

PROMOTION AND TENURE GUIDELINES
DEPARTMENT OF REHABILITATION SERVICES
SCHOOL OF AGRICULTURAL AND NATURAL SCIENCES
UNIVERSITY OF MARYLAND EASTERN SHORE

RECOMMENDED CRITERIA FOR PROMOTION AND TENURE FOR THE
DEPARTMENT OF REHABILITATION SERVICES

The information which follows is intended to serve as a guideline for faculty entering the process of promotion and tenure.

To be considered for promotion and tenure in the Department of Rehabilitation Services, a faculty member must submit evidence of significant accomplishment in three areas: teaching, research and service. A faculty member appointed to tenure-track position in the Department of Rehabilitation Services shall be reviewed for promotion and tenure for a prescribed period which shall be measured from the beginning of the faculty member's appointment (or last promotion) to the time of application for promotion and/or tenure. These guidelines are intended to be used in conjunction with the University of Maryland Eastern Shore's (UMES) polity and guidelines. These guidelines do not replace the university polity and should not be in conflict with UMES approved guidelines.

A. TEACHING STUDENT ADVISING:

To fulfill the requirements specified under this section, the faculty member will be required to demonstrate evidence of significant involvement in instruction and student advising. The faculty member should provide copies of student evaluations for courses taught in the department if available. Also, the annual evaluation by the Department Chairperson will be considered as evidence of effective teaching and advising. Other significant evidence that may be considered may include (but is not limited to) the following:

- Letters of support from peers, alumni and colleagues in the field;
- Authorship or participation in the development of training materials/manuals, workbooks, or technology utilized in the classroom;
- Infusion of and/or utilization of innovative technology such as web based learning or electronic media in the classroom;
- Graduate student advisement;
- Undergraduate student advisement;
- Faculty development related to enhancement of teaching;
- Teaching awards;
- Curriculum and/or new course development;
- Evidence of innovative instruction and effectiveness in teaching;
- Development of web modules/courses;
- Creative student learning experiences such as: active student involvement (as a part of an assignment or activity associated with a course being taught) in a local, state, regional, or national workshops, conferences, or meetings related to rehabilitation, field trips and exhibits.

B. RESEARCH AND SCHOLARSHIP:

To successfully meet the requirements for research and scholarship, the faculty member should have refereed publications in nationally and/or internationally recognized professional journals. Examples of other scholarly activities for which credit will be given could include (but are not limited to) the following:

Other Research and Scholarly Activities:

- Outstanding and/or significant research discovery;
- Authorship of a book;
- Serving as the Editor of a book;
- Authorship of a chapter in a book;
- Authorship of materials published in a refereed journal/publication;
- Authorship of non-refereed scientific articles;
- Presentation of papers at professional meetings;
- Letters of recommendation to appraise research accomplishments;
- Receipt of Research awards;
- Participation in the completion of competitive grants (submitted and/or funded);
- Membership on peer review panels/committees;
- Serving as Editor/Coeditor/Assistant Editor of a professional journal;
- Book reviews;
- Service Learning grants;
- Faculty Development grants;
- Editorial consultant on professional journals.

Other Creative Activities:

- Presentation of papers at state, regional, national and international conferences;
- Receipt of awarded related to research and scholarship;
- Presentations at professional conferences or workshops;
- Recognition for outstanding research performances.

C. UNIVERSITY AND COMMUNITY SERVICE

When being examined for the purpose of tenure or promotion, contributions to the university or to the community will be evaluated in terms of their effect upon the advancement of the department, the institution, or the community. Contributions to the community shall consist of donation of one's professional service for the benefit of the community and profession. Examples of service could include (but are not limited to) the following:

University Service:

- Active membership on committees;
- Officer holders on committees;
- Contribution to extra-curricular activities;
- Organizer of conferences or workshops;
- Advisor to student clubs or organizations.
- Service awards and recognition;
- Serving as Editor/Coeditor/Assistant Editor of a professional newsletter;
- Attending workshops, seminars, conferences and symposiums.

Community Service:

- Lecturers to community groups;
- Keynote speaker;
- Radio and television presentations;
- Articles in popular press and newspapers;
- Professional membership in community, regional or state-wide committees;
- Office holder in national, state, or regional professional societies;
- Judging in shows and exhibitions.
- Member of task force committees.
- Receipt of service related awards.
- Service awards and recognition

INTERNATIONAL EXPERIENCE:

By policy, UMES considers faculty and staff participation in overseas projects as an integral part of their professional career development. The time spent on an alternate work assignment overseas is regarded as time spent in residence on teaching, research, extension and/or administrative duties, and a faculty member is eligible for credit applied toward promotion and tenure as if he/she remained on campus during the same period. (Reference is made to the UMES International Programs Guidelines, Section 6.0, and page 3). Examples of international experience can include (but are not limited to) the following:

- Annual performance evaluation, including quality of performance in executing any unique requirements identified in the position described and related to the project mission;
- Conducting international training programs, workshops, or teaching a course;
- Research related to specific projects and resulting in publications of the type appropriate to the assignment;
- Extension in the form of field accomplishments, meeting organized and conducted for the benefit of the recipient people, innovations in carrying out program activities and duties;
- Development of linkages between UMES and international communities;
- Public service delivery;
- Administrative performance as required by the nature of the project.

Evidence of international experience should be placed in the appropriate sections. (**A: Teaching and Student Advising, B: Research and Scholarship, or C: University and Community Service**).

RECOMMENDED EVALUATION SCALE:

To remain in compliance with the university guidelines, it is recommended that the evaluation of faculty for promotion and tenure criteria (teaching, research and service) assign point values which fall within the range identified below. For all ranks, the candidate has to score a minimum of **70 points** to be considered for promotion and/or tenure. However points assigned are based on the rank for which promotion and/or tenure is sought. **Higher ranks have higher expectations and requirements than lower ranks.** The qualifications for each rank are outlined in the P and T Policy (Faculty Handbook).

Teaching: 50 - 75 points
Research: 25 - 50 points
Service: 10 - 25 points

It is recommended that Promotion and Tenure evaluations of faculty members who have a full time teaching assignment give greater weight (assign a higher point value) to the teaching assignment based on the faculty's original duties which correspond with the specified categories of teaching, research and service. Conversely for those faculty members who have an assignment that is primarily (or heavily obligated) toward research, greater weight should be assigned to the research section of their evaluation. For faculty members who have administrative assignments, greater weight should be given to the service section.