UNIVERSITY OF MARYLAND SCHOOL OF MEDICINE
POLICY AND PROCEDURES
FOR FACULTY APPOINTMENT, PROMOTION, AND TENURE

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UNIVERSITY OF MARYLAND SCHOOL OF MEDICINE
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FOR FACULTY APPOINTMENT, PROMOTION, AND TENURE

Effective: July 1, 1998
Supersedes Policies and Procedures Effective: May 1990
As amended through July 14, 2020

NOTICE

This Policy was effective July 1, 1998 ("Effective Date"). This Policy applies to all faculty first appointed by the School effective on or after the Effective Date. In addition, this Policy applies to all School faculty who, on or after the Effective Date, began new appointments or changed from one appointment to another (e.g., from Medical School Assistant Professor to Assistant Professor). In addition, this Policy applies (a) to all tenure track and tenured faculty appointed as of the Effective Date who so requested, and (b) to all non-tenure track faculty whose appointments ended after June 30, 1998, who were appointed to a title under this Policy after that date.

As stated in Section V.M of the Policy, the School of Medicine has adopted an Appeals Policy separate from this Policy which governs the appeals of faculty candidates for promotion and tenure who are denied either promotion or tenure where such action is the School's final action.

The appointment, promotion and tenure of faculty of the University of Maryland School of Medicine ("School") are governed by the Policy on Appointment, Rank and Tenure of Faculty of the University System of Maryland, as amended by the Board of Regents ("System ART Policy")[1] other University System of Maryland ("System") policies pertinent to faculty, faculty policies of the University of Maryland, Baltimore ("UMB"),[2] and the following Policy and Procedures. Recognizing, first, the unique nature of the responsibilities of School faculty members to practice their licensed health care occupations and to secure substantial extramural research funding, and, second, the critical importance of non-tenure track faculty at senior ranks to the success of the clinical and research programs of the School of Medicine, the faculty and administration of the School adopt this Policy and Procedures ("the Policy"), subject to approval by UMB, the System, and the Board of Regents, as required by State law and System Policy.

The School of Medicine follows the System ART Policy and UMB Policy generally. Where this Policy is more specific than the System or UMB policies and procedures, this Policy shall take precedence.

All appointees are expected to adhere to the principles of conduct outlined in the University of Maryland School of Medicine Statement of Ethical Principles.[3] Nothing in this Policy shall be construed as abridging the academic freedom mentioned in the Statement of Ethical Principles.

Faculty of the School should be familiar with the System ART Policy and other faculty policies which are in the UMB Faculty Handbook, in addition to this Policy.

I. CRITERIA FOR APPOINTMENT AND PROMOTION

Appointment, promotion and tenure are separate actions requiring separate decisions by the School. Successful performance of the job assigned is of paramount importance for promotion. The candidate's original contributions to knowledge are of paramount importance for tenure.

Tenure is not awarded at ranks below Associate Professor. Tenure is not a requirement for appointment or promotion to any rank.

The four major activities upon which appointment and promotion are based are: (A) teaching, (B) original contributions to knowledge, (C) clinical activities (where applicable), and (D) service. Criteria for success in each of these areas are described below. Performance in each of these areas (as applicable to given ranks/titles) will be assessed in considering candidacy for promotion and tenure. The balance of accomplishments in these areas may vary among candidates. Exceptional achievement in one or two areas may compensate for less prominent accomplishments in another.

The following discussion of criteria is intended as a general guide for review of candidates for appointment, promotion, and tenure. To be appointed or promoted to a title set out in Part II, or granted tenure as discussed in Part III, a candidate must meet more specific criteria as set forth in those Parts.

A. Teaching

Excellence in teaching is a major factor in promotion decisions. A variety of methods are available to evaluate the quality of faculty teaching. A structured evaluation process for teaching activities is required for each department. This should be discussed with faculty members at the time of their initial appointment. Department chairpersons and/or their representatives should meet annually with individual faculty members to review their teaching evaluations and contributions to department teaching. The evaluation of teaching should be rigorous and complete. Excellence in teaching must be well documented to support promotion.

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[1] See References.

[2] See References.

[3] See References.

Teaching opportunities may include (but are not limited to): curriculum/course development, organization, and administration; classroom teaching to medical, graduate, and/or undergraduate students; clinical teaching to medical students, physical therapy students, medical and research technology students, house officers, and/or clinical fellows; continuing medical education; problem- based learning; student advising; and research teaching of graduate students, residents, and postdoctoral (M.D. and Ph.D.) fellows.

B. Contributions to Knowledge

Contributions to knowledge, involving the discovery, organization, interpretation, and transmission of knowledge, are primary criteria for promotion. In most instances, contributions to knowledge are synonymous with accretion of knowledge using laboratory, clinical, or other research tools. Contributions to knowledge also may consist of innovative conceptualizations or novel solutions to health problems which have received national recognition. Consideration will be given to development of an original and independent research program of high quality, and demonstration of a substantial and continuing contribution to science. The development of one or more coherent and significant lines of research is important. Promise of continued scholarly creativity is a requisite for promotion.

1. *Publications:* Publications in peer-reviewed journals are the primary evidence of scholarship. Independence of a research program is usually documented by the published research achieved beyond a candidate's period of formal residency and fellowship. Excellence and significant accomplishment in one's research field are not indicated by specific numbers of publications. Quality is more important than quantity. However, there must be a consistent and continuing publication record in what are generally considered to be excellent peer-reviewed publications appropriate to the candidate's field. Well-defined goals must be evident in one or more coherent and significant lines of research.

2. *Research Support:* Competing successfully for peer-reviewed grants appropriate to the field of research can serve as additional evidence of the academic stature and research capabilities of a candidate. A chronology of all present and past research support from all sources should be provided, including dates, level of funding, renewals, joint support, and pending proposals. If a candidate is a co-principal investigator on a research grant, the candidate's role in the preparation and execution of the grant proposal should be clearly identified. Peer reviews supplied by granting agencies can be very helpful and may be included.

3. *Other:* Technical reports, other publications, invited lectures, and patents are also evidence of scholarship.

C. Clinical Activities

Provision of patient care of superior quality within a candidate's chosen discipline is essential. Patient care shall be judged against standards of quality and excellence in clinical practice appropriate for an academic medical center. Evidence of professional skill, medical knowledge, humanistic concern for the patient, specialty board certification, and the innovative application of techniques and knowledge is required. Current licensure, where required by the State, is mandated for all positions involved with patient and client services (see Section V.O).

D. Service

Provision of service is indispensable for the attainment of the academic goals of the School. Service opportunities may include (but are not limited to): departmental, University, hospital, or Veterans Affairs committees; regional, state, national, and international review boards; service to the community (e.g., University outreach programs); editorial boards of professional journals;

office or service in regional, national, or international professional organizations; significant administrative contributions; and mentoring of junior faculty.

II. FACULTY TITLES AND CRITERIA

A. Full-time Faculty

The Dean of the School ("the Dean") establishes the terms of employment and compensation of the School's full-time faculty members. In this Policy, "full-time faculty members" refers to (1) those faculty whose entire professional compensation is determined by the School and UMB in accordance with the Medical Service Plan or by agreements with School affiliates; and (2) those faculty designated as full-time in their faculty appointment letters or faculty contracts, even though they receive all or part of their compensation from the U.S. Department of Veterans Affairs or other affiliates of the School. Faculty considered full-time faculty members for purposes of this Policy may not appear as full-time or part-time in UMB payroll records. Nevertheless, they will be eligible for appointment, promotion, and tenure on the same basis as faculty who are full-time in UMB payroll records.

The following faculty titles and criteria apply for full-time faculty:

1. Faculty Research Assistant

    a. A Faculty Research Assistant is employed to work in a specific research field or project. The appointee is capable of assisting in research under the direction of the head of a research project and should have ability and training adequate to carry out the particular techniques required, the assembling of data, and the use and care of any specialized apparatus.

    b. A baccalaureate degree is the minimum educational requirement.

2. Instructor

    a. An Instructor holds the M.D., the Ph.D., or an equivalent terminal degree, and teaches students or trainees. An Instructor has completed the postdoctoral training (i) required for professional board certification or (ii) considered necessary (by the relevant Department chairperson) as preparation for an academic career.

    b. An Instructor shows evidence of potential for effective teaching and, in the case of an appointee who is a School employee, potential for a successful academic career.

    c. A postdoctoral clinical fellow who has previously been appointed to the rank of Clinical Instructor as a chief resident physician, and has completed residency, may be appointed to the rank of Instructor.

3. Research Associate

    a. A Research Associate is a member of the faculty whose major responsibilities relate to performance of specific research.

    b. The appointee holds the doctoral degree in the field of specialization or has comparable experience. At the Dean's discretion, an equivalent degree may be substituted and, in rare instances, other scholarly or professional attainments may be substituted for such a degree or eligibility for certification.

c. The appointee:

(1) Is appropriately trained in research procedures;

(2) Is capable of carrying out individual research or collaborating in group research at the advanced level;

(3) Has the experience and specialized training necessary to develop and interpret0 data required for success in such research projects as may be undertaken.

4. Assistant Professor

a. An Assistant Professor holds the Ph.D. and/or M.D., or equivalent degree, has completed postgraduate training, and, if a clinician, is eligible for or holds specialty board certification. At the Dean's discretion, other scholarly or professional attainments may be substituted for such a degree, eligibility for certification, or certification.

b. An appointee has potential for superior teaching and research, clinical activities (if applicable), and service.

5. Associate Professor

a. An Associate Professor holds the Ph.D. and/or M.D., or equivalent degree and, if a clinician, has been certified by the appropriate specialty and sub-specialty board. At the Dean's discretion, other scholarly or professional attainments may be substituted for such a degree or certification.

b. In addition, an appointee to the rank of Associate Professor has demonstrated sustained accomplishments in teaching, contributions to knowledge, clinical activities (if applicable), and/or service well beyond those required for the rank of Assistant Professor.

c. The evidence must indicate convincingly that an appointee to the rank of Associate Professor has the potential to maintain a high level of performance as a teacher and, as appropriate, basic science or clinical investigator, and/or clinician.

d. The relative importance attached to each of the criteria listed below must be considered in relation to the duties of an individual candidate for Associate Professor rank. (For example, a candidate whose duties include extensive clinical responsibilities cannot be expected to exhibit the same research qualifications as a candidate whose responsibilities are limited to teaching and research.)

(1) Evidence of teaching excellence may include (but shall not be limited to):

- Participation in medical/graduate teaching with favorable evaluations by the Department chairperson and faculty
- Contributions to curriculum reform/innovation (including development and publication of new curricula)
- Establishment of new courses
- Mentoring medical and/or graduate students, residents, and postdoctoral fellows

(2) Evidence of research excellence may include (but shall not be limited to):

- Consistent and continuing record of scholarly publications in high ranking peer-reviewed journals

- Being principal investigator of an established research program
- Invitations to present research findings at national symposia
- Impact of research on the field as measured by citation frequency
- Substantial extramural grant support

(3) Evidence of clinical excellence may include (but shall not be limited to):

- Successful experience in clinical practice, as determined by the Department
- Acknowledgment from peers as being an outstanding clinician
- Statement of the Department chairperson that Department faculty recognize the appointee's excellence in teaching clinical skills and patient management to students, house officers, and/or fellows

(4) Evidence of effective participation in UMB, School, community, and professional service.

6. Professor

a. The rank of Professor is conferred only on those faculty members who exhibit the highest levels of scholarly achievement and service to the School and UMB. Those holding this rank constitute the faculty having primary responsibility for setting the standards of excellence for teaching, scholarship, clinical practice (if applicable), and service to the School and UMB. Nothing less than excellence is acceptable.

b. The rank of Professor is never granted solely as a reward for length of service.

c. The criteria applicable to the rank of Professor are those already indicated as applicable to the rank of Associate Professor, with the additional criterion that a Professor be a highly regarded scholar in the field, with a clearly established national reputation.

d. As in the case of appointment to all other ranks, the evidence supporting the recommendation for the rank of Professor should give clear and strong indication of first rate performance as a teacher (where applicable). Evidence of teaching ability must include a proven ability to direct the programs of advanced students (e.g., residents, postdoctoral fellows) in the appointee's field.

e. The appointee must have a sustained, high level of productivity and excellence in contributions to knowledge.

Evidence of the exceptional scholarly achievement required for the rank of Professor may include (but shall not be limited to):

- Sustained record of scholarly publications in high ranking, peer- reviewed journals
- Appointment to editorial boards of highly competitive journals
- Appointment to major peer review groups
- Selection to governing boards of professional societies
- Director of multi-investigator research grants, such as program project grants, center grants, or training grants
- Director of an independent and productive research program
- Ability to secure funding from multiple independent sources
- Election to membership in select professional societies
- Invited research presentations at national and international meetings.

f. When clinical activities comprise the majority of professional effort, the appointee's clinical excellence must be recognized. Evidence may include (but shall not be limited to):

- Sustained record of clinical publications in peer- reviewed journals
- Broad-based patient referral pattern
- Selection to governing boards of professional societies
- Director of a productive clinical unit
- Election to membership in select professional societies
- Invited clinical presentations at national and international meetings

g. Effective and relevant service contributions to the School and UMB, the profession, and the community also should be part of the record.

B. Part-time and Volunteer Clinical Faculty

Part-time faculty generally are employed by the School on a part-time basis, although they may be employed by a School affiliate. In either case, their terms of appointment and compensation as faculty are subject to the Dean's approval.

Volunteer faculty do not receive compensation from the School, but may be compensated by or employed by a School affiliate.

The major responsibilities of members of the part-time and volunteer clinical faculty are clinical and instructional.

1. Assistant Instructor

a. Assistant Instructors are volunteer faculty. Assistant Instructors are members of the School of Medicine community in postdoctoral training as interns, residents, clinical fellows, or research fellows (collectively, "trainees") whose learning experience includes instruction of students or other trainees. Occasionally, a full-time School employee who participates significantly in the instruction of students and trainees may be appointed an Assistant Instructor. This faculty appointment is voluntary and secondary to regular employment.

b. An Assistant Instructor typically holds a terminal professional degree such as the M.D. or Ph.D. However, the bachelor's or master's degree is the minimum educational requirement.

c. Appointment of a trainee as an Assistant Instructor will be renewed automatically for the duration of training unless the appointee is notified in writing to the contrary by March 1 during the first year of service and by December 15 during the second and succeeding years of service.

d. Appointment of a School employee as an Assistant Instructor is made for a stated term, renewable at the discretion of the Department chairperson, and terminable immediately upon written notice.

2. Clinical Instructor

a. A Clinical Instructor holds the terminal professional degree, usually M.D. or Ph.D., and has completed all appropriate postdoctoral training.

b. A Clinical Instructor has potential for a high level of ability in clinical practice and teaching in the departmental field.

c. The rank of Clinical Instructor may be awarded to a chief resident physician. (Board certification or eligibility for board certification is not a prerequisite.) In such cases,

the resident will not be compensated as a faculty member and will not receive faculty benefits. The faculty appointment is concurrent with service as chief resident.

d. Occasionally, a highly experienced and qualified full-time employee with a bachelor's or master's degree who participates significantly in the instruction of students and trainees may be appointed as a Clinical Instructor. This faculty appointment is voluntary and secondary to regular employment.

3. Clinical Assistant Professor

a. A Clinical Assistant Professor meets the requirements for Clinical Instructor and, in addition, has been certified by the appropriate specialty and sub-specialty boards.

b. A Clinical Assistant Professor has 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 that field.

4. Clinical Associate Professor

a. A Clinical Associate Professor meets the requirements for Clinical Assistant Professor and, in addition, has extensive experience in clinical or professional practice in the field of specialization.

b. A Clinical Associate Professor demonstrates consistently excellent teaching of medical students and/or trainees.

5. Clinical Professor

a. A Clinical Professor demonstrates a consistently excellent record in instruction of the students of this or other medical schools.

b. In addition to meeting all the qualifications required of Clinical Associate Professor, an appointee is recognized in Baltimore or another city or region as a leader in the professional field, as demonstrated both through professional activities and by documentation from peers.

c. An appointee demonstrates recognized scholarly activity appropriate to the appointee's clinical activities.

d. An appointee must hold or have held positions of leadership in professional organizations.

C. Part-time and Volunteer Research Faculty

Part-time research faculty are employed and compensated by the School. Volunteer research faculty are neither employed nor compensated by the School.

The major responsibilities of members of the part-time and volunteer research faculty are research and instructional.

1. Research Associate

A Research Associate may be appointed as a part-time or volunteer faculty member. The criteria for appointment are the same as the criteria for that rank in the full-time faculty.

2. Adjunct Instructor

    a. An Adjunct Instructor holds the terminal professional degree, usually M.D. or Ph.D., and has completed all appropriate postdoctoral training.

    b. There is clear evidence of the appointee's potential in research and/or teaching in the departmental field.

3. Adjunct Assistant Professor

    a. An Adjunct Assistant Professor meets the requirements for Adjunct Instructor and, in addition, has experience in research and/or teaching.

    b. An Adjunct Assistant Professor has a high level of ability in research and teaching in the departmental field.

4. Adjunct Associate Professor

    a. An Adjunct Associate Professor meets the requirements for Adjunct Assistant Professor and, in addition, has extensive experience in research and/or teaching in the field of specialization.

    b. An Adjunct Associate Professor demonstrates excellence in research and/or teaching of medical students and/or trainees.

5. Adjunct Professor

    a. An Adjunct Professor demonstrates a consistently excellent research and educational record.

    b. An Adjunct Professor demonstrates recognized scholarly contributions.

    c. In addition to meeting all the qualifications required of an Adjunct Associate Professor, an Adjunct Professor is recognized as a leader in the professional field as demonstrated both through professional activities and by documentation from peers.

    d. An appointee holds, or has held, positions of leadership in professional organizations.

D. Other Faculty

1. Emeritus Faculty

    a. The emeritus title may be awarded to a faculty member upon retirement, or afterwards, in recognition of outstanding contributions to the School and UMB. The School will observe all criteria established by UMB or the System for this title.

    b. A request for an emeritus title will be processed in the same manner as a request for appointment or promotion to the same rank on a full-time basis.

2. Visiting Faculty

    The titles Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor are used to designate faculty who have short-term appointments (maximum of three years).

3. Secondary Appointments

a. A secondary appointment in the faculty of a School department may be awarded to a full-time School faculty member or a member of the faculty of another UMB school or System institution in recognition of service and/or accomplishment in the field of a department other than the department in which the faculty member was appointed originally. The School grants tenure only in a faculty member's primary department.

b. Only one faculty appointment can be considered primary. A School faculty member's primary appointment ordinarily is in that department in which the faculty member initially was appointed.

c. At, or after the time a secondary appointment in the School is granted to a School primary appointee, the Dean, upon request of the chairperson of the primary or secondary department, will determine which appointment is primary, taking into account factors such as:

(1) The department in which the faculty member received an initial faculty appointment;

(2) The department which pays all or a major portion of the faculty member's salary; and

(3) The department to which the faculty member devotes the majority of his or her effort.

If the primary department is changed, the responsibility for financial commitments associated with tenure shifts to the new primary department effective upon the date of the change.

d. The chairperson of a secondary department initiates a secondary appointment, according to Section V. F. of this document.

e. Secondary appointments require the written consent of the chairperson of the primary department.

f. At the discretion of the Dean, a full-time School faculty member may accept a secondary appointment in another UMB school or System institution. The chairperson of the primary department must consent in writing to the secondary appointment.

g. Secondary appointments are terminable at the discretion of the chairperson of the secondary department, subject to the Dean's approval. Secondary appointments terminate immediately upon termination of the primary appointment.

4. University of Maryland Professor

Upon the recommendations of a department chair, the MPowering the State Steering Committee, the Executive Committee, the School of Medicine Council and the Dean, the President may approve this title to be used as the faculty title for full-time faculty of the University of Maryland College Park (UMCP) (most typically at the tenured professor level) who are active in Mpowering the State programs operated by UMCP and UMB.. This title is honorific, reserved for UMCP faculty who warrant a faculty rank higher than that customarily awarded by the SOM for a secondary faculty appointment. Initial appointments are for three years and are renewable annually upon recommendation to the Dean. Holders of this title have no expectation of compensation by UMB except by mutual agreement between the two institutions. This is a non-tenure track title.

5. University of Maryland Baltimore Professor

Upon the recommendations of a department chair, the Executive Committee, the School of Medicine Council and the Dean, the President may approve granting this title to nationally distinguished scholars or researchers who would qualify for appointment to the faculty of the School of Medicine at the level of professor, but who normally hold full-time positions outside UMB. Holders of this title may provide graduate student supervision and serve as principal investigators on research grants on a case-by-case basis when approved by the Dean and the UMB Chief Academic and Research Officer. Initial appointments are for three years and are renewable annually upon recommendation to the Dean. This is a non-paid non-tenure track title.

III. TENURE

A. Eligibility:

1. All faculty members appointed or promoted to ranks below Assistant Professor, or employed part time, will be placed on the non-tenure track. There are no exceptions. These faculty will be appointed on annually renewable term appointments and are not eligible for tenure.

2. A faculty member appointed or promoted to the rank of Assistant Professor will be placed on the tenure track (i.e., expected to be reviewed for tenure according to the review schedule in Section V.E. of this document) unless the chairperson of the department and/or the appointee decide(s) that tenure is not an appropriate objective. In such a case, an appointee may be offered an appointment on the non-tenure track.

3. A faculty member appointed to the rank of Associate Professor or Professor may be granted tenure upon appointment. Otherwise, the faculty member will be placed on the tenure track unless the chairperson of the department and/or the appointee decide(s) that tenure is not an appropriate objective. In such a case, the appointee will be placed on the non-tenure track. A faculty member on the tenure track who is promoted to Associate Professor or Professor does not acquire tenure upon promotion unless tenure is granted as the result of a review for tenure.

4. A faculty member at the rank of Assistant Professor or above on the non-tenure track who has never before been placed on the tenure track may be transferred to the tenure track subject to the approval of the Department chairperson and the Dean, and any approval required by UMB policy for the tenure track appointment. A written request from the faculty member initiates consideration of the transfer request. A full-time faculty member in the tenure track may move to the non-tenure track upon agreement, in writing, between the faculty member and the chairperson. A copy of each such agreement will be provided to the Dean.

5. A faculty member reviewed for and denied tenure, and subsequently placed on the non-tenure track on term contract, is ineligible to be reviewed for tenure again. It is recognized that there are highly exceptional circumstances where a faculty member may become a viable candidate for tenure at a subsequent time in his or her career. In such a case, the Department chairperson may request in writing to the Dean that an exception be made and that the candidate be reviewed for tenure a final time. This request may be granted at the discretion of the Dean, who shall document in writing the reason for granting the request.

6. Except as noted in paragraph 7 below, a full-time faculty member with tenure or in the tenure track loses tenure or moves off the tenure track upon approval of a requested change to part-time status.

7. Part-time and volunteer faculty are not eligible for tenure or tenure track status. However, in order to implement the goals of the Public-Private Partnership Act,[4] and to provide reasonable accommodation for disabilities or other extenuating circumstances, the Dean may approve temporary part-time status for tenured and tenure-track faculty. The Dean shall then specify in writing (a) the dates when part-time status shall begin and end and (b) the adjustments to the tenure review schedule (as provided in Section V.E.2).

8. Tenure does not relate to administrative posts or responsibilities including, for example, deans, associate and assistant deans, chairpersons, program directors, division chiefs, laboratory directors, and center directors.

B. Qualifications: The granting of tenure implies a long-term commitment by the School and the faculty member. It is one of the most important decisions made by the School. The paramount criterion for granting of tenure shall be evidence that the faculty member has made substantial original contributions to knowledge as demonstrated by the publication of a series of peer-reviewed articles based upon the faculty member's independent academic activities. A member of the faculty who fulfills all of the following criteria, and who demonstrates potential to sustain performance at this level throughout an academic career, shall be eligible for tenure:

1. A tenurable faculty member exhibits all the qualifications (teaching, basic research/clinical research, clinical activities (as appropriate), and service contributions) required for promotion or appointment to the rank of Associate Professor and either holds the rank of Associate Professor or Professor in the School, or is appointed or promoted to one of those ranks at the time tenure is awarded.

2. A tenurable faculty member exhibits a consistent pattern of development and achievement in teaching, basic/clinical research, clinical activities (as appropriate), and service, and shows promise for continued achievement.

3. A tenurable faculty member clearly demonstrates, with appropriate documentation, scholarly excellence recognized by the candidate's peers as superior at the national level. Evidence of this level of scholarly attainment should include several of the following:

   a. Contributions to Knowledge:

      - Publication of a series of peer-reviewed articles based on the candidate's original basic/clinical research program.
      - Sustained extramural research support from federal/national organizations.
      - Development and/or refinement of an operative procedure, definition of a new clinical entity, or establishment of a new method of medical treatment. These advances must have been recognized as true advances in the literature and among physicians with expertise and/or other appropriate renowned experts.
      - Awards and honors from national organizations.
      - Invitations to present the individual's own scholarly contributions at major symposia.
      - Invitations to present seminars, grand rounds, or other special lectures at other institutions of higher learning.
      - Publication of invited reviews/summary articles.

   b. Teaching:

      - Successful and effective mentoring of trainees.
      - Development and dissemination of novel educational materials.
      - Direction of a nationally funded program such as a training program.

[4] See References.

c. Service:

- Service on national study sections.
- Service on the editorial boards of major journals.
- Service as a committee chair or officer in national professional organizations.

IV. SALARY SUPPORT FOR TENURED FACULTY

The School of Medicine commits to provide salary support to each tenured faculty member in the absence of other funding. Specific details are provided in a separate, accompanying document entitled, "The University of Maryland School of Medicine Policy on Salary Support for Tenured Faculty."[5]

V. PROCEDURES FOR APPOINTMENT, PROMOTION, AND TENURE

A. Evaluation of Candidates; Appointment Letters

1. The School reviews candidates for appointment and promotion through an evaluation process described in the By-Laws of the Faculty of the School of Medicine, this Policy, UMB policies, and the System ART Policy. Appointment, promotion, and tenure actions require different levels of review, with more senior ranks and tenure decisions given greater scrutiny than less senior ranks. Attachment I is a chart setting out the steps of evaluation above the department level for each rank and for tenure, and is a part of this Policy.

2. If a new appointment is reviewed and approved as required by this Policy and other relevant policies of UMB, the Dean (or, at the Dean's discretion, the appropriate Department chairperson) will issue an appointment letter to the appointee. The appointment letter shall be consistent with the forms for such letters approved by the Office of the Attorney General. Letters to tenure track appointees (a) shall reference this Policy as the source document for the criteria for tenure decisions, and (b) shall indicate the beginning and ending dates of the tenure review schedule and the last academic year in which the appointee is eligible to be reviewed for tenure.

B. Appointment Terms

1. Unless specifically otherwise provided in this Policy, all appointments are made for terms of one year or less, coinciding with fiscal years of the School (July 1 to June 30). For a non-tenure track faculty member, an initial appointment starting after October 1 may end the second June 30 after appointment if so specified in the appointment letter.

2. The faculty appointment of a trainee is for a term concurrent with the trainee's status as trainee. Early termination of that status automatically terminates the faculty appointment as of the same date that the trainee status ends.

3. Non-tenure track and tenure track appointments at the rank of Assistant Professor may be made for initial and renewal terms of one to three years. Non-tenure track and tenure track appointments at the ranks of Associate Professor and Professor may be made for initial and renewal terms of one to five years. If renewal terms are not specified, renewals will be for one year.

4. Appointments may be terminated upon notice as specified in the System ART Policy unless otherwise provided in this Policy. Notice to all non- tenure track appointees (regardless of title) shall be given as provided in Section I.C.12 of the System ART Policy.

[5] See References.

C. Tenure Review Schedules

1. For tenure track faculty appointed on or after July 1 and on or before September 30 in a fiscal year, the tenure review schedule will begin the July 1 of the fiscal year of appointment.

2. For tenure track faculty appointed on or after October 1 in a fiscal year, (a) the tenure review schedule will begin the July 1 of the next fiscal year after appointment, and (b) the end of the appointment term shall be no sooner than the following June 30.

D. Termination of Tenure Track Appointments

A tenure-track faculty member's appointment may be terminated at the discretion of the chairperson by written notice given:

1. During the first year of the tenure review schedule: Four (4) months before the end of the fiscal year in which the faculty member first was appointed or promoted to a tenure track faculty rank (but, for faculty appointed on or after October 1, four months before the end of the first complete fiscal year in which the faculty member holds an appointment). The date of termination may be earlier than the end of the appointment term as stated in the appointment letter.

2. During the second year of the tenure review schedule: Six (6) months before the end of the fiscal year which is the second fiscal year in the faculty member's tenure review schedule. The date of termination may be earlier than the end of the appointment term as stated in the appointment letter.

3. In other cases: Twelve (12) months' notice shall be given to terminate any tenure track faculty appointment as of the end of an appointment term.

E. Review Schedule for Faculty Members on the Tenure Track

1. Review of a faculty member's credentials for tenure should be made as early in a tenure track faculty member's career as warranted, but must occur (a) before the end of the ninth (9th) year (of the tenure review schedule) after appointment as or promotion to, Assistant Professor, (b) before the end of the fourth (4th) year (of the tenure review schedule) after appointment as Associate Professor, or (c) before the end of the fourth (4th) year of the tenure review schedule) after appointment as Professor. If tenure is not awarded by the beginning of the tenth (10th), fifth (5th), or fifth (5th) year, respectively, at the Department chairperson's discretion, the tenure track faculty member will be transferred to the non-tenure track or will be placed on a terminal year of employment, after which the faculty appointment will end. (A faculty member placed on the non-tenure track may be reviewed again for tenure only under exceptional circumstances, as described in III.A.5.)

2. If a faculty member on the tenure track changes temporarily to part-time status as provided in Section III.A.7, the faculty member's tenure review schedule will be suspended as of the June 30 preceding change to part- time status and will resume upon the July 1 concurrent with return to full- time status (or the next July 1 following return to full-time status on a date other than July 1).

F. School Approval for Appointment, Promotion, and Tenure

1. All faculty appointments, promotions, and tenure decisions are initiated by an affirmative written recommendation from the Department chairperson and do not proceed without such recommendation. There is one exception: a tenure track faculty member must be reviewed for tenure in the last year of the tenure review schedule unless that faculty member waives tenure review in writing. Waiver is treated as a denial of tenure under System ART Policy.

2. Appointment, promotion, and tenure actions require consideration as indicated on Attachment I.

G. Departmental Recommendations for Appointments With or Without Tenure

1. Following identification of a prospective faculty appointee through the UMB search procedure,[6] the Department chairperson initiates the review of a candidate for appointment with or without tenure. Before any formal review is made, the candidate must provide the chairperson's office with a complete and up-to-date curriculum vitae and bibliography along with a signed statement from the candidate verifying that the curriculum vitae is complete and up-to-date.

   For appointments to the rank of full-time Associate Professor and above, on the tenure track or with tenure, the candidate also must provide five (5) publications that best represent the candidate's area of expertise.

2. For all full and part-time appointments, the chairperson then shall solicit a minimum of three letters of recommendation supporting the appointment. These may be sought from extramural or intramural sources (unless external comment is required pursuant to another Section of this Policy).

3. Following the chairperson's favorable review of these materials, the chairperson forwards to the Dean a letter recommending the appointment and a dossier containing the curriculum vitae, the signed curriculum vitae certification statement, letters of recommendation (if applicable), and sample publications (if applicable). The Dean may approve the appointment, if it is within his authority to do so. (See Attachment I.) In other cases, the Dean will forward the material for APT Committee or Executive Committee action.

4. If the review at the Department or Dean's level results in an unfavorable decision, the candidate shall be notified in writing by the chairperson. The notice shall summarize the reasons for the unfavorable review. The candidate shall have no right of appeal.

H. Departmental Recommendations for Promotions and Tenure

1. Each Department chairperson is responsible for initiating the review of departmental candidates for promotion and/or for tenure. Before a formal review is made, the candidate must provide the chairperson's office with a complete and up-to-date curriculum vitae and bibliography, a signed statement from the candidate verifying that the curriculum vitae is complete and up-to-date, and a statement from the candidate outlining his or her accomplishments and their impact in the areas of teaching, contributions to knowledge, clinical activities (if applicable), and service.

   For promotions to the rank of Associate Professor or above (full-time or part- time) and/or for tenure, the candidate must provide, in addition to the documentation specified above in this Section H.1, five (5) publications that best represent the candidate's area of expertise.

   The chairperson then shall solicit extramural and intramural evaluation of the candidate's contributions to the field and stature in the field. To do so, the chairperson shall send the curriculum vitae, a summary of the applicant's accomplishments, and the five (5) publications to five (5) outside and three (3) internal reviewers for their evaluation. For promotions to the rank of Assistant Professor or below (full-time or part-time), the chairperson shall solicit a minimum of three (3) evaluations (extramural or intramural). For volunteer promotions to the

[6] See References.

level of Associate Professor or above, the chairperson shall solicit a minimum of two (2) evaluations (either extramural or intramural).

2. The chairperson shall appoint a standing committee ("Department Committee") of senior Department faculty designated to review the submitted materials and solicited evaluations of departmental candidates for promotions and the awarding of tenure. Each chairperson shall determine the Department Committee's size, appoint its members, and determine members' terms of service.

3. At the appropriate time, the Department Committee shall review the credentials and letters of recommendation of department candidates for promotion and tenure. Based on the criteria outlined in the preceding sections of these Policies and Procedures, the Department Committee shall recommend in writing to the Department chairperson those candidates who are considered qualified for promotion and/or tenure.

4. The Department Committee shall advise the chairperson of the reasons any candidate is considered unqualified. If the chairperson concurs with the Committee's recommendation, the chairperson shall notify the candidate of the Committee's action and reasons. This notice shall be in writing. The Committee's action is the School's final action.

5. If a candidate receives a favorable review from the Department Committee, or if the chairperson disagrees with the Committee's unfavorable recommendation, the Department chairperson shall forward to the Dean a letter containing the chairperson's recommendation on the candidate's suitability for promotion and/or tenure, and a dossier containing the curriculum vitae, signed curriculum vitae certification statement, statement from the candidate, letters of recommendation (if applicable), sample publications (if applicable), and the Department Committee's recommendation.

I. The Medical School Committee on Appointments, Promotions, and Tenure

1. The Dean shall appoint a standing Committee on Appointments, Promotions, and Tenure ("APT Committee").

2. The APT Committee shall be composed of nine (9) voting members appointed by the Dean from the School faculty. One of these nine (9) shall be designated as chairperson by the Dean. At the Dean's discretion, one (1) additional faculty member representing one of the Allied Health Departments may be added to the APT Committee, which then will have ten (10) members. A quorum must be present and able to vote on any matter considered by the APT Committee. A quorum is five (5) members.

3. Four (4) APT Committee members must be faculty of basic science departments and four (4) members must be faculty of clinical departments. The committee chairperson shall be a member of either a basic science department or a clinical science department. All members of the APT Committee must be professors. Two of the members may be faculty who are nontenure track. The other members must have tenure. No more than one person can be selected from any department to serve on the APT Committee. In determining a member's department, only the department of the primary appointment will be considered.

4. When a candidate from an APT Committee member's department is considered for appointment, promotion, and/or tenure, that committee member shall be excused from the APT Committee's consideration of that candidate. Likewise, a member must recuse himself/herself if he/she is related to a candidate by birth or marriage or has a significant personal relationship with the candidate. If the chairperson must recuse himself/herself, the chairperson will name a substitute chairperson. A recused member is not replaced.

5. The chairperson will direct the investigations of the candidates' qualifications and will supervise preparation of the necessary and proper documentation for presentation to the Executive Committee and Medical School Council.

J. Evaluation of Credentials for Appointments and Promotions

1. If a candidate to be reviewed is from either of the Allied Health Departments of Physical Therapy or Medical and Research Technology, after the dossier is received by the Dean's office from the Department chairperson, the Dean will solicit the comments of three accomplished academicians outside UMB in the candidate's field. The APT Committee shall not review the candidate until these letters have been received.

2. An APT Committee member may contact, in writing or by telephone conversation, any person who may be helpful in evaluating a candidate for appointment or promotion.

3. An APT Committee member may consult outside evaluators other than those whom the Department chairperson or Dean has chosen to consult.

4. A complete file of the inquiries made, including written responses and summaries of telephone conversations, should be kept by the APT Committee chairperson for presentation to the Dean, the Executive Committee, the School of Medicine Council, and the president of UMB.

5. When its inquiries are complete, the APT Committee, by vote of a majority of its membership, shall recommend approval or disapproval of the appointment or promotion. The recommendation of the APT Committee must be supported by a written statement of its reasons.

6. If the APT Committee recommends disapproval of an action, the Dean will notify the Department chairperson, who will notify the candidate by providing a written summary of the reasons for the APT Committee's position. The APT Committee's action is the School's final action.

K. Evaluation of Credentials for Awarding of Tenure

1. If a candidate to be reviewed is from either of the Allied Health Departments of Physical Therapy or Medical and Research Technology, after the dossier is received by the Dean's office from the Department chairperson, the Dean will solicit the written evaluations of three accomplished academicians outside UMB in the candidate's field. The APT Committee shall not review the candidate until these letters have been received.

2. The APT Committee shall identify a tenured faculty member within or outside the System, but not from the candidate's own department, with knowledge/expertise in the candidate's field of scholarship. This scholar shall review all the dossier materials, excluding letters of reference, and shall be present for an oral discussion with the APT Committee (either in person or via conference call) regarding the candidate's eligibility for tenure. The selected scholar will not cast a vote regarding awarding of tenure to the candidate. The APT Committee will retain a curriculum vitae of the expert. In its report to the Dean, the APT Committee should indicate how the scholar was selected and describe how the scholar's evaluation influenced the Committee's decision.

3. When its inquiries are complete, the APT Committee, by majority vote, shall determine whether it approves or disapproves the recommendation for tenure. The decision of the APT Committee must be supported by a written statement of its reasons.

4. If the APT Committee recommends against tenure, it shall notify the Dean. The Dean will notify the Department chairperson, who will notify the candidate by providing a written summary of the reasons for the APT Committee's position. The APT Committee's action is the School's final action.

L. Actions of the APT Committee, Executive Committee, School of Medicine Council, Dean, and President

1. If the APT Committee recommends appointment, promotion or tenure, it will submit a summary of the reasons for its recommendation along with the candidate's curriculum vitae to each member of the Executive Committee in advance of the meeting when the candidate is to be considered. If a positive recommendation is made by the Executive Committee, the summary of the APT Committee's evaluation shall be forwarded to the School of Medicine Council in advance of the Council meeting at which the candidate will be considered by the Council. If the Executive Committee makes a negative recommendation, the Department chairperson proposing the action may elect to obtain Council consideration, following the By-Laws of the Faculty of the School of Medicine ("By-Laws"), only if a matter concerns appointment or promotion to the rank of Associate Professor or Professor. The Executive Committee's negative recommendation is the final action of the School in a matter unless the Department chairperson has, and exercises, the option to consult the Council.

2. If the Council makes a positive recommendation, the candidate will be presented to the Dean, who will approve or reject the recommendation in accordance with the By-Laws.

3. If the Executive Committee or the School of Medicine Council rejects the recommendation of the APT Committee, the minutes of the relevant meetings shall specify the reasons for the rejection. The relevant parts of the minutes shall be provided to the Department chairperson by the Dean's Office. If the Dean rejects the Council's recommendation, the Dean shall summarize in writing the reasons for that action and provide this summary to the chairperson.

4. Candidates recommended by the APT Committee, the Executive Committee, the School of Medicine Council, and the Dean will be presented for final action by UMB's Vice President for Academic Affairs or President, if so required by UMB policy (see Attachment I).

5. Disapproval by the Council or Dean is a final action.

6. Subsequent to a final negative action by the Executive Committee, Council, or Dean, the Department chairperson shall notify the candidate in writing of the action and the reasons set forth in the relevant minutes or the Dean's summary.

M. Appeals Procedure

The School has established the University of Maryland School of Medicine APT Appeals Policy.[7] This Appeals Policy will govern the appeals of faculty candidates for promotion and tenure who are denied either promotion or tenure where such action is the School's final action.

N. Termination of Appointments

1. a. Tenure track appointments are terminable as provided in Section V.D. above.

b. Non tenure track, non-tenured appointments terminate at the end of a stated appointment term, unless renewed in writing.

[7] See References.

2. Faculty appointments may be terminated during an appointment term and following granting of tenure as provided in the System ART Policy and UMB[8] policies.

3. In the System ART Policy, Sections I.C.7, I.C.9, I.C.10, and I.C.11 set forth grounds for termination of faculty appointments.

   The School does not intend this Policy to restrict those grounds for termination.

4. School faculty appointments can be terminated for cause for: (a) willful abandonment of professional responsibilities; (b) inability to carry out professional responsibilities due to circumstances such as loss of professional credentials, or cancellation of professional liability insurance; (c) absence from work following exhaustion of all sick leave and other available eave (unless a leave of absence without pay is granted); or (d) a disability that prevents the faculty member (with reasonable accommodation, if any) from performing professional responsibilities. Professional responsibilities include (by example and without limitation intended), assigned patient or client care, a principal investigator's responsibility under a grant, and assigned teaching activities.

O. Policy on Professional Licensure and Credentialing

The Dean delegates responsibility to the chairperson of each department and the administrative heads of other School units to determine what faculty positions that involve patient or client services require licensure under State law and to establish a verification procedure that assures that such faculty maintain a current license. A copy of documentation verifying current licensure clearly displaying effective dates is a required part of the appointment packet.

The requirement of licensure, including the necessity of timely renewal of expiring licenses, is a condition of employment. This must be made known to all relevant potential faculty, and must be made clear in the offer letter to these individuals.

Any faculty member failing to maintain a required license due to non-renewal will be suspended from patient or client activities. Failure to hold and maintain a required license is grounds for termination of faculty appointment and employment. To the extent permitted by System and UMB policies, a faculty appointment will be terminated, or compensation will be suspended or reduced, if a faculty appointee is unable to perform employment responsibilities or any part of employment responsibilities as a result of lack of appropriate licensure or conditions placed upon a license by a licensing body.

P. Giving of Notices

All notices may be given to faculty by delivery to the campus address of the faculty member (unless the faculty member is known to be out of town or out of work for an extended time, e.g., on sabbatical or accident leave) or by mail to the current home address of record with the faculty member's primary department. Notices so given shall be effective as of the date of delivery or mailing. Notices not given as provided in this Section shall be effective upon receipt by the faculty member.

Q. Special Procedures for Volunteer Assistant Instructor Appointments for UMMC Trainees

Each trainee who is a resident or fellow in a graduate medicine training program of the University of Maryland Medical Center (UMMC) will be granted a volunteer assistant instructor faculty appointment. Special procedures for these appointments will be followed; the appointment review and notice procedures discussed above in this Policy do not apply. The School will rely upon the credentials verifications and background reviews carried out by UMMC and the School

[8] See References.

departments as part of the identification and selection of trainees. UMMC annually will certify to the Dean's Office a roster of trainees. Each UMMC trainee listed will automatically be appointed as a volunteer assistant instructor in the School of Medicine for the duration of the individual's training as part of the UMMC program. Each trainee's faculty appointment is subject to termination AUTOMATICALLY if the trainee's association with a UMMC training program ends during the appointment. The Dean's Office will be notified by UMMC of trainee separations during training appointment years as the separations occur and annually as separations occur as a result of completion of training programs. The volunteer assistant instructor faculty are not considered employees and will receive no employment-related fringe benefits.

VI. RECORDS OF APPOINTMENT, PROMOTION, AND TENURE ACTIONS

Appointment, promotion, and tenure actions will be documented in the School's personnel files of faculty member who are employees of UMB, and in appropriate departmental files for actions regarding candidates who are not UMB employees.

Records of appointment, promotion, and tenure actions which are not placed in personnel files will be retained for four (4) years after final decisions (up to and including decisions on appeals) concerning requested actions. Records of department actions (including records of the Department Committee) will be maintained for four (4) years by the Department chairperson's office. Records of the APT Committee will be maintained by the Office of the Dean for four (4) years.

As provided by State law, letters of reference will not be disclosed to appointees. Other records generated in the appointment, promotion, and tenure process are available for inspection by the appointee who is the subject of the records (excluding only those documents which are privileged under law and are not subject to disclosure to an appointee). All notes, correspondence, and other records of members of Department Committees and the APT Committee shall be collected by the respective committee chairpersons and retained as part of each committee's official records.

VII. EQUAL OPPORTUNITY

As required by law and UMB policy on equal opportunity, all decisions concerning appointment, promotion, and tenure will be based upon the School's programmatic requirements and the qualifications of candidates. In appointment, promotion, and tenure decisions, the School will not discriminate unlawfully against any individual on the basis of race, sex, age, national origin or ethnicity, or disability. Moreover, the School observes the policies of the System and UMB prohibiting discrimination against faculty on the basis of sexual orientation or preference.

VIII. AMENDMENT OF THESE POLICIES AND PROCEDURES

This Policy may be amended as described in the By-Laws, subject to UMB and System approvals as required by UMB policy, System ART Policy, or law.

Attachments:

Attachment I: Chart indicating approvals required for appointment, promotion and tenure actions.

References

1. Policy On Appointment, Rank and Tenure of Faculty of the University System of Maryland, Board of Regents Policy II-1.00, as amended. See Policy II-1.00 in the UMB online Faculty Handbooks posted at www.umaryland.edu/academicaffairs/policies/handbook.

2. University of Maryland, Baltimore Policy on Appointment, Rank and Tenure of Faculty, Policy II-1.00(A) in the UMB online Faculty Handbook (see reference 1 for link), under the topic "Promotion".

3. University of Maryland School of Medicine Statement of Ethical Principles - See School of Medicine policy, available through the web http://medschool.umaryland.edu/PoliciesProcedures.asp.

4. Public-Private Partnership Act, Section 5-525 General Provisions Article, Annotated Code of Maryland.

5. University of Maryland School of Medicine Policy on Salary Support for Tenured Faculty - See School of Medicine policy, available through the web site http://medschool.umaryland.edu/PoliciesProcedures.asp.

6. Faculty search procedures of UMB are part of UMB Policy II – 1.00(A), Policy on Appointment, Rank and Tenure of Faculty, Policy II-1.00(A) available in the UMB online Faculty Handbook (see reference 1 for link), under the topic "Promotion".

7. University of Maryland School of Medicine APT Appeals Policy – available through the web site http://medschool.umaryland.edu/PoliciesProcedures.asp.

8. See Reference 1. Also, see the UMB Procedure II-1.00(D), Procedure for the Faculty Board of Review in Faculty Termination Cases, and the UMB Policy and Procedures on Termination for Cause of Non-tenure Track Faculty, identified as II-1.00(E), both posted in the online Faculty Handbook. See reference 1 for the link.

- References are accurate as of November 16, 2015, and are subject to change.

ATTACHMENT I: SCHOOL OF MEDICINE
APPOINTMENT, PROMOTION, AND TENURE REQUIREMENTS

RANKS or AWARDING OF TENURE	STATUS		EFFORT			APPROVAL REQUIREMENTS					
	Non-Tenure Track	Tenure Track	F/T	P/T	VOL	APT[1]	EXEC[2]	MSC[3]	DEAN	VPAA[4]	PRES
PROFESSOR						TTO[5]					
Clinical Professor						PRO[6]					
Adjunct Professor						PRO					
Visiting Professor											
Professor Emeritus											
ASSOCIATE PROFESSOR						TTO					
Clinical Associate Professor						PRO					
Adjunct Associate Professor						PRO					
Visiting Associate Professor											
Associate Professor Emeritus											

= applicable

Endnotes:

1. APT = Appointment, Promotion and Tenure Review Committee
2. EXEC = Executive Committee of the School of Medicine Council
3. MSC = School of Medicine Council
4. VPAA= Vice President for Academic Affairs
5. TTO = The APT Committee does not need to review non-tenure track appointments at this rank
6. PRO = APT Committee only reviews promotion recommendations (not appointments) at this rank
7. FTO = VPAA approves FT appointments only

ATTACHMENT I: SCHOOL OF MEDICINE
APPOINTMENT, PROMOTION, AND TENURE REQUIREMENTS

RANKS or AWARDING OF TENURE	STATUS		EFFORT			APPROVAL REQUIREMENTS					
	Non-Tenure Track	Tenure Track	F/T	P/T	VOL	APT[1]	EXEC[2]	MSC[3]	DEAN	VPAA[4]	PRES
ASSISTANT PROFESSOR										FTO[7]	
Clinical Assistant Professor											
Adjunct Assistant Professor											
Visiting Assistant Professor											
INSTRUCTOR											
Clinical Instructor											
Adjunct Instructor											
OTHER RANKS											
Research Associate											
Faculty Research Assistant											
AWARDING OF TENURE											

☐ = applicable

Endnotes:

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