

# University of Baltimore

## 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*

The following policies and procedures supplement the policy on Appointment, Rank, and Tenure of Faculty, approved by the Board of Regents of the University System of Maryland. The University of Baltimore may, as appropriate, use ranks identified in the University System of Maryland policy.

### **I. Search Procedures for Hiring Full-time Faculty**

Each academic division of the university is responsible for establishing its own procedures for constituting a faculty search committee and electing its chair.

1. 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.
2. 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.
3. Each application for the position should be acknowledged shortly after it is received. With the letter of acknowledgment each candidate shall be sent an Affirmative Action Card, available from the Human Resources Office, which is to be returned, unsigned, to the affirmative action officer, who is responsible for monitoring demographic information concerning applicants and recruitment sources.
4. 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.
5. 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, of course, be considered without regard for age, race, color, national origin, religion, or sex.
6. 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.)

7. 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.
8. 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. This memo should also include identification of the sex and race of each candidate interviewed.
9. 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 forward it to the provost and, ultimately, the president. If the candidate accepts the position, other finalists should be informed promptly that the position has been filled.
10. 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.
11. Records of the search procedure should be kept in the Human Resources Office for at least two years.

## **II. Standards, Policies, and Procedures for Promotion and Tenure**

1. Yale Gordon College of Arts and Sciences
2. College of Public Affairs
3. [Robert G. Merrick School of Business](#)
4. [School of Law](#)
5. [Libraries](#)

The schedule for promotion and tenure decisions outside the school/college is as follows:

February 15 - Dean's recommendation due to the Provost

March 7 - Provost's recommendation due to the President

April 30 - President's decision due to the candidate

## **III. Appeals Procedure for Cases of Tenure and Promotion**

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 which to appeal that recommendation by requesting the president to convene the University Faculty Appeals Committee. The request shall be in writing and shall contain an explicit statement of the grounds for appealing the provost's recommendation. Upon receipt of the request, the president shall convene the appeals committee and forward to the committee a copy of the request.

The University Faculty Appeals Committee shall conduct its deliberations in a timely manner, in recognition of the University of Maryland System requirements of notification. In cases involving tenure, the University Faculty Appeals Committee shall forward any recommendation to the president no later than thirty calendar days before the deadline for notifying the candidate of the president's decision. In cases involving promotion, the University Faculty Appeals Committee shall forward any recommendation to the president no later than thirty calendar days before the end of the current appointment year.

The appeals committee shall be a standing committee composed of seven full-time tenured faculty members with the rank of associate or full professor. The faculty of each of the three academic divisions of the university shall elect two representatives to the committee; the university president shall appoint a seventh member. The committee shall elect its chairperson. Each member shall serve a two-year term, and terms shall be staggered.

The faculty of each academic division shall also elect two alternates, both of whom must be full-time tenured faculty members with the rank of associate or full professor. A regular member of the committee shall be replaced by an alternate in the event that the regular member has served on the divisional committee responsible for making a recommendation to the dean concerning the appellant's tenure or promotion (the Promotion and Tenure Subcommittee in the School of Law or the Promotion and Tenure Committee in the School of Business, or the College of Liberal Arts).

Grounds for appeal shall be:

1. 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;
2. any failure to give adequate consideration either to the candidate's qualifications or to the relevant criteria for tenure, when such failure has had a prejudicial effect on the fair consideration of the candidate's case for tenure or promotion;
3. a recommendation that is arbitrary, capricious, or not supported by factual data;
4. a recommendation significantly based on any consideration which violates academic freedom or which involves discrimination on the basis of race, gender, religion, national origin, age, physical handicap, marital status, or sexual or affectional preference;
5. a recommendation which violates an explicit written understanding concerning the criteria for tenure or promotion applicable to the candidate.

In no case shall the University Faculty Appeals Committee 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 committee shall submit to the president a written report of the committee's findings and conclusions, signed by a majority of the seven members. A copy of this report shall be sent to the appellant. 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 appellant of his/her decision concerning the appellant's case.