Department of Economics
Professional Track Faculty
Appointment, Evaluation and Promotion (AEP) Policies
Approved January 2026

This document specifies policies and procedures to be used by the Economics Department regarding professional track (PTK) faculty. PTK Faculty are defined by the university as "faculty members in promotable title series with non-tenure-eligible appointments equal to or greater than 50% full-time equivalent (FTE)." Faculty with non-tenure eligible appointments at an FTE below 50% should review the USM and UMD policies for Adjunct Faculty. This document is consistent with the University of Maryland Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty

The Economics Department's policy is also consistent with the policy of the College of Behavioral and Social Sciences. It may be superseded by changes in University policy and/or College policy; professional track instructional faculty will be informed of such changes if and when they occur.

I. Instructional Faculty

A. **Titles and Qualifications:** PTK faculty whose primary duties are instructional have three ranks: Lecturer, Senior Lecturer, and Principal Lecturer. The qualifications for appointment to each rank and expectations for each rank are below:

1. Lecturer: Appointees are required to have, at minimum, ABD status; a PhD is preferred. At minimum, appointees must have 1 academic year experience as teaching assistant; experience as an instructor of record is preferred. Appointees are expected to deliver high quality teaching in line with the Department's undergraduate teaching goals. Appointees are expected to provide service contributions to the Department. Appointments are typically 1-3 years and are renewable.
2. Senior Lecturer: Appointees must have a PhD. In addition to the qualifications required of Lecturers, appointees must have a record of high quality teaching over the course of 5 years of instruction, as evidenced by student evaluations, peer evaluations, syllabi, and/or other course materials. Appointees must demonstrate some evidence of innovative teaching practices and/or curriculum design. Appointees are expected to provide service contributions to the Department and the College/University. Appointments are typically 3 years and are renewable.
3. Principal Lecturer – In additional to the requirements of Senior Lecturers, appointees must have a record of exemplary teaching over the course of five years, as evidenced by student evaluations, peer evaluations, syllabi, and/or other course materials. Appointees must demonstrate commitment to innovative teaching practices and/or curriculum design. Appointees are expected to provide service contributions to the Department and the College/University. Appointments are typically 3-5 years and are renewable.

B. **Evaluative Criteria**:

a. **Teaching**: Assessment of teaching impacts may include (but is not limited to):

- Syllabi

- Course materials
- Pedagogy and innovation
- Professional development
- Student evaluations
- Peer evaluations
- Creation of new courses to address needs or gaps in the undergraduate curriculum

b. **Service**: Service activities may include (but are not limited to):
   - Participation in departmental committees/initiatives
   - Participation in college or university committees/initiatives
   - Serving as a faculty liaison for student groups
   - Mentorship activities

c. **Administrative**: PTK faculty may serve in administrative roles within the department (e.g. Director of Undergraduate Studies). Evaluative criteria for these roles will be determined by the job duties of the position.

d. **Other**: While not required, faculty contributions to other areas that benefit the department, the college, and/or the university can be considered in faculty evaluations. Examples of such contributions are:
   - Research
   - Presentation at conferences and workshops, such as CTREE

C. **Promotion Information:**

a. **Process:** Faculty interested in promotion to the next rank shall notify their supervisor by May 1 of the semester before they intend to apply for promotion. For those seeking appointment to Senior or Principal Lecturer, candidates shall submit names of two potential evaluators (internal or external to the Department) to their supervisor by September 1 of the semester they intend to apply for promotion. According to the current College guidelines, candidates for any rank shall submit the materials detailed in the AEP Manual and Guidelines maintained by the Office of Faculty Affairs.

   The Department Chair will form a review committee of three members including at a minimum: the candidate's supervisor; one associate or full economics professor (for promotion to Senior Lecturer) or one full professor (for promotion to Principal Lecturer); and one other professional track instructional faculty member at or above the rank sought. Each member of the committee has full voting rights, including the professional track instructional faculty member. Decisions on promotion will be based on the candidate's contractual assignments and the evaluative criteria described above. The committee will produce a summary report based on their evaluation.

a. **Salary Increases:** Salary increases associated with promotion will take effect in the following academic year. The Department awards either a 10% salary increase or the BSOS minimum salary increase (whichever is higher) with each increase in rank.

b. **Additional Information:** Candidates should refer to the AEP Manual and Guidelines maintained by the Office of Faculty Affairs for applications for promotion and any appeals to promotion decisions.

II. Research Faculty

B. **Titles and Qualifications:** Faculty whose duties are primarily focused on research. These ranks do not carry tenure. Faculty in these ranks are expected to conduct research or manage research programs, whether their own or under the supervision of a principal investigator.

1. Assistant Research Scholar: This rank is generally parallel to Assistant Professor. Appointees to this rank shall have demonstrated superior scholarly research ability and be qualified and competent to direct the work of others (such as technicians, graduate students, other research personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank.
2. Associate Research Scholar: This rank is generally parallel to Associate Professor. In addition to the qualifications required of the Assistant Research Scholar, appointees shall have extensive successful experience in scholarly or creative endeavors sufficient to have established a regional and national reputation among colleagues, and where appropriate, the ability to propose, develop, and manage research projects. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activities.
3. Research Scholar: This rank is generally parallel to Professor. In addition to having the qualifications required of the Associate Research Scholar, appointees shall have demonstrated a degree of proficiency sufficient to establish an excellent reputation among national and international colleagues. Appointees should provide tangible evidence of an extensive, respected record of scholarly production in research, publications, professional achievements, or other distinguished and creative activity.
4. Post-Doctoral Associate: The appointee shall have been 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.
5. Faculty Assistant: The appointee shall be capable of assisting faculty in any dimension of academic activity and shall have ability and training adequate to the carrying out of the particular techniques required, the assembling of data, and the use and care of any specialized apparatus. A baccalaureate degree shall be the minimum requirement.
6. Assistant Research Professor: This rank is generally parallel to Assistant Professor. Appointees shall have demonstrated superior research ability and potential for contributing to the educational mission through teaching or service. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other research personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank.
7. Associate Research Professor: This rank is generally parallel to Associate Professor. In addition to the qualifications required of the Assistant Research Professor, appointees shall have extensive successful experience in scholarly or creative endeavors, the ability

to propose, develop, and manage major research projects, and proven contributions to the educational mission through teaching or service.

8. Research Professor: This rank is generally parallel to Professor. In addition to the qualifications required of the Associate Research Professor, appointees shall have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional and national colleagues. Appointees should have a record of outstanding scholarly production in research, publications, professional achievements or other distinguished and creative activity, and exhibit excellence in contributing to the educational mission through teaching or service.

C. **Evaluative criteria**: Evaluative criteria will be determined at the time of appointment.
D. **Promotion**:
    a. Candidates should refer to the AEP Manual and Guidelines maintained by the Office of Faculty Affairs for applications for promotion and any appeals to promotion decisions.
    b. Salary increases associated with promotion will take effect in the following academic year. The Department awards either a 10% salary increase or the BSOS minimum salary increase (whichever is higher) with each increase in rank.

III. Faculty Specialists

A. **Titles and Qualifications:** Faculty whose duties are primarily focused on administration and/or management of specialty programs and/or initiatives. Faculty in these ranks are expected to manage specialty programs within the department.
    1. Faculty Specialist: Appointees are required to have a Bachelor's degree; a Master's degree or higher is preferred. Job duties vary depending on the specialty. Appointments are typically 1-3 years and are renewable.
    2. Senior Faculty Specialist: Appointees are required to have a Master's degree; a PhD is preferred. Job duties vary depending on the specialty. Appointees must have a record of excellent job performance over the course of five years. Appointments are typically 3 years and are renewable.
    3. Principal Faculty Specialist: Appointees are required to have a PhD. Job duties vary depending on the specialty. Appointees must have a record of exemplary job performance over the course of five years. Appointments are typically 3 years and are renewable.

B. **Evaluative criteria**: Evaluative criteria will be determined at the time of appointment.
C. **Promotion**:
    a. Candidates should refer to the AEP Manual and Guidelines maintained by the Office of Faculty Affairs for applications for promotion and any appeals to promotion decisions.
    b. Salary increases associated with promotion will take effect in the following academic year. The Department awards either a 10% salary increase or the BSOS minimum salary increase (whichever is higher) with each increase in rank.

IV. Mentorship

When a PTK faculty member begins employment with UMD, the Chair will designate an experienced faculty member as a mentor. and principal lecturers are expected to serve as mentors

to less experienced colleagues. The mentor shall not be the faculty member's supervisor. Mentors will provide frank and honest guidance regarding job performance and progress toward fulfilling the department's criteria for promotion. Favorable informal assessments and positive comments by mentors are purely advisory to the faculty member and do not guarantee a favorable promotion decision. If faculty members feel they are not being mentored, they should meet with the Chair or her designee to discuss. If the designee is their mentor, they should meet with the Chair.

V. Governance

Professional track faculty will have voting representation on departmental committees responsible for the creation, adoption, and revision of unit-level policies and procedures related to appointment, evaluation, and promotion of professional track faculty.