

## **Part One**

### **Promotion and Tenure: Sociology**

#### **Standards**

Current Promotion and Tenure guidelines/standards for Sociology should be based on the following formula: Teaching and Advising – 70; Research and Scholarship – 15 ; and Service – 15. Currently, Sociology faculty’s Annual Performance Evaluation is based on these standards. Although these standards were established due to the Advising required with limited staff, the changes in advising assignments (advisees are now assigned to all faculty), require returning back to our previous standards. The previous standards were: Teaching and Advising – 60; Research and Scholarship – 20; and Service – 20. In order to allow a just evaluation of current candidate, we should abide by the Current Standards. New Standards will begin starting with the 2016 -2017 academic year. A minimum overall score of seventy (70) points will be the basis for recommending tenure and/or promotion.

**Instruction/Teaching/Advising: 70 (70-15-15 will become 60-20-20 effective Academic year 2016-2017)**

#### **Guidelines:**

Evidence of Syllabus development and improvement over time

Teaching twelve (12) hours per semester, unless appropriately reduced.

Teaching graduate level courses

Overall outstanding evaluations based upon Chair’s assessment.

Student evaluations

Encouraging writing

Encouraging oral communication

Facilitating critical analysis and reasoning

Creating new courses

Developing, conducting a study abroad program

Program advising

Mentoring of students

**Research and Scholarship: 15 Points (Will become 20 Points effective Academic year 2016-2017)**

To merit appointment to associate professor and to be eligible for tenure, the current faculty member should present 47 points, gained by the following scale. To be eligible for full professor, the faculty member should present 94 points, half of which have been earned since appointment to associate professor.

**Guidelines:**

<b>Points</b>	<b>Activity</b>
1-2	conference paper presented at professional conference, local or state
2	conference paper presented at national or regional conference such as the American Sociological Association
2	conference paper presented at international conference
1	book review in scholarly journal
2	article in non-peer-reviewed journal
10	Dual or more authors of article in peer-reviewed journal
15	Solo-authored article in a peer-reviewed journal
7	Chapter in edited volume published by a scholarly press
14	editor of book-length collection of scholarly essays published by a scholarly press
10-15	author of book not published by scholarly press
10-25	Monograph based largely on primary sources published by non-scholarly university press or equivalent press
47	Monograph based largely on primary sources published by university press or equivalent
1-10	principal investigator of grant

**Service: 15 (Will become 20 effective Academic year 2016-2017)**

To merit appointment to associate professor and to be eligible for tenure, the current faculty member should present 15 points, gained by the following scale. Future faculty members should present 20 points, gained by the following scale. To merit appointment to full professor, the faculty member should present 40 points, half of which have been earned since appointment to associate professor.

**Guidelines:**

<b>Points</b>	<b>Activity</b>
1-10	sponsoring a student club on campus
1 -3	speech on research interest at local or state service club
1	guest lecture on campus
1-3	presentation on another USM campus
1-2	member of department committee
3	chairing departmental committee
1-3	member of school-wide committee
3-5	chairing school-wide committee
2-4	member of university-wide committee
3-7	chairing university-wide committee
1-2	member of department or school search committee
3-7	chair of department or school search committee
3-7	member of university search committee
5-10	chair of university search committee
1-10	chairing a committee or task force not listed above
1-5	service to field: leadership in local, state, or national organization
1-10	service to community: participating in youth mentoring activities, participating in community forum
5-20	leading a self-designed study aboard course

**PART TWO**

**Department of Social Sciences  
Promotion and Tenure Guidelines**

***Organizational Leadership Ph.D. Program Criteria for Appointment, Promotion and Tenure***

**Drafted March 2013**

**Approved by Department of Social Sciences Promotion and Tenure Committee \_\_\_\_\_**

**Approved by Department of Social Sciences \_\_\_\_\_**

**Approved by Chair of Department of Social Sciences \_\_\_\_\_**

**Approved by University \_\_\_\_\_**

The Department of Social Sciences shall be responsible for developing and adopting criteria for appraising the qualities and performance of faculty members, including departmental chairpersons, using as guidelines the preceding statement of minimal qualifications and the UMES Policy and Procedures on Promotion and Tenure of Faculty approved by Chancellor William Kirwan on March 25, 2012. In the instance of an initial appointment, all reasonable effort should be made in the search to identify and hire the best person available. Personal interviews shall be held with departmental faculty and other personnel, and letters of recommendation, publications, and other manifestations of performance shall be received and evaluated before a potential appointee is recommended for appointment.

Promotion in rank 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 completion of a specified period of service do not confer a right to appointment with tenure, except as specifically set forth in the agreement.

Criteria used in making evaluations shall be based upon the mission of the University of Maryland Eastern Shore. For most faculty members, criteria will include: **(1) instruction and student evaluation; (2) research and scholarship; (3) contributions to the University and the community.**

Faculty whose primary teaching responsibilities lie in the Organizational Leadership Ph.D. program have slightly different requirements and relative weighting of each category compared to other faculty in the Department of Social Sciences. This is based on a reduced

instructional load and increased research and scholarship expectations more consistent with appointment in a doctoral-level program.

**Instruction and Student Advising:** The responsibility for the evaluation of the teaching performance and advising of students rests on the primary academic unit and each unit is required to develop appropriate measures. These measures shall include systematic evaluation from students. Other forms of evidence include: Awards, honors and citations related to teaching; attendance and participation in conferences and/or short courses related to professional growth; the development of significant contributions and innovations related to teaching; the preparation of new courses and/or curriculum; and/or letters from previous or current students. At the doctoral level, instruction and advising also includes work on dissertation committees, particularly when serving as dissertation chair.

**Research and Scholarship:** An important factor in determining merit for appointment, retention, promotion, and tenure shall be the faculty member's contribution in the form of research, publications, and other professional activities. The general test applied is the extent to which the faculty member is engaged effectively in scholarly and creative activity, most notably through publication in peer-reviewed journals and/or books. External review by leaders in the field outside the University shall be considered important evidence of the value of the faculty member's research and scholarship.

The minimum expectation for promotion from Assistant Professor to Associate Professor and to be eligible for tenure is that the faculty member should present a **minimum of 50 points**. The minimum expectation for promotion to Professor is that the faculty member should present a **minimum of 100 points, at least half of which must be earned after promotion to Associate Professor**. For faculty hired in at the Associate Professor level, at least 50 points must be earned at UMES to be promoted to Professor.

Points are based upon the following scale:

<b>Points</b>	<b>Activity</b>
<b>1</b>	Conference paper presented at professional conference (local, state or regional)
<b>1</b>	Book review in scholarly journal
<b>2</b>	Conference paper presented at professional conference (national)
<b>3</b>	Receipt of extramural grant(s) totaling \$0-100,000
<b>3</b>	Author of article in non-peer reviewed journal
<b>5</b>	Chapter in edited volume published by scholarly press
<b>10</b>	Editor of book-length collection of essays published by scholarly press
<b>10</b>	Receipt of extramural grant(s) totaling \$100,000 or more
<b>10</b>	Dual or more authors of article in peer-reviewed journal
<b>15</b>	Solo-authored article in peer-reviewed journal

- 15** Author of monograph published by non-scholarly university press or equivalent
- 30** Author of monograph published by university press or equivalent

**Notes:**

**At least 40 points** presented for promotion to Associate Professor and tenure must come from authorship of articles in peer-reviewed journals. **At least 80 points** presented for promotion to Professor must come from authorship of articles in peer-reviewed journals. Those who were hired at the Associate Professor level must present at least 40 points for promotion to Professor from authorship of articles in peer-reviewed journals.

The maximum number of points that can be applied from book reviews is **three**.

The maximum number of points that can be applied from conference paper presentations at any level is **eight**.

The maximum number of points that can be applied from authorship of articles in non-peer reviewed journals is **nine**.

The maximum number of points that can be applied from publication of chapters in edited volumes is **ten**.

The maximum number of points that can be applied from editing a book-length collection of essays published by a scholarly press is **ten**.

***Contributions to the University and the Community:*** Contributions to the University may comprise: offices held in professional societies; organization of conferences; constructive committee service (as chairperson or as a member); elected faculty office; administrative service; contributions to the extracurricular activities of students; the development of new academic programs or courses. These activities may occur at any level from the program to the university system, and inclusive of all levels in between. 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 to the University or the community should be evaluated in terms of their effect upon the advancement of the department, the institution, or the community.

It is not the purpose of the departmental committees to evaluate recommendations for promotion, retention, and tenure of the basis of the needs and priorities of UME or the University of Maryland. Such questions of Institutional priorities (involving budgetary projections, past and present enrollment patterns, the development or decline of new or old programs) are relevant on all other levels of review including the department's

chairperson. Departmental committees must limit themselves to recommendations concerning a faculty member's qualification and performance.

**Organizational Leadership Faculty Weighting of Promotion, Tenure and Merit Requirements:**

Instruction and Student Advising (Instructional load = 4 courses per year)	= 60%
Research and Scholarship	= 25%
Contributions to the University and the Community	= 15%

**Organizational Leadership Administrative Faculty (i.e. Program Coordinator) Weighting of Promotion, Tenure and Merit Requirements:**

Instruction and Student Advising (Instructional load = 2 courses per year)	= 25%
Research and Scholarship	= 25%
Contributions to the University and the Community	= 50%

***\*Note – any future administrative positions that may be created beyond the Program Coordinator will have a weighting of criteria based upon adjustments to the balance between the instructional load and the administrative responsibilities, and should be codified as an amendment to this document as soon as possible upon the creation of the position. The same considerations should be made should any adjustments in the balance (especially teaching load) for the Program Coordinator and/or faculty members occur in the future.***

**Part 3**

**History Section Promotion and Tenure guidelines**

Faculty will be evaluated on Teaching, Scholarship, and service with the corresponding formula of 70-15-15 but starting with the 2016-2017 academic year, the formula will be 60-20-20.

Scholarship.

To merit appointment to associate professor and to be eligible for tenure, the faculty member should present 47 points, gained by the following scale. To be eligible for full professor, the faculty member should present 94 points, half of which have been earned since appointment to associate professor.

Points Activity

- 1-2 Conference paper presented at professional conference, local or state
- 2 Conference presented at national conference such as the American Historical Association

- 2 Conference presented at an international conference.
- 1 book review in scholarly journal
- 2 article in non-peer-reviewed journal
- 7 Chapter in edited volume published by scholarly press
- 14 editor of book-length collection of scholarly essays published by a scholarly press
- 7 article in a peer-reviewed journal
- 10-15 author of book not published by a scholarly press
- 10-25 Monograph based largely on primary sources published by non-scholarly university press or equivalent press
- 47 Monograph based largely on primary sources published by university press or equivalent
- 1-10 Principal investigator of grant

#### Service

To merit appointment to associate professor and to be eligible for tenure, the faculty member should present 20 points, gained by the following scale. To be eligible for full professor, the faculty member should present 40 points, half of which have been earned since appointment to associate professor. Points are for a single academic year of service

- 1-10 sponsoring a student club on campus
- 1-3 speech on research interests at local or state service club
- 1 guest lecture on campus
- 1-5 Service to academic field
- 1-3 presentation on another USM campus
- 1-2 member of department committee
- 3 chairing department committee
- 1-3 member of school-wide committee
- 3-5 chairing school-wide committee
- 2-4 member of university-wide committee



- 3-7 chairing university-wide committee
- 1-2 member of department or school search committee
- 3-7 chair of department or school search committee
- 3-7 member of university search committee
- 5-10 chair of university search committee
- 0-10 chairing a committee or task force not listed above
- 5-20 leading a self-designed study abroad course
- 1-10 Service to community: participating in youth group activities, participating in in community forum

The faculty member and the chair will together determine how many points are awarded in those instances where the number varies and on any dispute regarding the description of the item presented, with appeal to the dean for final determination if need be.

#### Teaching:

In determining teaching effectiveness the faculty member can present to the committee the following:

- Student evaluations obtained by the university's electronic surveying

- Student evaluations obtained directly in class, conducted by a third party and certified by that third party that the process of the gathering of the data.

The candidate for promotion or tenure will present a summary of these findings plus any other documents that demonstrate teaching effectiveness. Among the items/topics that could be included in the narrative of teaching effectiveness are:

- Peer Evaluation of teaching in the classroom

- Evidence of syllabus development and improvement over time

- Carrying the assigned course load

- Teaching both upper and lower level courses

- Engaging in alternative course teaching

Conducting a study abroad program or providing international opportunities

Engaging in on-line or hybrid courses that removes the total in-class instruction focus

Engaging in Course development and refinement

Engaging in creating new course opportunities

Using technology effectively

Engaging in effective advising strategies

Availability to students in and out of the office

Facilitating critical thinking

Encouraging writing

Creating an environment that promotes critical thinking, writing, and reading

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The Promotion and Tenure Committee of the department will determine, based on the materials presented whether the faculty member's teaching is satisfactory or unsatisfactory.

Other issues: The university should provide funding to pay an outside evaluator to read and comment in writing about the suitability for promotion and/or tenure.