

faculty who meet or exceed the standard expectations for faculty workload and responsibilities, the number of faculty who have been excepted from these standard expectations, and the total course reduction.

- b. Department chairs report annually on the expected and actual performance of their faculty in the area of faculty workload and responsibilities using data maintained in their departments. Department chairs provide these reports to their college deans who in turn provide them to the Provost.
- c. Department chairs/department evaluation committees also use this data in their annual evaluations of faculty according to procedures specified in Frostburg State University's Faculty Evaluation Procedure and the USM policy on the Appointment, Rank and Tenure of Faculty, which are found in the FSU *Faculty Handbook*.

## **Faculty Workload Implementation Policy**

*Work on Frostburg State University Faculty Workload Implementation Policy in Progress*

### **Faculty Ranks and Titles at Frostburg State University**

The faculty ranks and titles that can be used for appointment of academic instructional, library service, and/or research personnel at Frostburg State University and their descriptions/ qualifications are as follows:

#### **Faculty with Duties Primarily in Instruction**

Instructor. The faculty member ordinarily will hold, at a minimum, the master's degree in the field of instruction, preferably with evidence of pursuit of the doctorate or other terminal degree. There shall be evidence also of potential for effective teaching and for a successful academic career.

Assistant Professor. The faculty member ordinarily will hold an earned doctorate or recognized terminal degree in the area of specialization. There will be evidence also of potential for excellence in teaching and advising; professional development and achievement; and service to the university, college, and department.

Associate Professor. The faculty member must hold an earned doctorate or recognized terminal degree in the area of specialization. Ordinarily, the faculty member will have a minimum of seven years of full-time university/college teaching experience with at least five years in the Assistant Professor rank. Exceptions may be made for comparable professional activity or research. Refer to the *Standards Governing Promotion in Academic Rank* for the minimum evaluation requirements.

Professor. The faculty member ordinarily will have a minimum of ten years of full-time university/college teaching experience and at least seven years in the Associate Professor rank. Exceptions may be made for comparable professional activity or research. Refer to the *Standards Governing Promotion in Academic Rank* for the minimum evaluation requirements.

### **Faculty with Duties Primarily in Research**

Assistant Staff Scientist. The appointee shall hold the doctoral degree in the field of specialization and will have indicated promise of a high degree of ability in research in some subdivision of the field. This rank may carry tenure.

Associate Staff Scientist. In addition to the qualifications of an Assistant Staff Scientist, the appointee will have had extensive achievements in research and scholarship. This rank may carry tenure.

Senior Staff Scientist. In addition to having the qualifications of an Associate Staff Scientist, the appointee will have demonstrated a degree of proficiency in research sufficient to establish an excellent national reputation. This rank carries tenure.

Faculty Research Assistant. A baccalaureate degree will be the minimum requirement. The appointee should be capable of assisting in research under the direction of the head of a research project and should have ability and training adequate to the carrying out of the particular techniques required, the assembling of data, and the use and care of any specialized apparatus. This rank does not carry tenure.

Research Associate. The appointee ordinarily should hold the doctoral degree in the field of specialization, or have relatively comparable experience. The appointee should be capable of carrying out individual research or collaborating in group research at the advanced level; should be trained in research procedures; and should have had the experience and specialized training necessary to develop and interpret data required for success in such research projects as may be undertaken. This appointment is made annually with reappointment possible for a maximum of six years. This rank does not carry tenure.

Research Assistant Professor; Assistant Research Scientist; Assistant Research Scholar; Assistant Research Engineer. The doctoral degree will be a normal requirement for appointment at these ranks. These ranks are generally parallel to Assistant Professor. In addition to the qualifications of a Research Associate, appointees to these ranks should have demonstrated superior research abilities. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, and other senior research personnel). Initial appointment to this rank is for periods of up to three years, and reappointment is possible. These ranks do not carry tenure.

Research Associate Professor; Associate Research Scientist; Associate Research Scholar; Associate Research Engineer. These ranks are generally parallel to Associate Professor. In addition to the qualifications required of the Assistant ranks, appointees to this rank should have extensive, successful experience in scholarly or creative endeavors and the ability to propose, develop, and manage major research projects. Initial appointments to these ranks are for a period of up to three years, and reappointment is possible. These ranks do not carry tenure.

Research Professor; Senior Research Scientist; Senior Research Scholar; Senior Research Engineer. These ranks are generally parallel to Professor. In addition to the qualifications required of the Associate ranks, appointees to these ranks should have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional and national colleagues. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activities. Initial appointments to these ranks are for periods of up to five years, and reappointment is possible. These ranks do not carry tenure.

### **Faculty Engaged Exclusively or Primarily in Library Services**

Librarian ranks with faculty status are Librarian I, Librarian II, Librarian III, and Librarian IV. These ranks are to be granted to a limited number of appointees who fulfill roles defined by professional graduate training, such as librarian, curator, archivist, and information scientist. In the overwhelming number of instances, the professional graduate training required is an M.L.S. or its equivalent, from an American Library Association (ALA)-accredited program. In exceptional cases, other graduate degrees may substitute for or augment the ALA-accredited M.L.S. These appointments are normally twelve month appointments with leave and other benefits similar to those provided to twelve-month tenured/tenure-track faculty members, with the exception of terminal leave, sabbatical leave, and non-creditable sick leave (collegially supported).

Librarian I. This rank is assigned to librarians just entering librarianship with little or no professional library experience but who have been judged to have demonstrated an understanding of the basic tenets of librarianship and a potential for professional growth. This rank does not carry permanent status.

Librarian II. Appointment or promotion to this rank signifies that the librarian has demonstrated effective professional knowledge and skills significantly above those expected of a Librarian I. Normally, a minimum of three years of professional experience is required. This rank may carry permanent status.

Librarian III. Appointment or promotion to this rank signifies that the librarian has mastered the skills, knowledge, and techniques of librarianship and has made meaningful contributions to the library, the institution, the library profession, and/or an academic discipline. Normally, a minimum of six years of professional experience is required, three

of which must be at a level equivalent to that of Librarian II at Frostburg State University. This rank carries permanent status.

Librarian IV. Appointment or promotion to this rank is exceptional. This rank is awarded to those librarians who have made distinctive contributions to the library, the institution, the library profession, and/or an academic discipline. This rank normally requires a minimum of nine years of professional experience, at least three of which must be at a level equivalent to that of Librarian III at Frostburg State University. This rank carries permanent status.

### **Additional Faculty Ranks and Titles**

Assistant Instructor. Appointment to this rank requires at least the appropriate baccalaureate degree. The appointee should be competent to fill a specific position in an acceptable manner but is not required to meet all the requirements of the rank of Instructor.

Lecturer. Appointees to this rank must have the background, experience, and academic qualifications required to develop or teach specific courses or participate in other instructional related activities such as advising. Appointments to this rank shall be for terms not to exceed three years and are renewable. Appointees to this rank are ordinarily not considered for professional appointments. This rank does not carry tenure.

Adjunct Assistant Professor; Adjunct Associate Professor; Adjunct Professor. These ranks are used to appoint outstanding persons who may be simultaneously employed outside Frostburg State University. The appointee should have expertise in the discipline and recognition for accomplishments sufficient to gain the endorsement of the preponderance of the members of the faculty of the department to which he or she is appointed. Appointment is made on a semester or an annual basis and is renewable. These ranks do not carry tenure. Normally, adjunct appointments shall comprise no more than a small percentage of the faculty in an academic unit.

Affiliate Assistant Professor; Affiliate Associate Professor; Affiliate Professor. These ranks are used to recognize the affiliation of a faculty member or a member of the professional staff with an academic department, program, or center when that individual's appointment and salary lie in another department within Frostburg State University. The appointment will be made upon the recommendation of the faculty of the department with which the faculty member is affiliated and at a level commensurate with the appointee's qualifications, consistent with standards established for regular tenure track faculty, although tenure cannot be earned on an affiliated appointment.

Visiting Appointments. The prefix "Visiting" before an academic rank is used to designate a short-term, full-time appointment without tenure.

Artist-in-Residence; Writer-in-Residence; Executive-in-Residence: These titles may be used to designate temporary appointments, at any salary and experience level, of persons

who are serving for a limited time or part-time. Appointees to these titles are ordinarily not considered for professional appointments.

Emeritus Faculty Appointments. Emeritus status may be bestowed by an institution on the basis of both quality and length of service to the institution. The Chancellor may bestow Emeritus titles at the System level.

All retired faculty are to be considered part of the larger university community, including alumni, benefactors, Board members, and others, whose association with the university is highly valued. "Professor Emeritus" is, however, to be considered a title of distinction, conferred by colleagues upon one whose contributions to the profession and institution have been especially meritorious.

The provisions for the awarding of emeritus status are as follows: Faculty members must have completed at least ten years of full-time service at the university; they must have achieved senior rank (associate, full professor, Librarian III, IV), though in exceptional cases, members from the junior ranks may be awarded the emeritus title; their department must have recommended to the Faculty Senate that they be awarded emeritus status (recommendation to be based on majority vote of full-time department members); and the department's recommendation must have the approval, by majority vote, of the Faculty Senate and the concurrence of the President of the University.

Emeritus professors' names are listed under "Emeriti" in the college catalogue, they are eligible to attend University-wide meetings and to serve as voting members of the Faculty, and they are accorded use of University facilities and services insofar as those are available.

## **FSU Promotion Standards and Procedures**

*Passed by Faculty Senate, February, 1990*

*Approved by University System of Maryland Chancellor, August, 1990*

These policies and procedures supplement and are subject to the *University System Policy on Appointment, Rank, and Tenure of Faculty* (see *USM Policies and Statements* section)

### **FACULTY PROMOTION STANDARDS**

#### **TENURE TRACK RANKS**

USM policies on promotion set minimum requirements, except in certain cases for faculty hired before July 1, 1989, where Board of Trustees of the State Universities and Colleges (BOTSUC) guidelines may still prevail. (Those individual faculty who did not sign the agreement may not be bound by USM policies.)

The criteria for tenure and promotion in the University System of Maryland are: (1) teaching effectiveness, including student advising; (2) research, scholarship, and, in appropriate areas, creative activities; and (3) relevant service to the community, profession, and institution. USM Policies allow FSU's institutional mission to determine the

relative weight of our faculty evaluation criteria and promotion standards. As a comprehensive University, FSU has a mission and goals which place greatest emphasis upon the faculty member's performance as a teacher with performance in the areas of scholarship and professional service being essential, but less emphasized, components. These promotion standards shall serve as a "bridge" between the USM policies and FSU's specific faculty evaluation criteria.

The development of University-wide standards governing promotion is not intended to limit recognition of the many different ways that members of the University community may develop as educators and scholars and contribute to attainment of the University's mission and goals.

The faculty evaluation system outcome is to be employed in promotion decisions so as to establish, over time, congruence between the annual faculty evaluation and the promotion decision system. Congruence between annual evaluations and eventual promotion recommendations can, in part, be established if in the evaluation process, faculty are commended in writing for areas of excellent performance even when their overall evaluation does not qualify them for high merit pay increases.

Professional development and/or scholarship are defined broadly, in keeping with the mission and goals of FSU as a comprehensive institution. Thus, the following multiple dimensions of professional development are delineated in order to acknowledge the varied emphases of the colleges and academic programs which compose our University community:

1. Development as a teacher/educator
2. Development as a disciplinary scholar
3. Development as a professional who applies discipline-based knowledge and skills
4. Creative performance (in relevant fields)

In keeping with the USM (and where applicable, BOTSUC) requirements, expectations of quality performance by the faculty applicant increase with higher faculty rank. As stipulated by USM policy, promotions to the ranks of Associate Professor or Full Professor carry immediate tenure. Therefore, promotions to these ranks will not be considered prior to review for tenure. While for some faculty the terminal rank may be Associate Professor, the rank of Professor should be realistically attainable for all tenured faculty.

The words "excellence" and "excellent" are used in preference to the evaluation system's use of element rating in order to emphasize standards of performance rather than comparative rankings. Excellence is a more qualitative concept and the attainment of this standard is not limited by any implicit quota. This is appropriate for promotion decisions which involve assessment of an individual's long-term performance and contributions to the mission and goals of the University. (Comparative rankings and judgments of

evaluation element ratings may well be appropriate for pay decisions which, on the other hand, are year by year.)

Faculty are promoted based upon their total or overall performance and contribution to the goals and mission of the University. While the criteria and standards within the specific teaching, professional development and achievement and service areas serve as highly important guidelines, those persons responsible for promotion recommendations must be allowed enough flexibility to apply those guidelines in ways which reflect the overall merit of the promotion applicant's performance as a faculty member. The Provost will give full consideration to the recommendations of the Departments, the Faculty Promotion and Tenure Subcommittee, and the Dean. The Provost then makes the final recommendation to the President. The faculty member may appeal to the Faculty Appeals Committee the Provost's recommendation. The decision of the President is final.

## **University-Wide Faculty Promotion and Tenure Subcommittee And Department Review Committee**

The composition of the University-wide Faculty Promotion and Tenure Subcommittee of the Faculty Concerns Committee of the Faculty Senate is stipulated in the Charter of the Faculty Senate and its bylaws and procedures as found in the Faculty Governance section of the Frostburg State University Faculty Handbook and is selected by the process described there.

Each department shall select a committee to assist in the evaluation and promotion function. The department evaluation and promotion review committee shall consist of at least three (3) members.

Committee members will be selected in a manner determined by the faculty members in each department. If necessary or desirable, as determined by the department or President (or designee), individuals from the same or within related disciplines, mutually acceptable to the faculty member, department, and President (or designee) who are from outside the department or the University may be used in any or all parts of the evaluation process. Where a mutually acceptable individual cannot be agreed upon, the President (or designee) shall provide the faculty member and the department with a list containing the names of at least three (3) individuals who are at or above the rank held by the member being evaluated, and are qualified by virtue of the discipline in which they teach to evaluate the faculty member's application.

The faculty member shall have three (3) working days in which to select one individual from this list. If the faculty member fails to make a selection within the three-day period, the President (or designee), in consultation with the Department Chair and the department, shall designate one individual from this list to serve on the department evaluation committee.

No faculty member or member of his/her immediate family (husband, wife, child, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law) shall serve as a committee member on the applicant's own evaluation committee.

Each department shall determine the rules and procedures under which their department evaluation committee will operate. Such rules and procedures shall be specified in writing by the department prior to the commencement of the performance review process.

### Standards Governing Promotion in Academic Rank

Rank	Teaching Performance	Professional Achievement & Development	Service	Experience Requirements
<b>Assistant Professor</b>	<p>Effective and competent and shows potential for excellence.</p> <p>Will show potential for excellence in advising.</p>	<p>Will ordinarily hold an earned doctorate or recognized terminal degree in area of specialization.</p> <p>Shows potential for excellent performance in one or more of the four dimensions of professional development.</p>	<p>Shows potential for excellent service to University, College, and Department.</p>	<p>None.</p>
<b>Associate Professor</b>	<p>A record for success of FSU evaluation criteria for teaching as shown by an evaluation rating of 3.0 or above and shows potential for excellence.</p>	<p>Must hold earned doctorate or recognized terminal degree in area of specialization.</p> <p>A record of success on at least one of the four dimensions of professional development and achievement as shown by an evaluation rating of 3.0 or above.</p>	<p>A record of success on criteria for service shown by an evaluation rating of 3.0 or above.</p>	<p>Ordinarily will have a minimum of seven years of full time university/college teaching experience with at least five years in Assistant Professor rank. Exceptions may be made for comparable professional activity or research.</p>
<p>-AND-</p> <p>Will have been judged at least 4.0 overall on the annual evaluation instrument for the preceding three years.</p> <p>-AND-</p> <p>A record of excellent performance in ONE of three major areas of evaluation: teaching OR service OR one of the four dimensions of professional achievement.</p>				
<b>Professor</b>	<p>Demonstrated excellence.</p>	<p>A continuing record of success in professional achievement and development as shown by an evaluation rating of 3.0 or above.</p>	<p>A continuing record of success in service as shown by an evaluation rating of 3.0 or above.</p>	<p>Ordinarily will have a minimum of ten years of full-time university/college teaching experience with at least seven years in Associate Professor rank. Exceptions may be made for comparable professional activity or research.</p>
<p>-AND-</p> <p>Will have been judged at least 4.0 overall on the annual evaluation instrument for the preceding three years.</p> <p>-AND-</p> <p>A record of excellent performance in EITHER service OR one of the four dimensions of professional development and achievement.</p>				

Standards Governing Promotion in Academic Rank for Library Faculty

Rank	Job Performance	Professional Achievement & Development	Service	Experience Requirements
<b>Librarian II</b>	<p>A record of success of FSU evaluation criteria for job performance and shows potential for excellence.</p> <p>Demonstrated growth in the theoretical knowledge of academic librarianship.</p>	<p>Shows potential for excellent performance in one or more of the four dimensions of professional achievement and development as defined under the Faculty Promotion Standard in the Faculty Handbook.</p>	<p>Shows potential for excellent service at the University, Library, and community.</p>	<p>Ordinarily will have a minimum of three years of progressively responsible professional experience.</p> <p>Effective professional knowledge and skills significantly above those expected of a Librarian I.</p>
<b>Librarian III</b>	<p>A record of success of FSU evaluation criteria for job performance as shown by a consistent evaluation rating of 3.0 or above on performance evaluations, showing potential for excellence.</p> <p>Willingness and ability to take on new and more complex responsibility.</p>	<p>A record of success on at least one of the four dimensions of professional achievement and development as shown by a consistent evaluation rating of 3.0 or above in this category on performance evaluations.</p> <p>A record of meaningful contributions in professional achievement and development.</p>	<p>A record of success on criteria for service shown by a consistent evaluation rating of 3.0 or above in this category on performance evaluations.</p> <p>A record of meaningful contributions to service on committees, task forces, and civic organizations.</p>	<p>Ordinarily will have a minimum of six years of professional experience, three of which must be at a level comparable to the rank of Librarian II at the appointing USM institution.</p>
<p>-AND-</p> <p>A record of excellent performance in ONE of three major areas of evaluation: job performance OR service OR one of the four dimensions of professional achievement and development.</p>				
<b>Librarian IV</b>	<p>A record of success of FSU evaluation criteria for job performance as shown by a consistent rating of 3.0 or above on performance evaluations, showing high levels of accomplishment in duties.</p> <p>A record of distinctive contributions to the Library, University, library profession and/or an academic discipline.</p> <p>Demonstrated excellence in leadership and innovation in the development of new services and systems.</p>	<p>A continuing record of success in professional achievement and development as shown by a consistent evaluation rating of 3.0 or above in this category on performance evaluations.</p> <p>A record of distinctive contributions in professional achievement and development.</p>	<p>A record of success in service as shown by a consistent evaluation rating of 3.0 or above in this category on performance evaluations.</p> <p>A record of distinctive contributions to the Library, University, USM, profession or community.</p>	<p>Ordinarily will have a minimum of nine years of professional experience, at least three of which must be at a level comparable to the rank of Librarian III at the appointing USM institution.</p>
<p>-AND-</p> <p>A record of excellence in job performance AND excellence in service OR one of the four dimensions of professional achievement and development.</p>				

## Promotion Procedure Timeline

*NOTE: A recommendation is defined as a yes or no recommendation in writing with a rationale. A report is a compilation of recommendations.*

*If listed date falls on Saturday, Sunday, a legal holiday, or other day during which the University is closed, the next working day after the listed date is considered the deadline.*

*Dates given are to be read as "no later than."*

January 15	Provost issues call for Promotion applications.
February 21	DEC/LEC and Chair/Associate Library Director complete Evaluation of faculty members applying for promotion and provide preliminary copies to such faculty members.
March 1	Faculty Member applies for Promotion, Letter of Intent to Provost; Copies of the following to the Department Review Committee/ Department Chair/Associate Library Director and to Faculty Promotion and Tenure/Permanent Status Subcommittee.  <ol style="list-style-type: none"><li>1. Copy of "letter of intent" that has been sent to Provost's Office.</li><li>2. Completed check-off sheet of required materials, including "summary of performance" form.</li><li>3. Curriculum vitae, including: Degrees earned (institutions, years, etc.); relevant employment history (institutions, rank, etc.); teaching information; professional development and achievement activities/ publications /research; service.</li><li>4. Self-statement (three to five pages).</li><li>5. Supporting evidence (limited to one notebook).</li></ol>
March 20	Department Promotion Review Committee and/or Department Chair/Associate Library Director completes review. Recommendation will be sent by the Department Chair/Associate Director to the College Dean/Director of the Library and to the Faculty Member.
March 27	Faculty Member sends written rebuttal to College Dean/Director of the Library against Department's Promotion recommendation.
April 17	College Dean/Director of the Library sends recommendation including rank order to Provost. Sends recommendation on Promotion to Faculty Member.

Faculty Promotion and Tenure/Permanent Status Subcommittee informs faculty member of recommendation. Sends recommendations including rank order to Provost on Promotions. Transmits files to the Provost.

- April 24 Faculty Member sends written rebuttal to Provost against Faculty Promotion and Tenure/Permanent Status Subcommittee's or Dean's/Director of the Library's Promotion recommendation.
- May 8 Provost calls Promotions conference with Deans/Director of the Library and Faculty Promotion and Tenure/Permanent Status Subcommittee.
- May 9 Provost sends recommendations on Promotions to President. Informs Faculty Member of recommendation.
- May 16 Faculty Member sends appeal to Faculty Appeals Committee against Provost's Promotion recommendation.
- 5 Working Days Written rebuttal to the President against any Faculty Appeals Committee recommendation.
- June 30 President notifies Faculty Members of Promotion decision.

## **FSU Sabbatical Procedures for Teaching Faculty and Professional and/or Research Leave Procedures For Library Faculty**

### **Purpose**

The major purpose of sabbatical leave is to provide faculty members with a renewal experience, as suggested by the criteria that follow, that will enhance their future productivity and contributions to the University.

Professional and/or research leaves (PRL) may be granted to faculty members engaged exclusively or primarily in library services. The primary purpose of such leaves is to provide an opportunity for a librarian to conduct scholarly work or to engage in applied research which will increase the librarian's value to the institution or enhance the reputation of the institution.

### **Eligibility**

Potential applicants for sabbatical and PRL should verify their eligibility before filing application materials. Criteria for application are: