



UNIVERSITY OF MARYLAND

MEMORANDUM

Date: October 4, 2004

To: Department Chairs

From: Dr. Donald Wilson
Vice President for Medical Affairs
Dean, School of Medicine

Dr. Bruce Jarrell *Bruce Jarrell*
Sr. Associate Dean for Academic Affairs

Re: **Rank, Tenure Status and Title Assessment**

The following is clarification of the University of Maryland School of Medicine's (UMSOM) current practices and Policy and Procedures for Faculty Appointment, Promotion and Tenure regarding rank and tenure status assessment. The School's APT Policy may be obtained at the following web address: <http://medschool.umaryland.edu/Newsletters/apt98re4.pdf>.

1. Before either an oral or written offer is made to a candidate being considered for the rank of Associate Professor or Professor (tenure track or tenured), the candidate's CV must be reviewed by the Dean's Office, and the candidate must be interviewed by the Dean (or an Associate Dean specifically selected by the Dean for the recruit). These two actions can occur simultaneously as long as no oral or written offer is made.
2. The UMSOM APT Policy allows for faculty to change their tenure status **once** (Section III.A.4). That is, with Chair and Dean approval, a faculty member may elect to go onto the tenure track or to come off the tenure-track only once with no option to switch again. In addition, any faculty member currently on the non-tenure track, who is approved to go onto the tenure track must achieve tenure before the end of their clock or their appointment will cease at the end of their terminal year. The clock is determined by rank at the time of placement on the tenure track (9 years with a 10th terminal year for Assistant Professor; 4 years with a 5th terminal year for Associate Professor or Professor), is independent of previous years of service on the non-tenure track and is unaffected by subsequent promotions in rank during the clock. This standard applies to all SOM faculty members regardless of department type (clinical, basic science or allied health).



3. When deciding on tenure status for new faculty (Assistant Professor or above), it is recommended that they only be placed on the tenure track if they are likely to actually achieve tenure within the tenure track clock. With a formal Dean approval, a faculty member can be proposed for tenure from the non-tenure track. Therefore, it should not necessarily be viewed as a disadvantage to initially be placed on the non-tenure track.

A significant consideration to being on the non-tenure track versus the tenure track relates to the amount of notice required for a non-renewal.

- Non-tenure track faculty (USM II-1.00, I.C.12):
 - who have served for less than seven years are afforded a minimum of 90 days notice of non-renewal prior to end of term (end of term can be extended to accommodate minimum notice requirement).
 - who have served for seven years or longer are afforded a minimum of 6 months notice of non-renewal prior to end of term (end of term can be extended to accommodate minimum notice requirement).
 - Tenure track faculty (UMSOM APT Policy, Section V.E.1.):
 - in their first, probationary year on the clock are to be notified by March 1st if they are to not be renewed beyond the end June 30th (4 months notice).
 - in their second year on the clock are to be notified by December 31st if they are to not be renewed beyond June 30th (6 months notice).
 - in their third and remaining years on the clock must be given a full year's notice if they are not to be renewed (12 months notice)
4. Part-time faculty titles should no longer be prefixed with "Adjunct". We are choosing to use this prefix only for research and honorary volunteer faculty. To summarize, volunteer, part-time and secondary faculty appointments should be titled as follows:
- Volunteer (meaning no compensation):
 - Use "Adjunct" prefix for volunteer faculty who are involved with UMSOM research and/or non-clinical teaching, or who have an honorary affiliation with the School.
 - Use "Clinical" prefix for volunteer faculty who treat patients and use clinical skills to teach UMSOM students whether on-site or off-site.
 - Part-Time
 - Use *non-prefixed* title followed by the term "part-time" for part-time faculty who are involved with research and/or non-clinical teaching (e.g. "Assistant Professor, part-time").
 - Use "Clinical" prefix followed by the term "part-time" for part-time faculty who treat patients and use clinical skills to teach UMSOM students.
 - Secondary Faculty
 - Use primary title with same or lower rank (e.g. "Professor of Medicine and Physiology"; or "Professor, secondary, in the Department of Physiology").

cc: Program Directors
 Department Administrators
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