Guidelines for Department of Criminology and Criminal Justice Professional Track Faculty
Updated November 2025

For the purposes of these guidelines, Professional Track (PTK) Faculty is 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 at an FTE below 50% should review the USM and UMD policies for Adjunct Faculty. PTK faculty with primary appointments in the Department of Criminology and Criminal Justice (CCJS) may have duties that are primarily instructional, primarily administrative, primarily research-based, or a combination of instructional, administrative, and research. PTK faculty titles for instructional or research faculty may be used, depending on the primary responsibilities of the faculty member. Appointment, evaluation, and promotion of PTK faculty with primary appointments in the CCJS Department will reflect all of the appointment duties.

PTK faculty appointed by the CCJS Department follow the ranks outlined in the University of Maryland Policy on Appointment, Promotion and Tenure of Faculty and follow the procedures outlined in the UMD AEP Manual and Guidelines. Appendix A provides the minimum criteria for appointment and promotion for the instructional faculty track (Table 1), research faculty track (Table 2), and faculty specialists track (Table 3). These ranks do not carry tenure.

Appendix A reflects the typical positions of PTK faculty members in the CCJS Department. For other ranks, the Department will adopt the minimum qualifications and job descriptions provided by the Office of Faculty Affairs.

Search Procedures:

Competitive, posted searches should be conducted for vacant or new PTK faculty positions. Searches may be waived by the BSOS Dean's Office on a case-by-case basis when filling short-term vacancies. All searches will follow campus procedures and policies.

Agreement Letter & Contract:

A PTK faculty member appointed in the CCJS Department will sign both an agreement letter and an online contract. The agreement letter should follow the PTK intent-to-hire template provided by the Office of Faculty Affairs. Upon appointment, the PTK Faculty should be provided with a copy of the campus AEP Manual, as well as this document.

Support for PTK Faculty:

PTK faculty members are critical to the Department's mission and should be provided with the necessary and appropriate support for the execution of their duties (e.g., assistance with course preparation, provision of teaching supplies, and staff support). Professional development of PTK faculty will be encouraged and supported. This will normally be negotiated at hire or contract renewal and stipulated in the agreement letter.

PTK Faculty Role in Departmental Governance:

PTK faculty with appointments in the CCJS Department are important contributors to the Department faculty and will participate in departmental decision-making as designated in the Plan of Organization. When there are departmental opportunities for service and committees, PTK faculty with appointments in the Department are eligible to participate.

Mentoring:

In line with campus guidelines on faculty mentoring, and in accordance with the UM guidelines for PTK faculty, mentoring of PTK faculty will be arranged at the time of appointment. The mentor may be from another unit if no one suitable works within the unit. The mentor should not be the faculty's official supervisor. Mentors shall encourage, support, and assist these faculty members and be available for consultation on matters of professional development. Favorable informal assessments and positive comments by mentors are purely advisory to the faculty member and do not guarantee a favorable promotion decision. PTK faculty may request to switch mentors and/or to be assigned more than one mentor.

Procedures and Timeline for Ongoing Evaluation:

As part of the mentoring process, professional track faculty will be invited to submit evaluation materials on an annual basis for informal feedback from the mentor and Supervisor, separately. During these regular reviews, the Supervisor should discuss a promotion plan with the PTK faculty member. Formal evaluation will normally occur in the academic year prior to contract renewal (which will range from 1 to every 5 years). Formal evaluations will be conducted by the Supervisor and will comment on the extent to which the PTK faculty is meeting expectations across all job duties as defined in the employment contract.

Joint Appointments:

PTK Faculty members with joint appointments hold both a primary appointment and one or more secondary appointments. An MOU outlining the agreement between/among Units is encouraged. This MOU should codify matters such as the merit process, DRIF allocation (if relevant), and research credit (if appropriate). When a joint appointment candidate is reviewed for promotion, the primary appointment Unit is responsible for making the recommendation after first obtaining advisory input from the (one or more) secondary units, as appropriate.

Guidelines for Raises Associated with Promotions:

PTK faculty promoted to the second- or third-level rank within their title series (see Appendix A) will receive a minimum $5,000 salary increase. Salary increases associated with promotion will take effect in the following academic year. Note that salary increases associated with promotion are separate from merit and cost of living increases.

Guidelines for Merit Increases:

When the University decides that merit funds are available to faculty, PTK faculty will be assigned to one of three merit categories (not meeting expectations, meeting expectations, exceeding expectations) according to materials in the evaluation/promotion file at the time of the review. Such assignments will be based on performance as measured by the criteria presented in Appendix A..The timeframe of consideration for these evaluations will be the period since the last merit increase.

Guidelines for Termination:

All campus PTK faculty contracts include standard language regarding termination prior to the end of the appointment. The reasons for the University to terminate a contract early are outlined in sections 3, 4, and 5 of the employee's contract. 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 faculty must receive adequate notice of non-renewal of their contracts.

The PTK faculty contracts also specify that contracts may or may not be renewed.

Eligibility for Awards:

PTK faculty can be nominated for any of the departmental, college or campus awards for which they meet the criteria of eligibility.

Title Change:

PTK faculty may request a change of title via written request to their Supervisor and Chair. The Chair may approve the request upon a determination that the PTK faculty member satisfies the qualifications for a new appointment into that title. There should be no expectation on the part of the faculty member that their request for change of title will be granted. The requested change must be a lateral move or change to a lower rank in the new series. A title change is considered a new appointment, thereby requiring the issuance of a new contract and terms (e.g., salary, assigned duties, FTE) by the Unit to the faculty member.

Promotion Guidelines and Procedures:

a. There are two (progressive) promotions for PTK faculty, assuming an initial appointment was at the first level-rank within their title series: review for promotion to the second rank; and, review for promotion to the third rank. Promotion is based on the PTK faculty member's qualifications and achievements as specified in the unit's AEP Policies and Procedures and the duties outlined in their employment contract. Although time in rank may be considered as part of the promotion eligibility/review, it alone does not qualify a candidate for promotion.
b. There is an expectation that individuals will fulfill at least the length of their initial contract terms before seeking promotion. However, individuals can

request an expedited review for promotion to the next higher rank. Waivers of the usual timelines will be considered on a case-by-case basis for individuals who demonstrate performance at that higher level within a shorter timeframe.

c. CCJS will not prohibit an eligible PTK faculty member from applying for promotion due to budgetary issues, nor will it compel the candidate to apply for promotion. If the Chair determines the PTK faculty member is not eligible for promotion (i.e., does not meet the minimum qualifications for that title/rank), the candidate does have the option to grieve the decision under UMD policy.
d. Promotion reviews should occur on a standard schedule, roughly tracking the regular APT schedule in the academic year. Deadlines will be set each year by the Department and BSOS.
e. Promotion decisions cannot be determined in relation to a College or department-wide quota, but should be based solely on the merits of each candidate's performance.
f. All promotions will involve a review by a Chair's appointed AEP Review committee. This committee has several responsibilities, as outlined in the University's AEP Manual.
    i. The committee will include at least three members, a committee chair (designated by the Departmental Chair), and faculty members at or above the rank being sought by the candidate. At least one member will be a tenure track faculty member and at least one committee member will be a professional track faculty. If there are no professional track faculty in the Department at or above the rank sought by the candidate, the Departmental chair will ask the Associate Dean for Faculty Affairs to recruit someone from another department.
    ii. The AEP Review Committee that will make a recommendation to the Chair regarding promotion.
g. Preparing for Promotion to Second Level
    i. PTK Faculty members seeking promotion should inform their supervisor by April 1. Once informed of a faculty member's intent to seek promotion, the supervisor will immediately inform the CCJS chair and BSOS. This will begin the process of confirming the faculty member's eligibility and putting together an AEP Review committee.
    ii. All dossier materials will be submitted by October 1 to the AEP Review Committee in which the review will take place.
    iii. The candidate seeking review/promotion will prepare and verify materials for the dossier. This includes, but is not limited to:
        1. A formal request letter to the Department Chair outlining the relevant points supporting a promotion (as described in Appendix A),
        2. A signed and dated CV in the required university format, a signed personal statement (for details, see the University's guidance),
        3. Names of at least two professional references (internal or external).
        4. Candidates must also include supplemental materials when appropriate, such as: a teaching portfolio, representative

scholarship, evidence of leadership and other responsibilities, evidence of community engagement, etc. See the University's AEP guidance and TLTC for a more complete list of supplemental material examples. The candidate will provide the AEP Committee with the following no later than October 1st of the academic year in which the review will take place.

5. Names of at least two professional references (internal or external).

iv. The committee chair will submit the following package to the Department Chair no later than two weeks after the committee vote: a) materials submitted by the candidate, b) report from references, and c) committee summary report, which includes a recommendation regarding promotion.

v. Upon completion of the second-level review by the committee, the CCJS Chair will within two weeks of the date of the decision inform the candidate in writing whether the recommendations made by the review committee and the Chair were positive or negative. If either the Department Chair or the review committee supports promotion, the materials will be forwarded to the Dean. If neither the Department Chair nor the review committee supports promotion, the case will not be forwarded to the Dean and the Chair will explain the reasons for the negative decision in a letter to the candidate. For review or promotion from Lecturer to Senior Lecturer, the review process will end at the level of the Dean.

h. Promotion to Third-Level Rank

i. The review for promotion to the third level rank has two parts. First, if the Chair and/or committee supports promotion, the case will progress to the second level of review. Second level review of recommendations for promotion from departments will be conducted within BSOS. The BSOS review committees will be established in conformity with the approved bylaws of the College. Both the recommendation of the BSOS committee and the recommendation of the Dean will go forward to be considered, together with all other relevant materials, at higher levels of review. The Dean will transmit the dossier to the Office of Faculty Affairs. At this point, it will be reviewed by the Campus AEP Review committee, which makes a recommendation to the Provost. The Provost makes the final decision, which will be conveyed to the candidate in writing.

ii. The candidate seeking review/promotion will prepare and verify materials for the dossier. This includes, but is not limited to, a signed and dated CV in the required university format, and a signed personal statement (for details, see the University's guidance). Candidates must also include supplemental materials when appropriate, such as: a teaching portfolio, representative scholarship, evidence of leadership and other responsibilities, evidence of community engagement, etc. See the University's AEP guidance and TLTC for a more complete list of supplemental material examples.

iii. The dossier for promotion to the third-level rank should include letters from internal and/or external evaluators. "Internal" is defined as former or

current faculty or staff members within the candidate's Unit. CCJS requires the solicitation of 3 evaluation letters. The evaluator should have (had) qualifications that are deemed to be at or above the rank sought by the candidate. This assessment should be based more on the job duties of the evaluator than the job title. The candidate should provide a list of potential evaluators to the AEP committee, including a brief professional description of each person. The evaluators nominated by the candidate should be familiar with the candidate's work, but not be current collaborators. Any potential conflicts of interest must be disclosed by the candidate. The request to evaluators should be sent by the Unit AEP committee or a member of the CCJS Department, not the candidate. The University's AEP Manual provides guidelines on how to solicit, document and manage these letters.

Denial of Promotion:

a. A faculty member denied promotion to the second level rank by the College may appeal the decision based on procedural and/or substantive grounds to the Dean. The Dean will establish an ad-hoc Appeals Committee to review the case, as described in AEP Guidelines. This committee should have PTK faculty representation. A request for an appeal must be made in writing to the Dean within 60 calendar days of receipt of the final decision. The request must detail the basis for the appeal and evidence to support the claims. If the appeal request is granted, the appellant has an additional 60 days in which to submit materials related to the case to the Dean. The Appeals Committee will meet with the appellant, and other parties, and investigate the case, as it deems appropriate. The Committee may not substitute its academic judgment for the judgment of those in the review. The Committee makes a recommendation to the Dean who makes the final decision.
b. A faculty member seeking promotion to the third level rank who receives a negative decision from the Dean can follow the relevant appeal process outlined above. If the candidate receives a negative decision from the Provost, the faculty member may appeal a negative decision based on procedural or substantive grounds to the Provost. A request for an appeal must be made in writing to the Provost within 60 calendar days of the candidate's receipt of the Provost's letter. The request must detail the basis for the appeal and evidence to support the claims. If an appeal request is granted, the appellant has 60 additional days in which to submit materials relevant to the case to the Office of Faculty Affairs A campus-level AEP Appeals Committee is formed by the Office of Faculty Affairs. The Committee will meet with the Appellant and may interview other parties and investigate the case as it deems appropriate. The Committee may not substitute its academic judgment for the judgment of those in the review. The Committee makes a recommendation to the Provost who makes the final decision

c. Negative decisions for promotion do not preclude renewal of the existing PTK appointment; (i.e., PTK faculty appointments are not “up or out”). Positive promotion decisions cannot be rescinded.

Appendix A. Minimum Criteria For Appointment and Promotion of Professional Track Faculty

Table 1. Minimum Criteria for Appointment and Promotion of Instructional Faculty

	Lecturer	Senior Lecturer	Principal Lecturer
Academic Degree	The normal requirement is a Master's degree in the field of instruction or a related field, or equivalent professional experience in the field of instruction. Ph.D. (or highest degree in relevant discipline) is preferred.	The normal minimum requirement is a Master's degree; PhD (or highest degree in relevant discipline) strongly preferred.	The normal minimum requirement is a PhD (or highest degree in relevant discipline).
Professional Experience	The title Lecturer is used to designate appointments of persons serving primarily in a teaching capacity. When appropriate, the title Lecturer will be used to designate appointments of persons who are serving in a teaching capacity for a limited time or part-time.	In addition to having the qualifications of a Lecturer, the appointee shall have an exemplary teaching record over the course of at least five years of full-time instruction or its equivalent as a Lecturer (or similar appointment at another institution) and shall exhibit promise in developing additional skills in the areas of research, service, mentoring, or program development.	In addition to the qualifications required of the Senior Lecturer, appointees to this rank shall have an exemplary teaching record over the course of at least 5 years full-time service or its equivalent as a Senior Lecturer (or similar appointment at another institution) and/or the equivalent of 5 years full-time professional experience as well as demonstrated excellence in the areas of research, service, mentoring, or program development.
Contract Term	Appointments to this rank are typically 1- 3 years and are renewable	Appointments to this rank may have an initial one year contract, but (renewal) contracts	Appointments to this rank may have an initial one year contract, but (renewal) contracts

		typically should be 3-5 years.	typically should be 5 years.

Table 2. Minimum Criteria for Appointment and Promotion of Research Faculty

	Assistant Research Professor	Associate Research Professor	Research Professor
Academic Degree	The normal minimum requirement is a PhD (or highest degree in relevant discipline).	The normal minimum requirement is a PhD (or highest degree in relevant discipline).	The normal minimum requirement is a PhD (or highest degree in relevant discipline).
Professional Experience	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).	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.	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.

Contract Term	Appointments to this rank are typically 1-3 years and are renewable. Whenever possible, faculty will be given progressively longer contracts.	Appointments to this rank are typically 1-5years and are renewable. Whenever possible, faculty will be given progressively longer contracts.	Appointments to this rank are typically 1-5 years and are renewable. Whenever possible, faculty will be given progressively longer contracts.

Table 3. Minimum Criteria for Appointment and Promotion of Faculty Specialists

	Faculty Specialist	Senior Faculty Specialist	Principal Faculty Specialist
Academic Degree	The appointee shall hold a Bachelor's degree in a relevant area and show potential for excellence in the administration and/or management of academic or research programs.	The appointee shall hold a Master's degree or have a BA/BS and at least 3 years full-time experience as a Faculty Specialist (or similar appointment at another institution), or its equivalent.	The appointee shall hold a Ph.D. or have a BS/BA or MA/MS and at least 5 years of full-time experience as a Senior Faculty Specialist, or its equivalent
Professional Experience	Faculty Specialists are expected to engage in activities such as developing curriculum and/or innovative means for delivering curriculum, supervising the non-research activities of graduate or post-doctoral students, serving as grant writers or authors of other publications for an academic or research program, conducting specialized research	Showing superior ability to administer academic or research programs, as evidenced by successfully discharging responsibilities such as those of the Faculty Specialist, as well as demonstrating the potential for leadership.	The appointee shall have demonstrated an ability to fulfill the duties of senior faculty specialist, as well as write grant proposals, serve as lead on projects, presentations and papers, mentor students and faculty specialists, manage project budgets, coordinate multiple projects and demonstrate leadership.

	duties or other such duties that would generate intellectual property to which the faculty member shall retain the rights.		
Contract Term	Appointments to this rank are typically 1-3 years and are renewable. Whenever possible, faculty will be given progressively longer contracts.	Appointments to this rank are typically 1-3 years and are renewable. Whenever possible, faculty will be given progressively longer contracts.	Appointments to this rank are typically 1-5years and are renewable. Whenever possible, faculty will be given progressively longer contracts.