Consistent with Campus and College policy and approvals the Department of History establishes the following principles for the appointment, promotion, periodic review, and mentoring of its Professional Track (PTK) faculty.

A) Appointments

1. Consistent with the Campus and College policy, PTK appointments and contract renewals are at the discretion of the Department Chair, based on department need and the qualifications of the candidate as suitable for the specific position to be filled.

2. The Department usually appoints PTK faculty on the Lecturer ladder (Lecturer, Senior Lecturer, Principal Lecturer). The Research Professor ladder (Assistant- and Associate Research Professor, as well as Research Professor) is available for research-cum-mentoring and teaching positions. The Research Scholar category (Assistant and Associate Research Scholar, as well as Research Scholar) is available for research-only positions, as for example in projects with third-party funding, such as sponsored research with foundation or donor support. The Department Chair may appoint PTK faculty in other categories as he or she sees fit.

3. The specific faculty appointment title shall reflect the appointee’s qualifications and principal efforts, as indicated by the workload, duties, and expectations specified in the appointment contract. Performance expectations with regard to promotion shall be clearly specified in the initial contract, including a time line towards promotion.

New hires will receive a copy of the College’s evaluation and promotion policy. The document and other relevant unit policies and procedures will also be available on the departmental website.

The department will use the online contract management system to ensure that all contracts contain necessary elements as well as information on how to access unit-level PTK policies and professional resources.

4. The expected length for an initial full-time appointment at the entry-level tier is one academic year. Full-time initial appointments at the middle- and highest-tier PTK ranks, promotions, as well as renewals at any tier normally trigger multi-year contracts consistent with Campus and College policy and approvals.
The duration for an initial appointment is one semester for part-time contracts. Consistent with System policy, salaried part-time, non-tenure track instructional faculty contracts may not exceed three years (II–1.06).

B) Promotion

The PTK faculty member requests a review for promotion in consultation with the Department Chair, who then appoints a review committee. In promotions through the Lecturer and Research Professor ranks, the committee consists of two tenured faculty members and two PTK faculty members at or above the rank that is being sought. The committee makes a recommendation based on a majority vote to the Department Chair, who makes an independent recommendation to the ARHU Dean as specified. In making such recommendations, the same standards shall be applied to guarantee excellence in teaching and, where appropriate, research as set forth in the History Department Guidelines for Tenure and Promotion, though specific criteria and procedures will be adjusted as follows.

The following criteria shall be used for promotion from:

1. **Lecturer to Senior Lecturer:**
   A Lecturer is normally eligible for promotion after five years of full time employment (or the equivalent), unless otherwise specified in the initial contract. The candidate will then be evaluated based on teaching excellence. The candidate shall submit a dossier consisting of a CV, a personal statement about achievements in teaching and professional development in other areas, as well as a complete set of teaching evaluations and sample syllabi, which the committee will review. In particular, the committee will assess if the candidate is able to demonstrate a proficiency in communicating material to students, which expands knowledge and stimulates critical thinking. The committee will also invite the candidate to a personal interview. The committee will submit a concise written report to the Department Chair within two months of the candidate’s submission of the dossier. The recommendation is then forwarded on to the Dean of the College, as specified in the College-level AEP plan.

2. **Senior Lecturer to Principal Lecturer:**
   A Senior Lecturer is normally eligible for promotion after five years of full time employment (or the equivalent) on rank. The candidate will then be evaluated based on exceptional performance as a teacher, including achievements outside the classroom, such as, but not limited to the production of teaching material, research contributions, teaching innovations, or the development of programs that have received recognition beyond the UM campus. The candidate shall submit a dossier consisting of a CV, a personal statement, a complete set of teaching evaluations and sample syllabi, as well as material supporting the claim on exceptional performance, which the committee will review. The committee will invite the candidate to a personal interview. The committee will submit a concise written report to the Department Chair within two months of the candidate’s
submission of the dossier. The recommendation is then forwarded on to College and Campus-level review, as specified in the College AEP plan.

3. **Assistant to Associate Research Professor** and Associate Research Professor to Research Professor,
Criteria include the same as for the equivalent Lecturer ranks, with the addition of evidence for a significant individual research record or proof of engagement in student research supervision and mentoring already in the promotion from Assistant to Associate.

Different procedures are used in the promotion from Assistant to Associate Research Scholar, and Associate Research Scholar to Research Scholar: A committee consisting of the candidate’s supervisor (for example the project PI), the Department Chair, and a third member from among the department’s PTK faculty (above rank) shall evaluate the candidate. Criteria shall be established by the committee in accordance with the specific demands of the position as specified in a Memorandum of Understanding at the time of appointment, and in line with UM Policy II-1.00(A). Minimum intervals between appointment and promotion or promotions are the same as for the Lecturer and Research Professor ranks.

**Promotion of Other Professional Track Faculty**

Promotion within the ranks of Clinical Professor, Research Scholar, Post-Doctoral Associate, or other approved titles shall be governed by a three-tier appointment, evaluation, and promotion process understood to parallel the procedures for instructional faculty. Special conditions shall be established in an addendum to this plan and/or a memorandum of understanding or similar document that will accompany the letter of appointment.

**NOTIFICATIONS**

A faculty member shall be notified in writing of the outcome of department-, college- and campus-level deliberations. Promotions cannot be rescinded. In the case of a negative decision, the contractual terms of the existing appointment remain unchanged. A faculty member who withdraws from consideration prior to final notification from the Dean or the Provost, or who is denied promotion may be reconsidered for promotions at a future date without prejudice. The candidate must first consult with his or her mentor and program director before reapplying for promotion.

Upon final notification from the Department Chair, Dean, and Provost, the faculty member may appeal a negative decision on grounds of violation of procedural due process that would have had a material effect on the decision. Those wishing to appeal shall write their direct supervisor, who pass on the request to appeal to the Department Chair. The Chair will then forward the request to appeal to the Associate Dean for Faculty Affairs of the College, unless otherwise required by University policy or guidelines.
C) Periodic Review

All PTK faculty are subject to regular review of instructional, research, and/or administrative effectiveness. Such reviews shall be considered by the chair in decisions on contract renewal, promotion, merit pay, and special recognition. PTK faculty with long-term contracts (three years and longer) are subject to a comprehensive performance review at intervals no greater than five years, or when specified below.

Reviews in the Lecturer and Research Professor ranks will be undertaken by a committee consisting of at least three faculty members, at least one of whom will be an above rank PTK faculty member, those in the Research Scholar ranks will be undertaken by the supervisor and the Department Chair, or a Chair’s designee.

The Chair will summarize the outcome in a letter to the faculty member under review, who can request a follow-up meeting with the Chair. The outcome of the reviews will inform the Chair’s decisions about contract renewal, promotion, merit pay, and/or special recognition.

The faculty member can appeal any review based on procedural grounds, i.e., when aspects of the review appear to violate the processes established herein and in the Plan of Organization. All appeals shall be handled by the Associate Dean for Faculty Affairs of the College, unless otherwise required by University policy or guidelines.

D) Mentoring:

The Department Chair and the Associate Chair provide mentorship for PTK faculty. Mentorship can also be delegated to tenured faculty and senior PTK faculty. Mentors make themselves available at least once a semester to give advice related to teaching and administrative issues, as well as professional development.

Exceptions, Amendments, and Revisions

E) Exceptions to these rules and modifications of this policy require a vote of the Department Assembly (including PTK faculty) and approval by the Dean.

Any amendments or revision of this policy must be approved in accordance with the unit Plan of Organization.