

UB-VI-1.1, Policy on Appointment, Promotion in Rank and Tenure Policy and Procedures

Approved by Attorney General's Office, 6/29/89

Updated to reflect new tenure decision timeline 4/21/14

Updated to clarify link to USM policy 5/6/19

Updated for clerical purposes 1/17/24

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Reviewed by Attorney General's Office, 5/15/26

Approved by President, 6/2/2026

Approved by Chancellor, 8/31/2026

I. Policy Statement

The following policies and procedures supplement the [University System of Maryland \("USM"\) Policy on Appointment, Rank, and Tenure of Faculty \(II-1.00\)](#) ("USM II-1.00"), approved by the Board of Regents of the USM.

II. Appointment of Faculty

A. Search Procedures for Hiring Full-time Faculty

1. Each academic division of the university is responsible for establishing its own procedures for constituting a faculty search committee and electing its chair.
2. In drafting an advertisement for the position in question, the faculty committee should specify clearly the minimum qualifications for the position in terms of education, experience, and other appropriate criteria. (NOTE: For the School of Law, the J.D. is always assumed to be the minimum qualification; ads for positions in this division of the university do not list specific qualifications.) The ad copy should be submitted to the divisional dean for approval. The Human Resources Office may provide staff support to review the ad with the committee chair before it is published.
3. After consultation with the committee chair, the Human Resources Office will place paid ads in appropriate publications. The committee may also advertise the position in appropriate newsletters and placement bulletins which do not charge for the service and may disseminate information about the position in any other way that it sees fit.
4. Each application for the position should be acknowledged shortly after it is received.
5. The members of the committee should begin the screening process by eliminating from consideration all applicants who do not meet the minimum qualifications for the position. A list of the names of these applicants, or a file containing their letters of application and/or resumes, should be submitted to the Human Resources Office at the end of the search process.
6. Before beginning to consider the applications of candidates who meet the minimum qualifications, the committee should discuss the relative importance of the various criteria for the position set forth in the ad and develop some workable method for weighing these criteria during the process of reviewing candidates. All applicants must be considered without regard for sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, military status, veteran status, or other legally protected characteristics.
7. Before beginning to interview candidates, the committee should discuss the kinds of questions which candidates should be asked. (Available from the Human Resources Office

is a document entitled "University of Baltimore--Legally Permissible Interview Questions" with which the members of the committee should familiarize themselves).

8. Arrangements should be made for the candidate to speak with the divisional dean and/or other appropriate administrators during the time of his/her visit to the university.
9. The chair of the committee should keep a record of the committee's ranking of candidates who are interviewed with the reasons for the ranking; at the end of the selection process the chair should prepare a memo for the Human Resources Office which explains the basis for the ranking.
10. When the committee has agreed upon a candidate whom it wishes to recommend for the position, the committee's recommendation should be forwarded to the divisional Dean, who, if he/she approves the recommendation, should then complete and forward the [hiring justification memo](#) to the Provost. The Provost will make the ultimate decision regarding extending an offer to a specific candidate. If following such an offer, the candidate accepts the position; other finalists should be informed promptly that the position has been filled.
11. When the search process has been completed, the chair of the committee should send the following to the Human Resources Office: copies of the advertisements for the position; a list of applicants who did not meet the minimum qualifications for the position or a file containing the letters of application and/or resumes of these applicants; a list of other applicants who were not interviewed for the position or a file containing the letters of application and/or resumes of these applicants; a memo from the chair presenting the ranking of candidates interviewed for the position and explaining the basis for that ranking.
12. Records of the search procedure should be kept in the Human Resources Office for the longer of at least three years, in compliance with the university's record retention policy, in compliance with legal requirements, or in compliance with any applicable law or policy.

III. Faculty Ranks

A. Faculty Ranks used at the University of Baltimore (descriptions and qualifications for these ranks are set forth in USM II-1.00):

1. Assistant Professor
2. Associate Professor
3. Professor
4. Distinguished University Professor
5. University of Baltimore Professor
6. Assistant Instructor
7. Instructor
8. Lecturer
9. Senior Lecturer
10. Principal Lecturer
11. Community Engaged Assistant Professor
12. Community Engaged Associate Professor
13. Community Engaged Professor
14. Research Assistant Professor
15. Research Associate Professor
16. Research Professor
17. Faculty Research Assistant

18. Research Associate
19. Assistant Research Scholar
20. Associate Research Scholar
21. Senior Research Scholar
22. Assistant Field Professor
23. Associate Field Professor
24. Field Professor
25. Law School Assistant Professor
26. Law School Associate Professor
27. Law School Professor
28. Clinical Instructor
29. Assistant Professor
30. Clinical Associate Professor
31. Clinical Professor
32. Adjunct Assistant Professor
33. Adjunct Associate Professor
34. Adjunct Professor
35. Affiliate Assistant Professor
36. Affiliate Associate Professor
37. Affiliate Professor
38. Professor of the Practice
39. Executive-in-Residence
40. Artist-in Residence
41. Writer-in Residence
42. Visiting Appointments
43. Emeritus Faculty Appointments

IV. Promotion, Tenure, and Permanent Status

A. Criteria and Procedures for Promotion, Tenure, and Permanent Status

- a. Yale Gordon College of Arts and Sciences (UB VI-1.3)
- b. College of Public Affairs (UB VI-1.2a)
- c. Robert G. Merrick School of Business (UB VI-1.4, UB VI-1.4a, UB VI-1.4b)
- d. School of Law (UB VI-1.6)
- e. Libraries (UB VI-1.12)

B. Promotion and Tenure Schedule for Decisions Outside the School/College

February 15 - Dean's recommendation due to the Provost
 March 15 - Provost's recommendation due to the President
 April 15 - President's decision due to the candidate

V. Appeals Procedure for Cases of Tenure, Promotion, and Permanent Status

When a faculty member is under review for tenure or promotion, the Provost shall consider all prior recommendations, including the Dean's recommendation and all reports and recommendations on which the Dean's recommendation has been based. After arriving at his/her own recommendation, the Provost shall forward this recommendation to the President, together with all materials on which it was based, and shall provide the candidate with a copy of the recommendation. If the Provost's recommendation is negative, the candidate shall have ten calendar days within receipt of the Provost's recommendation to appeal that recommendation by

requesting the President to convene the University Faculty Appeals Committee (“FAC”). The FAC shall be a standing committee composed of representatives from each of the primary academic units of the university (e.g. College, libraries). The representatives who make up the FAC shall be appointed as described in the constitution and bylaws of the University Faculty Senate. All faculty appointed to the FAC, including any alternates serving in the event of a conflict of interest, must be full-time faculty with tenure or permanent status.

The candidate’s appeal shall be in writing and shall contain an explicit statement of the grounds for appealing the Provost’s recommendation, as set forth below. Upon receipt of the appeal, the President shall convene the FAC and forward to the committee a copy of the appeal. Upon convening the FAC, the FAC shall elect a chair from among its members.

Grounds for Appeal:

- a. any error or default in procedure, when such error or default has had a prejudicial effect on the fair consideration of the candidate's case for tenure or promotion;
- b. any failure to give adequate consideration either to the candidate's qualifications or to the relevant criteria for tenure or promotion, when such failure has had a prejudicial effect on the fair consideration of the candidate's case for tenure or promotion;
- c. a recommendation that is arbitrary, capricious, or not supported by factual data;
- d. a recommendation significantly based on any consideration which violates academic freedom;
- e. a recommendation which violates an explicit written understanding concerning the criteria for tenure or promotion applicable to the candidate.

Deliberations:

The FAC shall conduct its deliberations in a timely manner, in recognition of the USM requirements of notification. In cases involving tenure, the FAC shall forward any recommendation to the President no later than thirty calendar days before the President’s deadline for notifying the candidate of his/her decision. In cases involving promotion, the FAC shall forward any recommendation to the President no later than thirty calendar days before the end of the current appointment year.

In no case shall the FAC substitute its judgment on the merits for the judgment of any divisional promotion and tenure committee.

During its deliberations, the committee shall review all appropriate documents and may interview appropriate members of the faculty or administration. Within ten calendar days of the conclusion of deliberations, the chair of the FAC shall submit to the President a written report of the FAC's findings and conclusions, signed by a majority of the seven members. A copy of this report shall be sent to the candidate. The report shall include a recommendation to the President that he/she take one of the following steps:

1. follow the Provost's recommendation;
2. reverse the Provost's recommendation;
3. send the case back to an appropriate earlier stage of the tenure or promotion process for reconsideration.

Any committee member or group of members dissenting from the majority report shall have the right to submit a minority report to the President.

Within thirty calendar days of receiving the majority report, the President shall inform the candidate of his/her decision concerning the candidate's application for tenure or promotion. The President's decision shall be final.