

II-1.00(F) UNIVERSITY OF MARYLAND POLICY ON FULL-TIME and PART-TIME
NON-TENURE TRACK INSTRUCTIONAL FACULTY

APPROVED BY THE PRESIDENT May 16, 2002; Technical Amendments
February 23, 2009

STANDARD EMPLOYMENT ELEMENTS

1. Credentials: Each department or unit shall develop written standards for the academic degrees or professional certifications and/or professional experience required for appointment to part time non-tenure track (PTNTT) and full-time non-tenure track instructional faculty (FTNTT) ranks. These standards should be appropriate for the needed instructional level.
2. Search Procedures: Hiring of PTNTT and FTNTT faculty members should be conducted under procedures that will ensure the selection of qualified professionals. Each department or unit shall develop written procedures for evaluating credentials and selecting faculty.
3. Written Contracts: All FTNTT and PTNTT faculty members shall be provided with clear written and approved contracts prior to the beginning of their assignment. The contract shall stipulate the term of the contract, the salary, assignments and expectations, expected notification about renewal or non-renewal, resources, and performance-evaluation policies and procedures.
4. Support for Teaching: In the best interest of students, all FTNTT and PTNTT instructional faculty members should be provided with the necessary and appropriate department or unit support for the execution of their duties. These resources should conform to departmental practices with respect to assistance in ordering books, duplication of class syllabi and examination questions, provision of teaching supplies. Care should be taken to ensure that students can have access to FTNTT and PTNTT faculty members through mailboxes, appropriate spaces for meeting students, electronic mail, telephones, etc. Where appropriate and feasible, and with the agreement of the department faculty, the professional development of FTNTT and PTNTT faculty members should be supported. This may include extending invitations to departmental and institutional faculty development events.
5. Performance Evaluation: Each department shall have written procedures for evaluating FTNTT and PTNTT faculty performance on a regular schedule, as required by BOR Policy II-1.20. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions are made about rank, salary, and contract renewal. FTNTT and PTNTT faculty members shall have the opportunity to review each evaluation and sign off on it.

CONTRACT COMPONENTS

6. Term of Employment: Normally, initial contracts for FTNTT instructional faculty should be for one academic year, and initial contracts for PTNTT instructional faculty should be for a period of one semester. Departments are encouraged to offer two or three year contracts to FTNTT faculty members with records of long-term satisfactory service verified by written evaluations of performance and to offer longer-term contracts, not to exceed three years, to PTNTT instructional faculty in cases of demonstrated departmental need.
7. Notice of Non-Renewal: FTNTT instructional faculty should receive adequate notice of non-renewal of contracts as specified in Board of Regents Policy II-1.00 University System Policy on Appointment, Rank, and Tenure of Faculty (section 1. C. 12). PTNTT instructional faculty should receive at least 30 days of notice of non-renewal prior to the end of a current contract. After five or more years of continuous service, any PTNTT or FTNTT instructional faculty member whose contract is not renewed should be informed in writing of the basis of a decision not to renew. The faculty member has the right to appeal the decision consistent with the institution's faculty grievance policy and procedures.
8. Faculty Grievance: Departments shall inform PTNTT and FTNTT instructional faculty members that they have full access to the faculty grievance procedure. Grievances may include the non-renewal of a contract.
9. Teaching Assignment: Whenever possible, departments should provide notice of projected teaching assignment(s) at least 45 days prior to the start of classes to allow for appropriate preparation. In addition, all contracts should specify the consequences of the class being cancelled prior to the start of classes.

INTEGRATION INTO THE INSTITUTION

10. Faculty Participation: Each department or unit should make every effort to integrate FTNTT and PTNTT faculty members into the scholarly, intellectual and academic life of the department or unit, and institution. Departments are encouraged to have policies aimed toward this integration.
11. Shared Governance: All FTNTT and PTNTT faculty should be informed of the procedures and calendar for the election of their representatives in the University Senate.
12. Ranks: The University should confer appropriate, non-tenure track instructional ranks commensurate with credentials and professional experience. For long-term PTNTT and FTNTT instructional faculty, academic units should consider the development of procedures for progression in rank.