

# GUIDELINES FOR PROMOTION AND TENURE

In The

Department of Natural Sciences  
University of Maryland Eastern Shore

## I. Introduction

The guidelines are designed to assist individuals in the preparation of their case for promotion and tenure, in the Department of Natural Sciences at the University of Maryland Eastern Shore. These guidelines supplement the University of Maryland Eastern Shore Promotion and Tenure document and any other University system Policy on Appointment, Promotion and Tenure document. Final authority for the granting of promotion and tenure of faculty resides with the President, University of Maryland Eastern Shore.

## II. Departmental Promotion and Tenure Criteria

Promotion in rank and tenure shall be based on merit and cannot be considered automatic, or simply the result of loyal service to the University for a number of years. Moreover, successive reappointments or the completion of a specified period of service do not confer a right to appointment with tenure, except those described in the University Policy.

### A. Criteria

Criteria used in making evaluations shall be based upon the mission of the Department of Natural Sciences in consonant with the mission of the University of Maryland Eastern Shore. For most faculty members, criteria will include: (1) instruction and student advising, (2) research and scholarship, and (3) service-contributions to the University, and contributions to the community.

#### 1) Instruction and Student Advising

One of the primary missions of the University of Maryland Eastern Shore is "Teaching". Hence, emphasis on the quality and innovative in Teaching is an important criteria. Excellence in Teaching at the undergraduate and/or graduate levels is an important factor; involvement in the graduate programs on the campus, and maintenance of scholarship through continuing education.

#### 2) Research and Scholarship:

UMES has been designated as one of the "Research and Doctoral Universities" within the University of Maryland System. Consequently, another important factor in determining merit for appointment, retention, tenure and promotion shall be faculty member's contributions in the form of research, publications and other scholarly and creative activities. Publications in recognized journals and books will be the primary measure of achievement.

Patented inventions and discoveries will also be evidence of creative work.

Other measures of professional development are participation: in the activities of professional and learned society and presentation of papers at professional society meetings in one's area of research. Excellence in scholarly activity may manifest through the research of one's graduate and undergraduate students.

3. Service

a) Contributions to the University:

Contributions to the University may comprise committee service, the extracurricular activities of students, the development of new academic programs or courses, and the organization of conference or institutes.

b)

Contributions to the Community:

Contributions to the community shall consist of any donation of one's professional competence for the benefit of the community.

When being examined for the purpose of tenure or promotion, contributions of the university or the community will be evaluated in terms of their effect upon the advancement of department, institution or the community

III. Evaluation Process - Procedures for Promotion and Tenure

The elements important to the evaluation of the candidates are: Instruction, Research and Service. Their relative significance in the determination of the candidate's performance is given below:

<u>Activity</u>	<u>Weight Factor (%)</u>	
	Maximum	Minimum
Teaching	60	40
Research	50	30
Service (University and Community)	20	10

A. Initiation Procedures: In cases of mandatory tenure review, the department chairperson shall inform the faculty member, in writing by October 1 of the sixth year of appointment for an assistant professor, and by October 1 of the mandatory review year that he or she is to be considered for tenure and/or promotion.

1. A negative decision in a non-mandatory tenure review shall not preclude the faculty member's right to proceed toward a review for tenure in the mandatory review year.

B. Ad Hoc Departmental Promotion and Tenure Committee:

By October 15, the department chairperson shall inform the Dean of the School of the composition of the ad hoc departmental committee which will review each candidate. This ad hoc departmental committee shall consist of at least three members, all of whom are senior in rank to the individual being considered. Where there are not enough faculty of sufficient rank in a given department, faculty in a related field will be invited to serve on

the ad hoc committee. If there are not at least two department members of sufficient rank to serve on the committee, the committee shall seek advice during its consideration of the case from the tenured members of the department.

1. Each candidate will submit a list of five persons to serve on his or her ad hoc review committee; the department chairperson will select the committee members from among the persons suggested by the candidate. The committee will elect its own chairperson.
2. The faculty member under consideration is responsible for furnishing the ad hoc committee with such materials as are appropriate for due consideration of his or her case. The ad hoc committee is also charged to exercise all due diligence in obtaining documentation of the person's performance. All documentation gathered by the review committee shall be held in confidence.
3. The ad hoc departmental review committee shall forward its recommendation and all supporting materials--both those furnished by the applicant and those obtained by the committee--to the department chairperson by February 15. If the review committee's recommendation is negative; the candidate is so informed by the department chairperson and the review terminates. If the committee's recommendation is positive, the department chairperson shall attach his or her own recommendation to the review committee's recommendation and forward both, along with all supporting materials, to the Dean of the School by March 1. The Dean shall review the departmental recommendations and attach his or her recommendation, and forward all materials to the Vice President for Academic Affairs by March 15. The candidate's complete file will be transmitted by the Vice President for Academic Affairs to the UMES Faculty Promotion and Tenure Review Committee .

D.

Notification:

A negative recommendation regarding a candidate for promotion and/or tenure from the ad hoc departmental review committee shall be conveyed to the candidate, in writing, by the department chairperson. If, following a positive recommendation by the ad hoc departmental review committee, subsequent review at any level yields a negative recommendation, then the responsible official at that level (the department chairperson, the dean, the chairperson of the UMES Faculty Promotion and Tenure Review Committee, or the Vice President for Academic Affairs) shall notify the candidate of that fact in writing within five days of forwarding the recommendation to the next level of review. The notification to the candidate shall (a) identify the level that produced the negative recommendation, and (b) provide a summary of the reasons for the negative recommendation. The candidate shall be entitled to respond in writing to any negative recommendation, and the candidate's written response, if timely submitted, shall be included in the candidate's file for consideration at each subsequent level of review.

#### IV. Applicability

Except as provided in Section III of the University Policy on Appointment, Rank and Tenure of Faculty, the provisions in this policy document shall apply to all individuals who are employed as faculty members at the University of Maryland Eastern Shore as of July 1, 1989 and individuals whose faculty appointment become effective on or after July 1, 1989.

The Department of Natural Sciences is responsible for developing and adopting criteria for appraising the qualities and performance of its faculty.

#### PART II – APPLICATION MATERIAL

Part II is designed to help the candidate in preparing the application for promotion and tenure. The material may be presented in the same order as suggested below. This is to maintain uniformity among P & T documents prepared by different faculty members.

##### Preparation of Application

The candidate preparing the application for promotion and tenure may keep in mind that the onus lies on him/her to convince the committees at various levels that he/she has demonstrated excellence in the three areas and deserves promotion and tenure. The way you present your case could tip the balance in your favor, particularly in borderline cases. You should assume that the committee knows very little about you and it is your job to tell them how good or great you are. The followings are a few suggestions:

##### **General:**

- Highlight your accomplishments in a concise but clear manner in your cover letter.
- Organize your material in a 3 -ring binder with side pockets; include all supporting documents arranged in separate sections; and make references in your cover letter as to where to find the document(s) to support your statements.
- Include an updated resume.

##### **Teaching:**

- List courses taught and attach students' evaluation of your teaching over the past few years (say 3 to 5 years). (Attach copies only and save the originals for later use).
- List awards, honors, citations, memberships in scholarly societies.
- List conferences/short courses attended for professional growth.
- Include significant things you did to improve teaching. Such things may include preparation of a laboratory manual, visual aids, or other instructional materials.
- Others

### Research:

- List published papers, books, monographs, etc. Provide copies of each publication after appointment or last promotion at UMES.
- Cite works in press or in review, and attach pre-prints
- List papers presented at National/International conferences; give title of the paper, name of the conference, date, name, and place.
- List seminars given on/off campus with title, date and place.
- List awards or recognition received as a result of your research activity.
- List your involvement with the graduate program; M.S. / Ph.D. students advised and /or graduated.
- List awards of research grants, include agency, am duration, etc.
- List inventions, patents, professional consultations.
- Ask other professional colleagues (in your area of research to write letters of reference commenting on the quality your research publications.
- Others

### Service:

- List committees served as chairman or member and mention significant contributions made by such committees.
- List offices held in professional societies, with posit held and dates.
- List conferences organized with pertinent details.
- Students helped getting jobs.
- Public speeches /seminars given with pertinent information.
- List community service, presentations made to community groups.
- List honors/awards given by the community.
- Others