

DEPARTMENT OF HOSPITALITY & TOURISM MANAGEMENT
School of Business and Technology
University of Maryland Eastern Shore

Revised Draft 3/2/16

PROMOTION AND TENURE GUIDELINES

The Department of Hospitality and Tourism Management faculty recommend that the promotion and tenure issues be separated and judged independently. Within the framework of these considerations, the HTM faculty has agreed to the following criteria for appointment, promotion and tenure within the department.

MINIMUM QUALIFICATIONS FOR APPOINTMENT

Assistant Professor

1. Doctorate or recognized academic and/or professional credentials at the Masters level
2. Teaching experience in the departmental discipline (5yr)
3. Research and/or creative performance in some subdivision of the hospitality industry
4. Basic commitment to advancement of the professional industry
5. Basic commitment to public service

Associate Professor

1. Doctorate in area relevant to HTM Department & SBT
2. Advanced teaching experience in the departmental discipline (10yr)
3. Advanced research and/or creative performance in some subdivision of the hospitality industry
4. Advanced commitment to advancement of the professional industry
5. Advanced commitment to public service
6. Actual or potential for graduate instruction

Professor

1. Associate of Professorship
2. Extensive teaching experience in the discipline with high degree of proficiency (12yr+)
3. Extensive research and/or creative performance in some subdivision of the hospitality industry
4. Extensive commitment to the advancement of the professional industry
5. Extensive commitment to public service

CRITERIA FOR PROMOTION AND TENURE

The committee recommends that the 100% teaching assignments (12 cr. load) scale be used as the criteria for the departmental review. This scale states that instruction will be graded on 50 pts.; research, scholarship and professional status 30 pts; and service 20 pts.

I. Instruction – 50%

A. Teaching

Number of classes, preparations, disciplines and number of students per semester, tools and methods used, student evaluation, chair's evaluation, faculty input, peer review via classroom visitation, self-evaluation.

B. Advising

Number of students advised, advising responsibilities, special tools used, innovative, creative and unique aspects of advising and accessibility.

II. Research, Scholarship and Professional Status – 30%

A. Research

Basic scientific investigation, investigation of educationally-oriented problems, classroom experimentation, field testing, and applied scientific investigation.

B. Publication

Refereed and non-refereed journal articles, monographs, chapter-in-book, special reports, books, article review, book review, article citation, request for reprints, and member of editorial board, author of a monthly magazine article.

C. Professional Status

Membership, office holding and/or presentation of papers at the professional meetings, evidence of efforts to improve professional standing, awards and honors, and member of professional committee.

D. Consultation

Consulting assignments with the industries and government agencies for pay and consulting assignments from non-profit organizations without pay.

E. Performance

HTM and PGM belong to the broad career area of hospitality. It is recognized to include food, lodging, travel/tourism, entertainment, recreation and related supportive services. Career professionals are expected to shoulder leadership roles in the successful execution of events generated in accordance with the hospitality portfolio. These include the staging of sports tournaments, banquets, business & leisure travel, festivals, concerts, weddings, political and industrial conventions.

III. Service – 20%

A. Contribution to the University

Contributions to the University may be comprised of constructive committee service, chairmanships, service in elected faculty office, administrative service, contributions to extra-curricular activities of students, involvement and contributions to auxiliary enterprises, eg. Henson Center, the development of new academic programs or courses, (for credit and non-credit), and the organization of conferences or institutes.

B. Contribution to the Community

Contribution to the community shall consist of volunteer participation on community councils, panels, committees, lectures and workshops and commissions, participation in state or county councils, judging exhibitions or competitions; participating in televised shows and conducting workshops and/or demonstrations in public schools; serving as a resource person to community organizations; and coordination of conferences, seminars and workshops.