provisions Related to Appointments, Promotion, and Tenure

The following provisions are adapted from the System Policy on Appointments, Rank, and Tenure to reflect the mission of the University of Maryland at College Park and are to be furnished to all new faculty at the time of initial appointment.

1. Adjustments in salary or advancement in rank may be made under these policies, and, except where a definite termination date is a condition of appointment, the conditions pertaining to the rank as modified shall become effective as of the date of the modification.
2. Subject to any special conditions specified in the letter of appointment, full-time appointments to the rank of Assistant Professor shall be for an initial term of one to three years. The first year of the initial appointment shall be a probationary year, and the appointment may be terminated at the end of that fiscal year if the appointee is so notified by March 1. In the event that the initial appointment is for two years, the appointment may be terminated if the appointee is so notified by December 15 of the second year. After the second year of the initial appointment, the appointee shall be given one full year's notice if it is the intention of the University not to renew the appointment. If the appointee does not receive timely notification of nonrenewal, the initial appointment shall be extended for one additional year. An initial appointment may be renewed for an additional one, two, or three years. Except as set forth in paragraph III.C.3 below, an appointment to any term beyond the initial appointment shall terminate at the conclusion of that additional term unless the appointee is notified in writing that it is to be renewed for another term allowable under University System policies or the appointee is granted tenure. Such appointments may be terminated at any time in accordance with paragraphs III.C.5-11.
3. An Assistant Professor whose appointment is extended to a full six years shall receive a formal review for tenure in the sixth year. (An assistant professor may receive a formal review for tenure and be granted tenure earlier (cf. IV.A.4.)). The appointee shall be notified in writing, by the end of the appointment year in which the review was conducted, of the decision to grant or deny tenure. Notwithstanding anything in

paragraph III.C.2 to the contrary, a full-time appointee who has completed six consecutive years of service at the University as an Assistant Professor, and who has been notified that tenure has been denied, shall be granted an additional and terminal one year appointment in that rank, but, barring exceptional circumstances, shall receive no further consideration for tenure. In the event that an Assistant Professor in his or her sixth year of service is not affirmatively awarded tenure by the President or otherwise notified of a tenure decision, then he or she shall be granted a one-year terminal appointment.

4. Full-time appointments or promotions to the rank of Associate Professor or Professor require the written approval of the President. Promotions to the rank of Associate Professor or Professor carry immediate tenure. New full-time appointments to the rank of Professor carry immediate tenure. New full-time appointments to the rank of Associate Professor may carry tenure. If immediate tenure is not offered, such appointments shall be for an initial period of up to four years and shall terminate at the end of that period unless the appointee is notified in writing that he or she has been granted tenure. An Associate Professor who is appointed without tenure shall receive a formal review for tenure. No later than one year prior to the expiration of the appointment, the formal review must be completed, and written notice must be given that tenure has been granted or denied. Appointments carrying tenure may be terminated at any time as described under paragraphs III.C.5-11.
5. A term of service may be terminated by the appointee by resignation, but it is expressly agreed that no resignation shall become effective until the termination of the appointment period in which the resignation is offered except by mutual agreement between the appointee and the President or designee.
6.
 - a. The President may terminate the appointment of a tenured or tenure-track appointee for moral turpitude, professional or scholarly misconduct, incompetence, or willful neglect of duty, provided that the charges be stated in writing, that the appointee be furnished a copy thereof, and that the appointee be given an opportunity prior to such termination to request a hearing by an impartial hearing officer appointed by the President or a duly appointed faculty board of review. With the consent of the President, the appointee may elect a hearing by the President rather than by a hearing officer or a faculty board of review. Upon receipt of notice of termination, the appointee shall have thirty (30) calendar days to request a hearing. The hearing shall be held no sooner than thirty (30) calendar days after receipt of such a

request. The date of the hearing shall be set by mutual agreement of the appointee and the hearing officer or faculty board of review. If a hearing officer or a faculty board of review is appointed, the hearing officer or board shall make a recommendation to the President for action to be taken. The recommendation shall be based only on the evidence of record in the proceeding. Either party to the hearing may request an opportunity for oral argument before the President prior to action on the recommendation. If the President does not accept the recommendation of the hearing officer or board of review, the reasons shall be communicated promptly in writing to the appointee and the hearing officer or board. In the event that the President elects to terminate the appointment, the appointee may appeal to the Board of Regents, which shall render a final decision.

- b. Under exceptional circumstances and following consultation with the chair of the faculty board of review or appropriate faculty committee, the President may direct that the appointee be relieved of some or all of his or her University duties, without loss of compensation and without prejudice, pending a final decision in the termination proceedings. (In case of emergency involving threat to life, the President may act to suspend temporarily prior to consultation.)
 - c. The appointee may elect to be represented by counsel of his or her choice throughout the termination proceedings.
7. If an appointment is terminated in the manner prescribed in paragraph III.C.6, the President may, at his or her discretion, relieve the appointee of assigned duties immediately or allow the appointee to continue in the position for a specified period of time. The appointee's compensation shall continue for a period of one year commencing on the date on which the appointee receives notice of termination. A faculty member whose appointment is terminated for cause involving moral turpitude or professional or scholarly misconduct shall receive no notice or further compensation beyond the date of final action by the President or Board of Regents.
8. The University may terminate any appointment because of the discontinuance of the department, program, school or unit in which the appointment was made; or because of the lack of appropriations or other funds with which to support the appointment. Such decisions must be made in accordance with written University policies. The President shall give a full-time appointee holding tenure notice of such

termination at least one year before the date on which the appointment is terminated.

9. Notwithstanding any provisions to the contrary, the appointment of any untenured faculty member, fifty percent or more of whose compensation is derived from research contracts, service contracts, gifts or grants, shall be subject to termination upon expiration of the research funds, service contract income, gifts or grants from which the compensation is payable.
10. Appointments shall terminate upon the death of the appointee. Upon termination for this cause, the University shall pay to the estate of the appointee all of the accumulated and unpaid earnings of the appointee plus compensation for accumulated unused annual leave.
11. If, in the judgment of the appointee's department chair or supervisor, a deficiency in the appointee's professional conduct or performance exists that does not warrant dismissal or suspension, a moderate sanction such as a formal warning or censure may be imposed, provided that the appointee is first afforded an opportunity to contest the action through the established faculty grievance procedure.
12. Unless the appointee agrees otherwise, any changes that are hereafter made in paragraphs III.C.1-12 will be applied only to subsequent appointments.
13. Compensation for appointments under these policies is subject to modification in the event of reduction in State appropriations or in other income from which compensation may be paid.
14. The appointee shall be subject to all applicable policies and procedures duly adopted or amended from time to time by the University or the University System, including, but not limited to, policies and procedures regarding annual leave; sick leave; sabbatical leave; leave of absence; outside employment; patents and copyrights; scholarly and professional misconduct; retirement; reduction, consolidation or discontinuation of programs; and criteria on teaching, scholarship, and service.

D. Provisions Relating to Formal Promotion and Tenure Reviews

1. Reviews for promotion and tenure shall be conducted according to the duly adopted written policies and procedures of the University. These procedures shall be published in the Faculty Handbook.
2. Faculty review committees are a part of the review process at each level.

3. Each review by a faculty committee and each review by the administrator of an academic unit (chair or dean) shall be focused on the evaluation of the candidate using the Criteria for Tenure and/or Promotion of that unit. Each review shall be based on materials that must include the candidate's *c.v.*, the candidate's Personal Statement, the Summary Statement of Professional Achievements, the Candidate's Response to the Summary Statement of Professional Achievements (if one is written), the letters from external evaluators, and the other prescribed elements in the University Appointment, Promotion and Tenure Procedures Manual. At the second and third levels of review, these promotion materials include the promotion committee reports and the letters from academic unit administrators.
4. A faculty member eligible to vote on the promotion recommendation on a candidate of an academic unit may not participate in a review of that candidate or vote on that candidate at a higher level of review. Because they provide an independent evaluation, department chairs, academic deans, and the Provost are ineligible to vote at any level.
5. Candidates shall have the right to appeal negative promotion and tenure decisions on grounds specified in the policies and procedures of paragraph V.B.

IV. PROMOTION, TENURE, AND EMERITUS REVIEW

The Provost shall develop detailed written procedures, implementing the University and the System policies on appointment, promotion, and tenure. This set of procedures shall be known as the University's Implementation of the University Appointment, Promotion and Tenure Policy and these procedures shall govern the University's decision-making. The procedures developed shall be subject to review and approval by the University Senate. The Provost shall also develop useful guidelines, suggestions, and advice for candidates for tenure and/or promotion and for academic units responsible for carrying out reviews of candidates. Each year the Provost shall publish the University Appointment, Promotion and Tenure Procedures Manual. This manual shall contain the entire text of the University's Appointment, Promotion and Tenure Policy, the University's implementation of this policy, and the guidelines, suggestions, and advice for candidates and for academic units. The University's Implementation should contain the University's required procedures clearly identified as such. All guidelines, suggestions, and advice in the Manual must be so labeled and distinguished from the required procedures.

Each college, school, and department shall develop detailed written procedures implementing the University and System policies on appointment, promotion, and tenure

and the University's implementation of the University's Policy. The procedures of each academic unit shall be subject to review and approval by the policy-setting faculty body of the college or school for an academic unit in a departmentalized college or school, as established in its plan of organization, by the dean, and by the University Senate.

The University's required procedures and the required procedures of each academic unit to which a candidate belongs shall apply to promotion and tenure decisions for all full-time faculty and for academic administrators who hold faculty rank, or who would hold faculty rank if appointed.

The Provost has the responsibility for systematically monitoring the fair and timely compliance of all academic units with the approved procedures of this Appointment, Tenure and Promotion Policy and for the prompt remedying of any failure to fulfill a Provision of this Policy that occurs prior to the institution of a formal tenure and/or promotion review. A violation of procedural due process during a formal review for tenure and/or promotion is subject to the provisions of Section V, The Appeals Process.

At the time of appointment, each new faculty member shall be provided by the chair or dean of the first-level unit with a copy of the University's Appointment, Promotion and Tenure Procedures Manual and the procedures for the lower-level academic units to which he or she belongs and the chair or dean shall discuss the procedures with the faculty member. Faculty members should stay up to date on these procedures and academic units should keep their faculty members informed of any changes.

Faculty review committees shall be an essential part of the review and recommendation process for all full-time faculty. Review committees and administrators at all levels shall impose the highest standards of quality, shall ensure that all candidates receive fair and impartial treatment, and shall be responsible for maintaining the integrity and the confidentiality of the review and recommendation process.

Candidates for tenure and/or promotion are responsible for providing their academic unit with an accurate *curriculum vitae* detailing their academic and professional achievements. Candidates holding faculty rank at the University shall also make a written Personal Statement advocating their case for tenure and/or promotion based on the facts in their *c.v.*, on the applicable Criteria for Tenure and/or Promotion, and on their perspective of those achievements in the context of their discipline. Both the *c.v.* and the Personal Statement shall be presented in the form required by the University Appointment, Promotion and Tenure Procedures Manual at the beginning of the academic year in which a formal review for tenure and/or promotion will occur. These two documents shall be included with each request for external evaluation and shall be included in the promotion dossier reviewed at each level within the University. Within the University review system, units and administrators may express their judgments on the contents and on the significance of elements in either of the candidate's documents. Units may only ask in neutral language for external evaluators to comment on elements

of these documents as part of their review but not suggest conclusions.

The burden of evaluating the qualifications and suitability of the candidate for tenure and promotion is greatest at the first level of review. Great weight shall be given at the higher levels of review to the judgments and recommendations of lower-level review committees and to the principle of peer review.

The decision whether or not to award tenure or promotion shall be based primarily on the candidate's record of accomplishment in each of the three areas of teaching and advisement, research, and service, and the anticipated level of future achievements as indicated by accomplishments to date. Considerations relating to the present or future programmatic value of the candidate's particular field of expertise, or other larger institutional objectives, may legitimately be considered in the context of a tenure decision; but in no case shall the year of the tenure review be the first occasion on which these considerations are raised. The faculty and the unit chair or dean are responsible for advising untenured faculty on any and all programmatic considerations relative to the tenure decision, conveying such information to the candidate at the earliest opportunity during annual assessments of progress towards tenure.

When the President has completed his or her review of the tenure or promotion case and informed the candidate of the decision, the list of members of the unit, college, and campus committees shall be made public.

A. First-level Review

1. Eligible Voters: At the first-level unit of review, the review committee shall consist of all members of the faculty of that unit who are eligible to vote. To be eligible to vote within the first-level unit, the faculty member must hold a tenured appointment in the university and must be at or above the rank to which the candidate seeks appointment or promotion. Tenured faculty voting on promotions cases at the first-level of review may only do so in a single academic department or non-departmentalized school, and may only vote in units in which they have a regular appointment and where this is permitted by the unit's plan of organization. In those cases where a faculty member has the opportunity to vote in more than one department or non-departmentalized school, the faculty member votes in that department/school in which the faculty member holds tenure.

In those cases where a faculty member has the opportunity to vote at more than one level of review, the faculty member votes at the first level of review at which the faculty member has the opportunity to vote. There are two exceptions: (a) chairs or deans are excluded from voting as faculty in their first level unit; (b) if there are fewer than three (3) eligible faculty members in the first-level unit, the dean at his/her discretion shall appoint

one or more eligible faculty members from related units as voting members of the first-level review committee, to ensure that the review committee shall contain at least three (3) persons. Consequently, in promotion and tenure cases of faculty with joint appointments, faculty appointed by the dean to the first-level review committee of the primary unit, who are also members of a secondary unit providing input on a candidate, are permitted to vote on the candidate only in the primary unit where they have been appointed as member of the review committee by the Dean.

Although they do not have voting privileges, other faculty and the head of the first-level unit may be invited to participate in discussion about the candidate if the plan of organization and the bylaws of the unit permit.

Advisory Subcommittee: The first-level unit review committee may establish an advisory subcommittee to gather material and make recommendations, but the vote of the entire eligible faculty of the first-level unit shall be considered the faculty recommendation of the first-level unit.

Conduct of the Review: The first-level review committee shall appoint an eligible member of the faculty from the first-level unit to serve as chair and spokesperson for the candidate's review committee. The chair of the review committee is responsible for writing the recommendation on the candidate and recording the transactions at the review meeting. Under no circumstances may the chair of the unit or dean serve as spokesperson for the first-level unit review committee or write its report.

As the first-level administrator, the chair or dean shall submit a recommendation separately; the recommendation of the chair or dean shall be considered together with all other relevant materials by any reviewing committee at a higher level. Requests for information from higher level review units shall be transmitted to both the chair of the first-level unit review committee and the first-level unit administrator.

Joint Appointments: Faculty members with joint appointments hold both a primary appointment (in their tenure home) and one or more secondary appointments (in the unit or units that are not their tenure home). When a joint appointment candidate is reviewed for appointment, promotion and/or tenure, the primary appointment unit is responsible for making the recommendation after first obtaining advisory input from the (one or more) secondary units, as appropriate. The advisory input from secondary unit(s) will be as follows:

- If the candidate holds a temporary appointment in the secondary unit, then the secondary unit's advice to the primary unit shall consist solely of a written recommendation by the chair or director of the secondary unit.
- If the candidate holds a permanent appointment in a secondary unit that is neither an academic department nor a non-departmentalized school, then the director's recommendation will be informed by advice from the faculty in the unit who are at or above the rank to which the candidate aspires. That advice shall be in a format consistent with the unit's plan of organization. If the plan of organization includes a vote, the vote may not include those eligible to vote elsewhere on the candidate.
- If the candidate holds a permanent appointment in a secondary unit that is either an academic department or a non-departmentalized school, then there shall be both a vote of the faculty in the unit who are at or above the rank to which the candidate aspires and a written recommendation by the head of that unit. The restriction on multiple faculty votes continues to apply in this instance.

The secondary unit's review of the candidate shall be provided to the first-level unit review committee and the first-level administrator. If the chair/director of the secondary unit is also a member of the candidate's primary unit, the chair/director may participate in the deliberations of the primary unit, but may not vote on the candidate's promotion in that unit.

2. The committee shall solicit letters of evaluation from six or more widely recognized authorities in the field, chosen from a list that shall include individuals nominated by the candidate. At least three letters and at most one-half of the requested letters shall be from persons nominated by the candidate.
3. Each first-level unit shall provide for the mentoring of each assistant professor and of each untenured associate professor by one or more members of the senior faculty other than the chair or dean of the unit. Mentors should encourage, support, and assist these faculty members and be available for consultation on matters of professional development. Mentors also need to be frank and honest about the progress toward fulfilling the criteria for tenure and/or promotion. Following appropriate consultations with members of the unit's faculty, the chair or dean of the unit shall independently provide each assistant professor and each untenured associate professor annually with an informal assessment of his or her progress. Favorable informal assessments and positive comments by mentors are purely advisory to the faculty member and do not guarantee a favorable tenure and/or promotion decision.

The first-level academic unit shall perform a formal intermediate review of the progress towards meeting the criteria for tenure and promotion in the third year of an assistant professor's appointment. The first-level academic unit shall perform a formal intermediate review of the progress towards meeting the criteria for promotion to the rank of professor in the fifth year of a tenured associate professor's appointment and every five years thereafter. An associate professor may request an intermediate review earlier than the five years specified. The purposes of these intermediate reviews are to assess the candidate's progress toward promotion, to inform the reviewed faculty member of that assessment, to inform the faculty members more senior to that faculty member who will eventually consider him or her for promotion of that assessment, and to advise the candidate and the first-level administrator of steps that should be taken to improve prospects for promotion. These intermediate reviews shall be structured in a similar fashion to reviews for tenure and/or promotion according to the unit's plan of governance but normally will not involve external evaluations of the faculty member. If it is deemed necessary to obtain informal external evaluations, the academic unit must adopt written procedures applying this requirement to all intermediate reviews and these procedures must be approved by the academic administrator (dean or provost) at the next level of review.

Any change in the nature of the institution's or the unit's programmatic needs which may have a bearing on the candidate's prospects for tenure should be brought to the attention of the candidate at the earliest possible time. In addition, first-level units shall make the best possible effort to advise tenure-track faculty of the prevailing standards of quality and of the most effective ways to demonstrate that they meet the standards. The advice and assessments provided to untenured candidates should avoid simplistic quantitative guidelines and should not suggest or imply that tenure decisions will be based on the quantity of effort or scholarly activity, independently of its intellectual quality.

4. A tenure-track or tenured faculty member may request a formal review for tenure or promotion.
5. The tenure or promotion case shall go forward to the next level of review if fifty percent of the faculty vote cast is favorable (or such higher percentage as may be established by procedures or guidelines of the first-level unit) or if the recommendation of the administrator of the first-level unit is favorable. If both faculty and unit administrator recommendations are negative, the case shall be reviewed at the next level only by the dean (or, in the case of a non-departmentalized school or college, the Provost).

The dean (or Provost) shall review the case to ensure that the candidate has received procedural and substantive due process, as defined in Section V.B.1.b. If the dean (or Provost) believes that the candidate has not received due process, he or she shall direct the unit to reconsider. The candidate may withdraw from his or her review at any time prior to the President's decision.

6. The first-level review committee shall prepare a concise Summary Statement of Professional Achievements on each candidate for tenure and/or promotion. The Summary Statement shall place the professional achievements of the candidate in scholarship, research, artistic performance, and/or Extension in the context of the broader discipline. It shall place the candidate's professional achievements in teaching and in service in the context of the responsibilities of the unit, the college or school, the University, and the greater community. The Summary Statement shall be factual and objective, not evaluative. The Summary Statement shall be reviewed by the candidate at least two weeks before the meeting at which the academic unit begins consideration of its recommendation on tenure and/or promotion. If the candidate and the committee cannot agree on the Summary Statement, the candidate has the right and the responsibility to submit a Response to the Summary Statement of Professional Achievements for the consideration of the voting members of the review committee and the academic unit must note the existence of the Response in the unit's Summary Statement. The purpose of the Summary Statement is to set the candidate's work in the context of the field for each level of review within the University and it is not to be sent to external evaluators or others outside the University.
7. The chair of the first-level review committee shall prepare a written report stating the committee's vote and recommendation on whether or not to grant tenure or promotion, and explaining the basis for the faculty's recommendation insofar as that basis has been made known in the discussions taking place among the members of the committee. This letter will be provided to the chair or dean for his or her information and for forwarding to higher levels of review. Faculty participating in the unit's deliberation who wish to express a dissenting view are free to do so, and any such written statement shall be included in the materials sent forward to the next level of review.
8. The recommendation of the first-level administrator shall likewise be in writing. The administrator's recommendation shall be transmitted to the second-level review and shall be made available to all eligible members of the first-level faculty.

9. If a faculty member must be given a formal review for tenure in accordance with paragraph I.C.4 of the University of Maryland System Policy and paragraph III.C.3 of this policy, and the chair or dean of the first-level academic unit of which the appointee is a member fails to transmit, by the date specified in paragraph IV.F.2 of this policy, a tenure recommendation for the appointee, the Provost shall extend the deadline for the transmittal of such recommendations and instruct the first-level unit to forward recommendations and all supporting documents as expeditiously as possible.

B. Second-level Review

1. Second-level review of recommendations for promotion and tenure from departments shall be conducted within the appropriate college. The second-level review committees shall be established in conformity with the approved bylaws of the college. The dean may be a non-voting ex-officio member but not a voting member of the committee. Each second-level committee shall elect its own chair and an alternate chair; the latter shall serve as chair when a candidate from the chair's own unit is under discussion. A committee member who is entitled to vote in a lower-level review of a candidate may be present for the discussion of that candidate but shall not participate in the discussion in any way and shall not vote on that candidate. The committee members must maintain absolute confidentiality in their consideration of cases. Outside of the committee meetings, members of the second-level review committee shall not discuss specific cases with anyone who is not a member of the second-level review committee. The membership of the committee shall be made public at the time of the committee's appointment. Every member of the campus community must respect the integrity of the appointment, tenure and promotion process and must refrain from attempting to discuss cases with committee members or to lobby them in any way.
2. Review of recommendations for promotion and tenure from non-departmentalized schools and colleges shall be conducted by the third-level review (see Section IV.C.1) committee.
3. Both the recommendation of the second-level committee and the recommendation of the second-level administrator shall go forward to be considered, together with all other relevant materials, at higher levels of review.
4. When significant questions arise regarding the recommendations from the first-level review or the contents of the dossier, the second-level review committee shall provide an opportunity for the chair of the first-level

academic unit and the designated spokesperson of the first-level unit review committee to meet with the second-level committee to discuss their recommendations; the committee shall provide them with a written list of the committee's general concerns about the candidate's case prior to the meeting. The second-level review committee may also request additional information from the first level of review by following the procedures described in Section F1 below.

5. Whether its recommendation is favorable or unfavorable, the committee shall, as soon as possible and no later than thirty (30) days after the decision, transmit through the dean its decision, its vote, and a written justification to the Provost. The dean of the college shall also promptly transmit his or her recommendation with a written justification to the Provost.

C. Third-level Review

1. A third- or campus-level review committee shall be established in the following manner: The Provost shall appoint nine faculty members holding the rank of Professor, one from each of the eight large colleges (Agriculture and Natural Resources; Arts and Humanities; Behavioral and Social Sciences; Business; Computer, Mathematical, and Natural Sciences; Education; Engineering; School of Public Health) and one from among the four small colleges (Architecture, Planning, and Preservation; Information Studies; Journalism; Public Policy). Since this committee shall make its recommendations on the basis of whether or not the University's high standards for tenure and/or promotion have been met, members of this committee shall have a track record of outstanding academic judgment along with sufficient intellectual breadth and depth to be capable of comparing and judging candidates from varied disciplinary, cross-disciplinary, and professional backgrounds. No small college shall be represented on the committee more frequently than once in every three terms. Candidates for the committee shall be solicited from the Deans of the Colleges and Schools, from the Senate Executive Committee, and from the faculty at large. No one serving in a full-time administrative position may serve as a voting member of the committee. The Provost shall be a non-voting ex-officio member. A committee member who is entitled to vote in a lower-level review of a candidate shall not be present for the discussion of that candidate and shall not vote on that candidate. Appointments to the third-level review committee from the eight large colleges shall be for three years while the appointment from one of the five small colleges shall be for two years, with the terms staggered so that approximately one-third of the committee is replaced each year. No one may serve two consecutive terms. The third-level review committee shall

elect its own chair and alternate chair. The committee members must maintain absolute confidentiality in their consideration of cases. Outside of the committee meetings, members of the third-level review committee shall not discuss specific cases with anyone who is not a member of the third-level review committee. The membership of the committee shall be made public at the time of the committee's appointment. Every member of the campus community must respect the integrity of the appointment, tenure and promotion process and must refrain from attempting to discuss cases with committee members or to lobby them in any way.

2. When questions arise regarding the recommendations from either the first- or second-level reviews or the contents of the dossier, the third-level committee shall provide the opportunity for the first-level unit administrator, the spokesperson for the first-level faculty review committee, the dean of the college, and the chair of the second-level review committee to meet with the third-level committee to discuss their recommendations; the committee shall provide them with a written list of the committee's general concerns about the candidate's case prior to the meeting. The third-level review committee may also request additional information from the first and second levels of review by following the procedures prescribed in Section F1 below.
3. The committee shall promptly transmit its recommendation and a written justification through the Provost to the President, along with all materials provided from the lower levels of review. The Provost and the President shall confer about the case, and the Provost shall transmit his or her recommendation and a written justification to the President. If the Provost's recommendation differs from that of the third-level committee or from that of the Dean, the Provost will meet with the committee and/or the dean to discuss the review. After the President has made a decision, a report on the decisions reached at the third level of review shall be provided to the second-level administrator and faculty committee chair, the first-level administrator and faculty chair, and to the candidate.
4. The Third-level Review Committee and the Provost shall conduct an end-of-the-year review of appointment, promotion, and tenure. The Committee shall write a public Annual report, the purpose of which includes improving the understanding of faculty members and of academic units about appointments, promotion, and tenure. The report should include any recommendations for improvements in policy, procedures, or the carrying out of reviews of candidates. The Provost shall write a public report annually giving statistical information on the appointment, promotion, and tenure cases considered during the academic year.

D. Notification to Candidates for Tenure and/or Promotion

Upon completion of the first-level review, the unit administrator at the first level shall within two weeks of the date of the decision: (1) inform the candidate whether the recommendations made by the faculty committee and the unit administrator were positive or negative (including specific information on the number of faculty who voted for tenure and/or promotion, the number who voted against, and the number of abstentions), and (2) prepare for the candidate a letter summarizing in general terms the nature of the considerations on which those decisions were based. At higher levels of review, summaries shall be provided to the candidate whenever either or both faculty and administrator recommendations are negative. The chair of the faculty committee shall review the summary letter prepared by the unit administrator in order to ensure that it accurately summarizes the considerations regarded as relevant by the faculty committee at that level. The chair of the faculty committee at each level shall be provided access to the unit administrator's letters to the candidate and to the next level of review in order to ensure that the summary accurately reflects the recommendation and rationale provided to higher levels of review. In addition, both letters shall be made available for review in the office of the chair (dean or Provost) by any member of the faculty committee at that level. In the event that the chair of the faculty committee and the unit administrator are unable to agree on the appropriate language and contents of the summary letter, each shall write a summary letter to the candidate. A copy of all materials provided to the candidate shall be added to the tenure or promotion file as the case proceeds through higher levels of review.

E. Presidential Review

Full-time appointments or promotions to the ranks of Associate Professor or Professor require the written approval of the President, in whom resides final authority for promotion and granting of tenure to faculty. Final authority for any appointment or promotion to the rank of Associate Professor or Professor cannot be delegated by the President.

F. General Procedures Governing Promotion and Tenure

1. With the exception of the third-level review committee, in their reviews of tenure and promotion recommendations from lower levels, upper-level administrators or review committees may not seek or use additional information from outside sources concerning a candidate's merits unless: (1) the materials forwarded from lower levels indicate the presence of a significant dissenting vote or divided recommendations from a lower level; (2) representatives from the first-level unit participate in the selection of additional persons to be consulted; and (3) the assessments

received from these external sources are shared with and considered by the first-level review committee and by the unit's chair or dean; and (4) the review committee and the unit's academic administrator have the opportunity to reconsider their recommendations in the light of the augmented promotion dossier. The third-level review committee may seek additional information on any candidate as it chooses, although it must follow (2), (3) and (4) as described above. In doing so, the committee should ask the Provost to obtain the additional information from the Dean, who would then consult with the Department Chair to obtain faculty input. The evidential basis for upper-level committees and administrators should be restricted to the materials as assembled and evaluated by the first-level unit, with the exception of information obtained in compliance with the procedures just described. Candidates for tenure or promotion, however, are permitted to bring to the attention of the university administration any changes in their circumstances which might have a significant bearing on the tenure or promotion question. In the event that candidates for tenure or promotion bring information of this sort to the attention of upper-level committees or administrators after the first-level review has been concluded, these committees or administrators may take these changes into account in reaching their decisions and may elect to send the case back to the first-level for reconsideration.

2. The candidate's application and supporting materials, and the reports and recommendations of the first-level committee and administrator, shall be transmitted to the appropriate levels of secondary review no later than a date set annually by the Provost.
3. If an untenured faculty member requests leave without pay for a year or more, the dean of the college in which the faculty member will be considered for tenure shall recommend whether or not the faculty member's mandatory tenure review will be delayed. A positive recommendation from the dean to stop the tenure clock shall require evidence: (1) that the leave of absence will be in the interest of the University, and (2) that the faculty member's capacity to engage in continued professional activity will not be significantly impaired during the period of the leave. The dean's recommendation shall be included in the proposal for leave submitted to the Provost. Delay of the mandatory tenure review requires the written approval of the Provost.
4. A faculty member who would otherwise receive a formal review for tenure may waive the review by requesting in writing that he or she not be considered for tenure. A faculty member who has waived a tenure review shall receive whatever terminal appointments he or she would have received if tenure had been denied. A faculty member at any rank who has

been denied tenure and who is ineligible for further consideration shall receive an additional and terminal one-year appointment in that rank.

5. All recommendations for the appointment of faculty below the rank of Associate Professor shall be transmitted for approval through the various levels of review to the President or designee. Final authority for any appointment that confers tenure or for any appointment or promotion to the rank of Associate Professor or Professor cannot be delegated by the President.
6. After a negative decision by the President, candidates for promotion or tenure shall be notified by certified mail. Determination of the time limits for the period during which an appeal may be made shall be based on the date of the candidate's receipt of the President's letter.

G. Procedures Governing the Granting of Emerita/Emeritus Status

1. Associate Professors, Professors, Distinguished University Professors, Research Associate Professors, Research Professors, Senior Agents, Principal Agents, Librarians III, and Librarians IV who have been members of the faculty of the University of Maryland at College Park for ten or more years, and who give to their chair or dean proper written notice of their intention to retire, are eligible for nomination to emerita/emertus status (see I.E.7 Emerita, Emeritus). Only in exceptional circumstances may Professors with fewer than ten years of service to the institution be recommended for emerita/emertus status.
2. The decision whether or not to award emeritus standing shall be based primarily on the candidate's record of significant accomplishment in any of the three areas of (1) teaching and advisement, (2) research, scholarship, and creative activity, and (3) service.
3. If a faculty member gives notice of intention to retire before March 15, the first-level tenured faculty shall vote on emeritus standing within 45 days of the notice. If notice is given after March 15, the vote shall be taken no later than the 45th day of the following semester. The result of the vote shall be transmitted in writing to the candidate and to the administrator of the unit no later than ten days after the vote is taken. A faculty member who has not been informed of the decision concerning his or her emeritus standing within the time limits specified, shall be entitled to appeal the action as a negative decision in accordance with V.B.2.
4. The review committee of the first-level unit shall consist of all eligible members of the faculty. Eligible members of the faculty are all full-time

tenured associate and full professors, as appropriate, excluding the chair or dean. The vote of the entire eligible faculty shall be considered the recommendation of the faculty. The chair or dean shall submit a recommendation separately; the recommendation of the chair or dean shall be considered together with all relevant materials by administrators at higher levels.

5. An emeritus case shall go forward to the next level of review if the department chair's recommendation is positive or the faculty vote is at least fifty percent favorable.
6. The chair of the first-level committee shall prepare a written report, stating the committee's vote and recommendation on whether or not to award emeritus standing and explaining the basis for the faculty's recommendation insofar as that basis has been made known in the discussions taken place among the members of the committee. This letter will be forwarded to the chair or dean for his or her information and for forwarding to higher levels of review. Faculty participating in the unit's deliberations who wish to express a dissenting view are free to do so, and any such written statement shall be included in the materials sent forward to the next level of review.
7. The recommendation of the first-level administrator shall also be in writing. The administrator's recommendation shall be transmitted to the second-level of review and a copy shall be made available for review by any member of the faculty participating in the unit's review deliberations.
8. Second-level review of recommendations of emeritus standing shall be conducted by the appropriate dean. Second-level reviews of recommendations from non-departmentalized schools and colleges shall be conducted by the Provost. The second-level recommendation of the dean or the Provost, together with all other relevant materials, shall be transmitted to the President.
9. The President shall make the final decision on the award of emeritus standing.
10. Faculty members with ten or more years of service to the University who retired prior to the effective date of this policy and who have not been granted emeritus standing may apply to their departments for consideration as in Section IV.G.1.

H. Termination of Faculty Appointments for Cause

If a tenured or tenure-track faculty member whose appointment the campus administration seeks to terminate for cause requests a hearing by a hearing officer, the hearing officer shall be appointed by the President from a college or school other than that of the appointee, with the advice and consent of the faculty members of the Executive Committee of the Campus Senate. If the appointee requests a hearing by a faculty board of review, members of the board of review shall be appointed by the faculty members of the Executive Committee of the Campus Senate from among tenured Professors not involved in administrative duties.

V. THE APPEALS PROCESS

A. Appeals Committees

1. The President shall appoint an appeals committee. This committee shall consist of nine faculty members holding the rank of Professor, one from each of the eight large colleges (Agriculture and Natural Resources; Arts and Humanities; Behavioral and Social Sciences; Business; Computer, Mathematical and Physical Sciences; Education; Engineering; Chemical and Life Sciences) and one from among the five small colleges (Architecture, Planning, and Preservation; Health and Human Performance; Information Studies; Journalism; Public Policy). No small college shall be represented on the committee more frequently than once in every three terms. Candidates for the committee shall be solicited from the Deans of the Colleges and Schools, from the Senate Executive Committee, and from the faculty at large. No one serving in a full-time administrative position and no one who has participated in the promotion and tenure review process of the appellant shall serve on the campus appeals committee. Appointment to the campus appeals committee shall be for one year, and no one may serve two consecutive terms. Appeals committees shall elect their own chairs. The committee members must maintain absolute confidentiality in their consideration of cases.
2. Special appeals committees at the college, school or campus level shall be appointed by the dean, Provost or President in a manner consistent with the policies, bylaws, or practice of the respective unit.

B. Guidelines and Procedures for Appeals

1. Negative Promotion and/or Tenure Decisions
 - a. Mandatory and Non-Mandatory Reviews

When a candidate for promotion and/or tenure receives notification

from the President, dean or chair that promotion or tenure was not awarded, the candidate may appeal the decision by requesting that the President submit the matter to the Campus Appeals Committee for consideration. The request shall be in writing and be made within sixty (60) days of notification of the negative decision. If the request is granted, all papers to be filed in support of the appeal must be submitted to the Appeals Committee not later than one hundred and twenty (120) days after notification unless otherwise extended by the President because of circumstances reasonably beyond control of the candidate. In writing these appeals letters, the appellant should be aware that these letters serve as the evidentiary basis for investigations of the validity of the appeal and that, should the President accept the request and refer the appeal to the Campus Appeals Committee, these letters shall be shared by the Campus Appeals Committee with the parties against whom allegations are made and any other persons deemed necessary by the Committee for a determination of the issues.

b. Grounds for Appeal

The grounds for appeal of a negative promotion and tenure decision shall be limited to (1) violation of procedural due process, and/or (2) violation of substantive due process.

A decision may not be appealed on the ground that a different review committee, department chair, dean or Provost exercising sound academic judgment might, or would, have come to a different conclusion. An appeals committee will not substitute its academic judgment for the judgment of those in the review process.

Violation of procedural due process means that the decision was negatively influenced by a failure during the formal review for tenure and/or promotion by those in the review process to take a procedural step or to fulfill a procedural requirement established in relevant promotion and tenure review procedures of a department, school, college, campus or system. Procedural violations occurring prior to the review process are not a basis for an appeal and are dealt with under the provisions of paragraph 4 of the introduction to Section IV, Promotion, Tenure, and Emeritus Review.

Violation of substantive due process means that: (1) the decision

was based upon an illegal or constitutionally impermissible consideration; e.g. upon the candidate's gender, race, age, nationality, handicap, sexual orientation, or on the candidate's exercise of protected first amendment freedoms (e.g., freedom of speech); or (2) the decision was arbitrary or capricious, i.e., it was based on erroneous information or misinterpretation of information, or the decision was clearly inconsistent with the supporting materials.

c. Standard of Proof

An appeal shall not be granted unless the alleged grounds for appeal are demonstrated by a preponderance of the evidence.

d. Responsibilities and Powers of the Appeals Committee

1. The appeals committee shall notify the relevant administrators and APT chairs in writing of the grounds for the appeal and meet with them to discuss the issues.
2. The appeals committee shall meet with the appellant to discuss and clarify the issues raised in the appeal.
3. The appeals committee has investigative powers. The appeals committee may interview persons in the review process whom it believes to have information relevant to the appeal. Additionally, the Appeals Committee shall examine all documents related to the appellant's promotion or tenure review and may have access to such other departmental and college materials as it deems relevant to the case. Whenever the committee believes that a meeting could lead to a better understanding of the issues in the appeal, it shall meet with the appropriate party (with the appellant or with the relevant academic administrator and APT chair).
4. The Appeals Committee shall prepare a written report for the President. The report shall be based upon the weight of evidence before it. It shall include findings with respect to the grounds alleged on appeal, and, where appropriate, recommendations for corrective action. Such remedy may include the return of the matter back to the stage of the review process at which the error was made and action to eliminate any harmful effects it may have had on the full

and fair consideration of the case. No recommended remedy, however, may abrogate the principle of peer review.

5. The President shall attach great weight to the findings and recommendations of the committee. The decision of the President shall be final. The decision and the rationale shall be transmitted to the appellant, the department chair, dean, chair(s) of the relevant APT committee(s) and Provost in writing.

e. Implementation of the President's Decision

1. When the President supports the grounds for an appeal, the Provost has the responsibility for oversight of the implementation of the corrective actions the President requires to be taken. Within 30 days of receipt of the President's letter, the Provost shall request the administrator involved to formulate a plan and a timeline for implementing and monitoring the corrective actions. Within 30 days after receipt of this letter, the administrator must supply a written reply. The Provost may require modification of the plan before approving it.
2. The Provost shall appoint a Provost's Representative to participate in all stages of the implementation of the corrective actions specified in the approved plan for the re-review, including participation in the meeting or meetings at which the academic unit discusses, reviews, or votes on its recommendation for tenure and/or promotion for the appellant. The Provost's Representative shall participate in these activities but does not have a vote. After the academic unit completes its review, the Provost's Representative shall prepare a report on all of the elements of corrective action specified in the approved plan and this report will be included with the complete dossier to be reviewed at higher levels within the University. The Provost's Representative shall be a senior member of the faculty with no previous or potential involvement at any level of review or appeal pertaining to the consideration of the appellant for tenure and/or promotion except for the participation as Provost's Representative as defined in this paragraph.

3. The Provost's request and the administrator's approved plan of implementation must be included in the dossier from the inception of the review. Re-reviews begin at the level of review at which the violation(s) of due process occurred and evaluate the person's record at the time the initial review occurred unless otherwise specified by the President. The administrator at the level at which the errors occurred, in addition to evaluating the candidate for promotion, must certify that each of the corrective actions has been taken and describe how the actions have been implemented. Re-reviews must proceed through all levels of evaluation including Presidential review. The Provost's review of the dossier will include an evaluation of compliance with the requirements imposed in the President's decision to grant the appeal. If the Provost discovers a serious failure by the unit to comply with the corrective actions required, the Provost shall formulate and implement a new plan for corrective action with respect to the appellant. In addition, the Provost shall inform (in writing) the administrator of the unit where the failure arose and the Provost shall take appropriate disciplinary action.

f. Extension of Contract

In the event that the appellant's contract of employment will have terminated before reconsideration can be completed, the appellant may request the President to extend the contract for one additional year beyond the date of its normal termination, with the understanding that the extension does not in itself produce a claim to tenure through length of service.

2. Decision Not to Review

If a faculty member requests his or her first level academic unit to undertake a review for his or her promotion or early recommendation for tenure, and the academic unit decides not to undertake the review or fails to transmit a recommendation by the date announced for transmittals, as specified in IV.F.2, above, the faculty member may appeal to the dean (if in a department) or to the Provost (if in a non-departmentalized school or college) requesting the formation of a special appeals committee to consider the matter. The request shall be made in writing. It shall be made promptly, and in no case later than thirty (30) days following written notification of the decision of the first-level academic unit.

If the dean or Provost determines not to form a special appeals committee, the faculty member may appeal to the Provost (if the decision was the dean's) or to the President (if the decision was the Provost's) requesting formation of the special appeals committee. Request shall be made in writing. It shall be made promptly, and in no case no later than thirty (30) days following written notification of the decision of the dean or Provost.

The grounds for appeal and the burden of proof shall, in all instances, be the same as set forth in V.B.1.b and c, above. A committee shall not substitute its academic judgment for that of the first-level unit. The responsibility of a special appeals committee shall be to prepare findings and recommendations. The committee may, for example, recommend that the dean or Provost extend the deadline for transmitting a recommendation and instruct the first-level unit to forward supporting documents as expeditiously as possible. A decision by a dean or the Provost, upon receiving the findings and recommendations of a special appeals committee, shall be final. A decision by the President shall be final.

3. Decision Not to Renew


When, prior to the mandatory promotion and tenure decision, an untenured tenure-track faculty member receives notification that his or her appointment will not be renewed by the first-level unit, he or she may appeal the decision in the manner described in V.B.1.a above.

4. Emeritus Standing

An unsuccessful candidate for emeritus standing may appeal the decision in the manner described in V.B.1. above.



University Senate CHARGE

Date:	October 28, 2011
To:	Charles Fenster Chair, Faculty Affairs Committee
From:	Eric Kasischke Chair, University Senate 
Subject:	Activation of the USM Clinical Faculty Titles
Senate Document #:	11-12-20
Deadline:	February 10, 2012

The Senate Executive Committee (SEC) requests that the Faculty Affairs Committee review the attached proposal entitled, “Activation of the USM Clinical Faculty Titles.”

The University System of Maryland (USM) Policy on Appointment, Rank, and Tenure of Faculty (II-1.00) includes a section on faculty engaged in clinical teaching. Our campus currently has faculty in at least six colleges who fulfill the requirements of the clinical faculty titles as defined in the USM policy. The SEC requests that the Faculty Affairs Committee review whether University of Maryland-College Park should activate these titles on our campus.

Specifically, we ask that you:

1. Review the USM Policy on Appointment, Rank, and Tenure of Faculty (II-1.00).
2. Consult with the University’s Office of Faculty Affairs on the impact of these new titles on our faculty.
3. Review whether our peer institutions have instituted similar clinical titles.
4. Consult with the University’s Office of Legal Affairs.
5. If appropriate, recommend whether the University of Maryland Policy on Appointment, Promotion, and Tenure of Faculty II-1.00(A) should be revised to include clinical faculty titles.

We ask that you submit your report and recommendations to the Senate Office no later than February 10, 2012. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.



University Senate PROPOSAL FORM

Name:	Ann Wylie
Date:	October 25, 2011
Title of Proposal:	ACTIVATION OF THE USM CLINICAL FACULTY TITLES
Phone Number:	x-56814
Email Address:	juan@umd.edu
Campus Address:	1119 Main Administration, College Park, MD 20742
Unit/Department/College:	Office of the Senior Vice President and Provost
Constituency (faculty, staff, undergraduate, graduate):	Instructional non-tenure-track Faculty
Description of issue/concern/policy in question:	<p>The USM POLICY ON APPOINTMENT, RANK, AND TENURE OF FACULTY, on section IIC (FACULTY RANKS), includes a section (4) on FACULTY ENGAGED EXCLUSIVELY OR PRIMARILY IN CLINICAL TEACHING. UMD does not have such titles presently activated, even though it currently employs expert practitioners whose primary focus is teaching, supervising, and mentoring students in practical environments in at least six colleges. The present request, with the unanimous approval of the Council of Deans, is to activate the USM titles as soon as the University Senate approves this policy change. Specifically the titles in question are 4 e (Clinical Assistant Professor), 4f (Clinical Associate Professor) and 4g (Clinical Professor). No other titles would be activated.</p>
Description of action/changes you would like to see implemented and why:	<p>Since the University does not use the clinical faculty title, concerns have been expressed by various deans that the range of available titles hinders the recruitment and retention of faculty who might warrant such a title. There are currently individuals who are, in effect, carrying out the functions of Clinical Professors without suitable recognition of their status, qualifications, and activities or the opportunity for career development – using inappropriate titles at this point in time. The importance of increasing connections between the University and highly regarded community professionals is also recognized as having value to the institution. Schools or colleges that have already conveyed a desire to utilize the title series are Architecture, Planning, and Preservation; Education; Public Policy; Behavioral and Social Sciences; Public Health; and Business, and no college has expressed opposition to the title.</p>

<p>Suggestions for how your proposal could be put into practice:</p>	<p>Once the titles are activated, Clinical appointments would be 0-100% appointments, paid or unpaid. Departments, schools, and colleges using this title should determine criteria for appointment and promotion and develop a formalized process for review. Initial appointments to these non-tenure-track positions may be for up to three years, with reappointment up to five years being possible. Appointments and promotions should require the sort of process involved in Research Professorships, which is centered at the unit level with oversight from the Dean. At a minimum, this must include the development of a dossier, a meeting of the department's professorial faculty and the clinical faculty at or above the rank the faculty member is seeking, and a meeting of the college APT committee. The final decision should be made by the Dean (Provost in the case of non-departmentalized colleges). The dossier should include a current CV, external references, teaching and mentoring documentation (if possible and relevant), an evaluative report from department faculty, the chair's letter, and the college APT committee report. Clinical faculty may request promotion after five years in rank. Grievance procedures should also be in place.</p>
<p>Additional Information:</p>	<p>Clinical Professors at all ranks must hold the terminal professional degree in their field, any required licensure or certification, and training or experience in an area of specialization. Evidence of ability in clinical practice and teaching should be required, ranging from "potential" at the Clinical Assistant Professor level to "a degree of excellence sufficient to establish an outstanding regional and national reputation among colleagues" for Clinical Professor rank. Similarly, documentation of scholarly or administrative accomplishments should always be expected. Naturally, also, the level and degree of accomplishment should increase with higher ranks.</p>

Please send your completed form and any supporting documents to senate-admin@umd.edu or University of Maryland Senate Office, 1100 Marie Mount Hall.