

GVPT: TEACHING PTK FACULTY

Professional Track Faculty Appointment, Evaluation, and Promotion (AEP) Policies

REQUIRED ELEMENTS – (Section/Paragraph) citations refer to UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty .	In dept/unit policy section:
1. In departmentalized Colleges, the AEP policy specifies a mechanism by which the dean’s office will review and approve department-level policies and ensure unit compliance with campus-level guidelines. (II.E.)	N/A
2. The AEP policy specifies that new hires will receive a copy of the College’s evaluation and promotion policy. (II.C.)	Met
3. The AEP policy provides for PTK faculty voting representation on committees that are tasked with creating, adopting, or revising policies on the appointment, evaluation, and promotion of PTK faculty. (III.B.)	Met
4. The AEP policy states qualifications for appointment and promotion. If broad qualifications as stated in the University APT policy are referenced, any exceptions relevant to PTK faculty are clearly identified. (III.C, III.E; IV.C; V.D.)	Met
5. The AEP policy states that first-level reviews (conducted by the department or the College) shall be conducted by a committee. PTK faculty at the same or higher rank than the one being sought are included with voting representation on the committee. (III.C.)	Met
6. The AEP policy includes a full description of the application and review process, including but not limited to: (IV.A.)	Met
a. The materials to be submitted by the faculty member;	Met
b. To whom the faculty member submits the materials;	Met
c. Application deadlines and maximum time to review; and	Met
d. Where appropriate, separate guidelines are provided for different tracks (research, clinical, instructional).	Met
7. The AEP policy states that the College will use the online contract management system to ensure that all contracts contain necessary elements, including a clear description of assignments and expectations associated with the appointment, as well as information on how to access unit-level PTK policies and professional resources. (IV.A.; IV.B.)	Met
8. The AEP policy states that the specific faculty title shall correspond to the majority of the appointee’s effort, as indicated by the assignments and expectations.. (IV.C.)	Met
9. The AEP policy states that whenever possible, PTK faculty should be given progressively longer contracts. (IV.D.)	Met
10. The AEP policy includes a mentoring plan, or a mentoring plan for PTK faculty is referred to as separate document (i.e. with a link). (V.B.)	Met
11. The AEP policy either provides minimum/typical/maximum time in rank between evaluation for promotion if such expectations exist, or the policy states that such expectations do not exist. (V.C.)	Met
12. The AEP policy states that review committees shall be charged to consider candidates within the context of the expectations in their contract as well as according to the unit’s criteria for promotion. (V.D.; V.L.)	Met

13. The AEP policy specifies that PTK faculty will be among the voting members of the committees that review individual PTK faculty for appointment, evaluation, and promotion. (V.E.)	Met
14. The AEP policy fully describes the process for approval at the College level of appointments and/or promotions to ranks at or above the Associate/Senior level. The policy also fully describes the process for higher-level approval by the Office of the Provost, as required in cases of for all appointments and promotions to the Associate/Senior levels in non-departmentalized Colleges and for appointments and promotions to the Full/Principal level in departmentalized Colleges. (V.F.)	Met
15. The AEP policy specifies the process for transmittal of written promotion decisions. (V.H.)	Met
16. The AEP policy states the process for appealing a negative decision. (V.H.)	Met
17. The AEP policy states that negative decisions for promotion do not preclude renewal of the existing PTK appointment; i.e., PTK faculty appointments are not “up or out”. (V.I.)	Met
18. The AEP policy states that the College will determine minimum salary increases for promotions annually. (V.J.)	Met
19. The AEP policy states that promotions cannot be rescinded. (V.K.)	Met
20. The AEP policy states that decisions on promotion shall be made based on the evaluation criteria and the reviewee’s performance. Other than as stipulated in plans for transitioning to the new title framework, promotion decisions cannot be determined in relation to a unit-wide quota. (V.L.)	Met
21. The AEP policy specifies the process for handling promotion reviews when reviewee has appointments in more than one unit. (V.M.)	Met
22. The AEP policy identifies the departmental/unit level awards for which PTK faculty are eligible to be nominated. (V.N)	Met
23. The AEP policy describes the merit pay policy for PTK faculty, or it indicates it will be incorporated into the units existing merit pay policy. (III.D)	Met

COMMENTS