

## Professional Track Faculty Working Group Report Summary

At the request of Senior Vice President and Provost Jennifer King Rice, the Office of Faculty Affairs (OFA) charged the PTK Faculty Working Group (the Working Group) in May 2022 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 consisted of tenured and PTK faculty from diverse fields and units, ranks, and roles (including research, instruction, extension, administration, and academic leadership). The official charge and list of Working Group members are attached as **Appendices A and B**, respectively. Over the course of the 2022-2023 academic year, the Working Group developed a draft report and recommendations to Provost Rice regarding possible changes to PTK faculty policies, procedures, and practices.

To facilitate their work, the Working Group was divided into four subgroups that explored specific topics: 1) Appointment, evaluation, and promotion (AEP) processes; 2) Workload policy for PTK faculty; 3) Contracts and compensation; and, 4) PTK titles. Their discussions throughout the year revealed that there was substantial overlap among the issues being addressed by each subgroup due to the nature of PTK faculty matters broadly at the University as well as administrative and unit practices. Key issues identified include the following:

- There is a lack of uniformity with respect to how units/colleges use titles, even within a college's departments;
- The current system of faculty titles does not accurately reflect work of PTK faculty members;
- There is substantial variation in compensation, salary increases that accompany contract renewals, and promotion increases within and across units;
- Contracts do not fully reflect PTK faculty members' actual workload and responsibilities;
- PTK faculty members lack understanding of the contract process; and
- AEP processes are not uniform across units/colleges.

Five overarching recommendations emerged from the Working Group:

- Recommendation #1: The system of faculty titles should be reviewed and revised to accurately represent different categories of PTK faculty members
- Recommendation #2: Units/colleges, in coordination with OFA, should provide better support to PTK faculty during the initial appointment and contract renewal processes.
- Recommendation #3: The University should take action to increase compensation equity among units/Colleges.
- Recommendation #4: PTK faculty contracts should accurately reflect their responsibilities and contributions.
- Recommendation #5: AEP processes and policies should be updated to better align with one another so that PTK faculty members across campus receive equitable treatment.

To implement these recommendations, the Working Group suggested a number of action items that range from better enforcement of existing policy, to creation of administrative guidance, to suggestions for changes to UMD and USM policy. An initial assessment of the recommendations finds that some may be pursued in the short-term, but that others require a more expanded timeline for further analysis and implementation.

Example recommended actions that may be pursued in the short term by OFA include the:

- Creation of a separate online space that links and explains relevant PTK policies and procedures;
- Development of an AEP Manual similar to the [APT Manual](#) that establishes procedures and minimum requirements for promotion dossiers, based on predominant PTK role (e.g., Instructional, Research, Extension, Administration) or title series (e.g., Clinical Professor, Lecturer, Research Professor, Faculty Specialist); and,
- Review of unit merit pay policies to ensure that they expressly reference PTK faculty eligibility for merit pay.

Example actions that the Working Group recommends for units/Colleges in the coming academic year include the:

- Designation of a PTK “point person” who can answer questions related to their contracts as well as provide guidance in connection with contract renewals and promotion;
- Establishment of a minimum salary increase to which a PTK faculty member is entitled upon promotion; and,
- Development of eligibility criteria for multi-year contracts.

Longer-term recommendations by the Working Group focus on policy changes at the UMD/USM levels, and include:

- Development of a PTK faculty workload policy;
- Creation of a Teaching Professor title series (for some full-time and >50% FTE instructional PTK faculty)<sup>1</sup>; and
- Comprehensive review of PTK titles, including a review and clear determination of which non-tenure-track faculty titles comprise “professional track faculty,” and how to better address soft-funded positions placed into faculty titles due to limitations of staff appointments.

A full list of proposed action items and methods of actions is attached as **Appendix C**.

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<sup>1</sup> This should align with the aforementioned proposal recently put forth by UMBC and other USM institutions

## Appendix A: Working Group Charge



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### MEMORANDUM

**DATE:** May 25, 2022

**TO:** Professional Track Faculty Working Group

**FROM:** John Bertot, Associate Provost for Faculty Affairs

**SUBJECT:** Introductory Meeting and Charge

During the 2010-2011 Academic Year, 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. Please see the Office of Faculty Affairs (OFA) [website](#) for a detailed review and timeline of University PTK action items.

As the University continues to evolve, especially with the release of the University's Strategic Plan [Fearlessly Forward](#) by President Darryll J. Pines and Provost Jennifer King Rice, so too do matters related to PTK faculty. With the benefit of several years of experience regarding the implementation of our PTK policies and procedures, OFA is constituting a PTK Faculty Working Group comprised of PTK and TTK faculty, staff and administrators on behalf of Provost Jennifer King Rice to review and assess current issues related to PTK faculty. In particular, the Working Group will engage in such matters as:

- Reviewing current PTK faculty titles and designations;
- Reviewing campus-level PTK promotion procedures and guidelines;
- Advising and formulating recommendations for a University policy on instructional PTK faculty workload;
- Reviewing current hiring, appointment, title use, professional development, service expectations, and support practices for PTK faculty; and
- Identifying gaps in existing PTK faculty policies and procedures that may require additional University policy and guidelines development and/or modification.

The goal of the Working Group is to develop a report and recommendations to Provost Rice regarding possible changes to PTK faculty policies and procedures. These recommendations will provide essential information for Provost Rice in determining how best to work with the University Senate and the OFA to address the recommendations developed by the Working Group.

The Working Group is meeting May 25 to discuss its charge and scope. Over the summer, OFA will develop and prepare a range of materials to facilitate the Working Group's anticipated activities during the 2022-2023 Academic Year.

#### **PTK Faculty Working Group**

**Andrea Brown**, Assoc Clinical Professor, ARHU-Music

**Diganta Das**, Associ Research Scientist, ENGR-Mechanical Engineering

**Protiti Dastidar**, Assoc Clinical Prof, Robert H. Smith School of Business

**Ralph Ferraro**, Principal Faculty Specialist, CMNS-ESSIC

**Paul Goeringer**, Sr Fac Specialist, AGNR-Agricultural & Resource Economics

**Ursula Gorham-Oscilowski**, Senior Lecturer & Director MLIS, UMD iSchool

**Sara Lombardi**, Sr Lecturer, CMNS-Biology

**Rafael Lorente**, Sr Lecturer & Assoc Dean, Philip Merrill College of Journalism

**Amy Pate**, Executive & Research Dir, BSOS-START

**Will Reed**, Professor & Chair, BSOS-Government & Politics

**Jackie Urban Takacs**, Principal Agent, AGNR-UM Extension

**Colleen Worthington**, Clin Prof & ADVANCE PTK Prof, BSOS-Hearing & Speech Sci

**Jo Zimmerman**, Senior Lecturer, SPHL-Kinesiology

**John Bertot**, Professor & Associate Provost, SVPAAP-Faculty Affairs

**Heidi Bulich**, Assoc Dir for Faculty Initiatives, SVPAAP-Faculty Affairs

**Andrea Goltz**, Dir for Faculty Initiatives, SVPAAP-Faculty Affairs

## Appendix B: PTK Faculty Working Group Membership

Andrea Brown	Associate Clinical Professor	ARHU-Music
Diganta Das	Associate Research Scientist	ENGR-Mechanical Engineering
Protiti Dastidar	Associate Clinical Professor	R. H. Smith School of Business
Ralph Ferraro	Principal Faculty Specialist	CMNS-ESSIC
Paul Goeringer	Senior Faculty Specialist	AGNR-Agricultural & Resource Economics
Ursula Gorham-Oscilowski	Senior Lecturer; Director MLIS	iSchool
Sara Lombardi	Senior Lecturer	CMNS-Biology
Rafael Lorente	Senior Lecturer & Associate Dean	Philip Merrill College of Journalism
Amy Pate	Executive & Research Director	BSOS-START
Will Reed	Professor & Chair	BSOS-Government & Politics Chair, Senate Plan of Organization Review Committee
Jackie Urban Takacs	Principal Agent	AGNR-UM Extension
Colleen Worthington	Clinical Professor	BSOS-Hearing & Speech Sciences ADVANCE PTK Professor
Jo Zimmerman	Senior Lecturer	SPHL-Kinesiology
John Bertot	Professor & Associate Provost	SVPAAP-Faculty Affairs
Andrea Goltz	Director for Faculty Initiatives	SVPAAP-Faculty Affairs

*Note: Affiliations, titles and ranks of members reflect status during 2022-2023 service on PTK Working Group.*

**Appendix C: PTK Working Group Action Items and Proposed Methods of Action**

<b>PTK Working Group Action Item</b>	<b>Proposed Method of Action</b>
<b>#1 Create New Title Series</b> <ul style="list-style-type: none"> <li>• Add Teaching Professor series</li> </ul>	Policy Change (UMD & USM) Systems Change (employment category)
<b>#2 Explore Creation of New Employment Category</b> <ul style="list-style-type: none"> <li>• New Employment Category of Academic Staff</li> </ul>	Policy Change (UMD & USM) Systems Change
<b>#3 Update Existing Titles</b> <ul style="list-style-type: none"> <li>• Research title series: Professor &amp; Scientist only</li> <li>• Faculty Specialist series include research &amp; teaching tracks</li> <li>• Sunset use of Postdoctoral Scholar</li> <li>• Remove non-promotable titles from PTK faculty (incl. Postdoctoral Associate &amp; Faculty Assistant)</li> <li>• Encourage use of functional titles for further description</li> </ul>	Administrative + Policy Change
<b>#4 Establish PTK Point Person in each College</b>	Administrative
<b>#5 Create PTK Faculty “Manual” (OFA Website)</b> <ul style="list-style-type: none"> <li>• Update PTK information to include all relevant policies and procedures, as well as samples/templates for appointment, promotion, and recognition</li> <li>• OFA website to include college AEP &amp; Mentoring plans</li> <li>• Separate page for PTK AEP from TTK APT process</li> </ul>	Administrative
<b>#6 Centralized Review of Titles of PTK Hires</b> <ul style="list-style-type: none"> <li>• Would ensure consistent title use throughout campus</li> </ul>	Administrative
<b>#7 Create Step Systems within Titles</b> <ul style="list-style-type: none"> <li>• Establish within-rank salary increases to retain PTK faculty not yet eligible for promotion.</li> <li>• Step increase coincide with renewal of multi-year contracts</li> </ul>	Administrative
<b>#8 Update University Salary Guidelines</b>	Administrative

<b>PTK Working Group Action Item</b>	<b>Proposed Method of Action</b>
<ul style="list-style-type: none"> <li>• Minimum compensation levels should be updated</li> <li>• Establish campus minimum per-course compensation</li> </ul>	
<p><b>#9 Disseminate Guidance for Multi-Year Contracts for PTK Faculty</b></p> <ul style="list-style-type: none"> <li>• After initial period of time (college/unit determined), PTK faculty should be offered multi-year contracts</li> <li>• Each unit should develop eligibility criteria, including for grant-funded PTK who have long-term funding</li> </ul>	Administrative
<p><b>#10 Establish Minimum Salary Increase for PTK Promotion</b></p> <ul style="list-style-type: none"> <li>• Adopt similar model as TTK tenure &amp; promotion awards</li> <li>• Each college or unit should establish minimum increase</li> <li>• Provost’s Office should provide set amount of funding to each college to offset initial cost of salary increases</li> </ul>	Administrative
<p><b>#11 Merit Pay Policies Must Expressly Reference PTK Faculty Eligibility for Merit</b></p>	Administrative Enforcement (Already Policy)
<p><b>#12 Colleges or Units Should Provide Amount of Funding Support for PTK Faculty on Soft Money</b></p> <ul style="list-style-type: none"> <li>• Resources set aside in operating budgets for provision of bridge/gap funding</li> <li>• Eligibility criteria determined at college or unit level</li> </ul>	Administrative
<p><b>#13 Create a University-Level PTK Faculty Workload Policy</b></p> <ul style="list-style-type: none"> <li>• Colleges and Units will create their own specific policies, based on guidance</li> <li>• Will offer suggestions for mapping FTE% into specific duties of teaching, research, extension (if applicable), administration, and service</li> <li>• Will provide range of acceptable FTE assignments per course, with suggestions for situational</li> </ul>	Policy for campus-wide document



<b>PTK Working Group Action Item</b>	<b>Proposed Method of Action</b>
<p>adjustment</p> <ul style="list-style-type: none"> <li>• “Instruction” should be interpreted broadly for equitable FTE assignment to duties, including advising, clinical work, curriculum development</li> <li>• Service (and scholarly work, when applicable) should be included as %FTE for inclusivity and shared governance</li> </ul>	
<p><b>#14 Create University-Level AEP Manual and Update Guidelines for Colleges/Units</b></p> <ul style="list-style-type: none"> <li>• Include periodic review at least every 5 years for AEP policies (ideally in tandem with APT)</li> <li>• Establish clear process for who approves college and unit AEP plans and criteria</li> <li>• Establish minimum requirements for dossiers, based on primary PTK role or title series</li> <li>• Provide campus-wide guidance on expectations for external reviewers (colleges and units may modify based on field-specific info)</li> <li>• Create standard templates for letter requests; update those for appointments, non-renewals and terminations</li> </ul>	Administrative and Policy
<p><b>#15 All College and Unit AEP Policies Should be Reviewed for Updated Guidance</b></p> <ul style="list-style-type: none"> <li>• Minimum expected time in rank for eligibility</li> <li>• Right of PTK faculty member to seek promotion early</li> <li>• Clear definition of excellence in criteria</li> <li>• Requirements for external evaluation must be consistent within units</li> <li>• PTK faculty members on review committees (all levels must include PTK faculty, forming majority when possible)</li> </ul>	Administrative and Policy Review