



OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

MEMORANDUM

To: All Deans

From: Jennifer King Rice, Senior Vice President and Provost

John Bertot, Associate Provost for Faculty Affairs

Re: PTK Administrative Reforms

Date: February 4, 2025

Background

During the 2010-2011 Academic Year, the University of Maryland, College Park (the “University”) formed the Task Force on Non-Tenure Track Faculty in order to address a number of issues and considerations regarding non-tenure track faculty employed by the University, such as: policies and procedures for evaluating and promoting of non-tenure track faculty; recognition for outstanding contributions, including merit pay for non-tenure track faculty; opportunities for participation in shared governance; compensation, especially among instructional faculty; and title series for non-tenure track faculty. The work of the Task Force gave way to today’s Professional Track (PTK) Faculty designation, as well as a number of University policies, guidelines, and procedures regarding PTK faculty implemented between 2014 and 2017 (see <https://faculty.umd.edu/node/74#policy-changes-timeline> for more details).

In May 2022, Senior Vice President and Provost (“Provost”) Jennifer King Rice formed a PTK Faculty Working Group (“Working Group”) through the Office of Faculty Affairs (“OFA”) to: review current PTK faculty titles and designations; review campus-level PTK AEP promotion procedures and guidelines; provide recommendations for a University policy on instructional PTK faculty workload; review current hiring, appointment, title use, professional development, and support practices for PTK faculty; and, identify gaps in existing PTK faculty policies and procedures that may require additional University policy and guideline development and/or modification. The Working Group submitted a [report](#) with several recommendations regarding PTK faculty policies, procedures, and administrative items to the Provost and OFA.

Since that time, and as the University continues to understand matters related to PTK faculty policies, procedures, appointments, and compensation, the Provost and OFA have engaged in a variety of activities to begin to address a number of the Working Group’s recommendations through administrative actions and/or work with the University Senate, as appropriate to the recommendation(s).

This memorandum serves to provide academic units with clarification, guidance, and requirements regarding the appointment, evaluation, promotion, and compensation for the University’s PTK members. Please contact OFA with any questions or clarifications regarding the below information.

Appointments, Evaluation, and Promotion (AEP)

Adherence to University System of Maryland and University Policies and Procedures. PTK faculty member appointments must adhere to all appropriate University System of Maryland (“USM”) and University appointment and review policies and procedures. Further, all units that appoint PTK faculty members must have in place all required University plans, policies, and procedures regarding the appointment of PTK faculty such as Plans of Organization, AEP criteria, and merit pay policies. Units should review faculty-related policies found at policies.umd.edu for expectations and requirements prior to the appointment of any PTK faculty members within their units. No PTK faculty members may be appointed in units outside of Academic Affairs without the review and approval of OFA to ensure conformity with USM and UMD policies and procedures.

Adherence to University-Established Promotion Review Procedures. OFA formally released the [AEP Manual](#) on August 1, 2024 after a collaborative, iterative and open process that involved open forums, sharing draft versions with the campus community for review and comment, and a presentation to the University Senate. The AEP Manual will take effect on July 1, 2025, and all units that appoint PTK faculty must ensure that their AEP policies, procedures, and processes conform to the expectations articulated in the AEP Manual by its effective date. Units are, however, encouraged to adopt the procedures detailed in the AEP Manual before July 1, 2025 and seek approval, as per University policy, for any necessary modifications to their AEP plans and criteria.

Conducting Open Searches. OFA is currently working with the Office of Diversity and Inclusion regarding updates to the [University’s Search and Selection Guidelines](#) (“Search Guidelines”), which will require adherence to the University’s search and selection procedures for benefits-eligible instructional PTK faculty appointments. The expectation is that, effective July 1, 2025, units will engage in open searches for full-time and part-time PTK faculty appointed into instructional faculty title series (e.g., Lecturer, Clinical), who provide instructional services and have paid appointments of 50% FTE or greater. Search waivers may be requested as per the processes and rationales articulated in the Search Guidelines, but waivers should be the exception and not the norm. Units are encouraged to conduct open searches for benefits-eligible research PTK faculty positions.

Appointing Graduate Students into PTK Titles. Prior to appointing a graduate student into a PTK faculty position, the unit must seek the approval of Graduate School via its [Petition for Waiver of Regulation process](#). The Graduate School will discuss the matter with OFA, and make a final determination. Please note that, upon appointment into a PTK faculty position, a graduate student ceases to be a “student first,” and becomes subject to faculty policies and procedures.

Contract Expectations

Fully Executed Contract Requirement. No PTK faculty member may engage in any compensated activities without a fully executed contract in place through the OFA [Contract System](#), and subsequent uploading of the contract into Workday. PTK faculty members who are found to not have a fully executed contract in place prior to engaging in University-assigned duties may be removed from payroll until such time as an executed contract is in effect. Units are able to check any PTK faculty member’s contract status through the [Contract System](#) by choosing “List Contracts” from the Contracts menu. The status of each contract is displayed to the far right. If a contract is not fully executed, it will reflect a status of “Awaiting Signature” or “Draft”. Units should take all necessary steps to resolve any issues with incomplete contracts prior to the Office of the Provost taking action.

Contract Length. As indicated in the Senate-approved [AEP Guidelines](#), “PTK faculty shall be given progressively longer contracts whenever possible, to provide additional stability for the faculty member as well as for the unit.” Colleges must establish contract appointment terms and guidance for their units for

non-grant funded PTK faculty members in promotable ranks who hold greater than 50% FTE appointments. OFA encourages a contract structure such as:

- Contract duration of one year renewed for up to three years as a probationary period.
- Three-year contract upon successful completion of a probationary period.
- Five-year contract after a number of years of service (e.g., 10 years), or promotion to the highest rank in a PTK faculty title series.

Colleges must report their contract guidance to OFA by July 1, 2025 and the established contract structure should be applied as new PTK faculty members are hired and as contracts are renewed for existing PTK faculty members.

Notification of Non-Renewal. As noted in the University System of Maryland (USM) Policy on Appointment, Rank, and Tenure of Faculty ([II-1.00](#), Section I.C.12) and the University of Maryland Policy on Full-Time and Part-Time Professional Track Instructional Faculty ([II-1.00\(F\)](#)), PTK instructional faculty must receive adequate notice of non-renewal of their contracts. Below are the non-renewal notice periods, effective July 1, 2025:

- 30 days for individuals with under 1 year of service, or with an FTE below 50% (no change).
- 90 days for full-time (100% FTE) individuals with 1-7 years of service (no change).
- 180 days for full-time (100% FTE) individuals with 7 or more years of service (no change).
- **60 days for individuals with 1-7 years of service and FTE between 50% and 99% (NEW).**
- **90 days for individuals with 7 or more years of service and FTE between 50% and 99% (NEW).**

Compensation

Per-Course or Per-Credit Hour Minimum. Colleges must establish a per-course or per credit hour minimum compensation structure for adjuncts across their college's units. Units may elect to augment, but may not go below, the college-established minimum. Colleges should take into consideration such factors as discipline, cost of living, professional and/or field association recommendations, and local university (e.g., George Mason University, George Washington University, Georgetown University, Johns Hopkins University) rates when establishing their rates. Units may request an exception from the Next Level Administrator (Dean in the case of departmentalized colleges or the Provost or Designee for non-departmentalized colleges) to the per-course or per-credit minimum on a case-by-case basis for individual faculty members. Colleges must submit their proposed per course or per credit minimums to the OFA for review and approval by June 1, 2025 and once approved, will take effect July 1, 2025.

Establish Minimum Salaries for Benefits-Eligible PTK Faculty. Units must ensure that faculty salaries for benefits-eligible PTK faculty adhere to the University's new minimums (attached), effective July 1, 2025. These updated salary guidelines reflect updates to the minimum salaries across all pay bands that reflect the state-authorized cost of living increases and merit pay that employees received since FY2020.

For instructional faculty, the salaries may not fall below the equivalent of the college's determined per-course or per-credit adjunct faculty rate (i.e., if the per-course rate is set at \$7,500 per course and the full teaching load is 8 courses per academic year, the academic year salary cannot fall below \$60,000. Faculty engaged in service and other assigned duties must receive additional compensation for those activities).

Establish Minimum Promotion Salary Increases. Colleges must establish a minimum base-pay promotion increase for promoted PTK faculty, either as a percentage of salary (e.g., 6.0%) or fixed amount (e.g., \$3,000), which would take effect on the promotion's effective date (either January 1 for faculty members whose promotion review occurred between July 1 and December 31, or July 1 or August

23 for faculty members whose promotion review occurred between January 1 and June 30). Units may elect to augment, but may not go below, the college-established minimum promotion rate. Colleges must submit their proposed promotion minimum to OFA for review and approval by June 1, 2025. The minimum promotion increases will take effect either July 1, 2025 for PTK faculty on 12-month contracts or August 22, 2025 for PTK faculty on 9-month contracts.

Summary Table of Requirements by Effective Date.

Due/Effective Date	Requirement	Responsible Office/Administrator
June 1, 2025 Effective July 1, 2025 or August 23, 2025	Colleges establish minimum promotion salary increases for PTK faculty	OFA
June 1, 2025 Effective July 1, 2025	Colleges establish per course/credit minimum for adjuncts	OFA
July 1, 2025	Colleges ensure adherence to minimum salaries for benefits-eligible PTK faculty	OFA
July 1, 2025	Contract length guidance established by colleges	OFA
July 1, 2025	Notice of non-renewal changes	OFA
July 1, 2025	Open search requirement for benefits-eligible instructional faculty	ODI
July 1, 2025	Adherence to AEP Manual	OFA