

Promotion and Tenure Guidelines

Department of English and Modern Languages
University of Maryland Eastern Shore

The quality of programs offered in the Department of English and Modern Languages at the University of Maryland Eastern Shore is sustained through the dedicated and creative work of the faculty. Objective, systemic, and thorough appraisal of each candidate for promotion in academic rank and for the granting of indefinite tenure is, therefore, important. The purpose of this document is to provide common criteria for tenure and promotion for the department's faculty.

Promotions in rank and the granting of tenure are based on merit. They are not automatic and routine. Promotions are awarded to recognize the level of faculty members' contributions to the mission of the Department in teaching, advising, and other student-related assignments; in research, scholarship and creative activity; and in departmental, school, university, community, and professional service.

The promotion and tenure criteria are intended to be set forth in a manner that is sufficiently clear to provide guidance to those whose performance will be evaluated and to those who will be charged with the responsibility of assessing departmental faculty members' performance in the promotion and tenure process.

The quantification of the criteria for promotion and tenure allocates points for each of the three areas. These points are weighted in the following manner:

- a. Instruction and Student Advising: 50%
- b. Research and Scholarship: 35%
- c. Service to the Department, School, University, and community: 15%

To be recommended by the department for promotion and/or tenure, the candidate should achieve a minimum percentage as indicated below:

Assistant Professor – Tenure only:	70%
Promotion to Associate Professor with tenure:	75%
Associate Professor – Tenure only:	75%
Promotion to Professor with tenure:	80%
Full Professor – Tenure only:	80%
Post-Tenure Review (satisfactory):	70%
Post-Tenure Review (exemplary):	80%

The Department Review Committee will submit a written evaluation based on these quantitative scores. This evaluation will be presented to the department chair by the date indicated on the University calendar.

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Instruction and Student Advising (50 points)

Teaching, advising, and other student-related assignments should be demonstrated through a variety of activities. Documentation must be shown for each activity. Only those activities completed at UMES since the candidate's last promotion will be considered.

NOTE: Each instance of a quantifiable activity receives separate points.

Instructional Materials, Design, and Performance

- 5 Effective instructional materials
- 5 Effective instructional design
- 5 Effective teaching methods
- 5 Effective use of instructional and class management software
- 5 Effective use of learning outcomes assessment

Curriculum / Course Design and Implementation

- 5 Development of a new course
- 5 Development of an online or hybrid version of an existing course
- 5 Development of significantly new materials for an existing version of a course
- 5 Inclusion of new or revised instructional duties
- 5 Development of a service-learning activity
- 5 Development of a new program

Student Advising

- 5 Program advisement to include catalog updates, retention and graduation initiatives
- 5 Personal / academic/ post-graduate advisement
- 5 Advisement regarding internship opportunities
- 5 Advisement regarding extracurricular research and scholarly activities
- 5 Writing reference letters for employment, career, and postgraduate opportunities

Student Evaluations (average for all semesters during the evaluation period)

Points	Mean
10	3.75-4.00
9	3.50-3.74
8	3.00-3.49
7	2.50-2.99
6	2.00-2.49

Research and Scholarship (35 points)

Scholarship should be demonstrated through a variety of research, scholarly, and creative activities. Documentation must be shown for each activity. Only those activities completed at UMES since the candidate's last promotion will be considered. Self-published works and works published by "vanity presses" will not be considered.

NOTE: Each instance of a quantifiable activity receives separate points.

The research and scholarly activities include the following:

- 20 Author of a book by a refereed press
- 20 Author of a creative work either published or performed
- 15 Editor/Co-editor of a book or a journal
- 15 Translation of a book
- 5 Associate, book review, contributing or copy editor of a book or a journal
- 7 Author of a refereed journal article in print or online
- 2 Author of a non-refereed journal article in print or online
- 7 Author of a refereed book chapter
- 5 Recipient of a fellowship awarded for scholarly accomplishment
- 5 Author of an externally funded research grant
- 3 Author of a book review in a refereed journal in print or online
- 3 Member of an editorial board in discipline
- 2 Author of a multi-media (non-print) product, such as websites, videos
- 2-4 Presenter of paper at professional meeting: 4 for international/national; 3 for regional; 2 for local
- 2 Session chair or moderator at a professional meeting
- 2 Panelist on session or roundtable at a professional meeting
- 1-2 Attendance at a professional meeting: 2 for international/national; 1 for regional/local
- 3 Author of an internally funded research grant
- 5 Author of program or accreditation materials or rejoinder
- 5 Author of a national certification or placement exam
- 5 Chair of a dissertation committee
- 2 Member of a dissertation committee
- 2 Author of a submitted but not funded internal or external grant proposal

Service (15 points)

Service to the department, school and university should be shown through a variety of methods. Documentation should be shown for each aspect, illustrating the contribution by said faculty member in the respective category s/he is claiming in the dossier. No more than 5 points for each should be granted for service to the community; service should be demonstrated primarily to the University.

NOTE: Each instance of a quantifiable activity receives separate points, and service for each year receives separate points.

The service methods include the following:

- 10 Officer in a national/international board or organization
- 5 Coordinating cross-curricular/interdisciplinary learning
- 4-6 Chairing a committee (department 4 , school 5, and/or University 6)
- 3-4 Member of a regional (3) or national board (4) in discipline
- 3 Mentoring colleagues
- 3 Advising student organization
- 3-5 Arranging and facilitating conference (5) and/or workshop (3) for the University
- 3 Arranging and facilitating intradepartmental professional development workshop
- 3 Contributing professional service to an organization within the school or community
- 2 Participating in retention and/or recruitment university initiative
- 2 Serving on a committee (department, school, and/or University)
- 2 Representing University in cooperative agreements
- 4 Consulting for accreditation
- 2 Scoring of national certification or placement exams
- 2-4 Coordinating a course (2) or program (4)
- 2 Service in community

Approved by the tenured and tenure-track DEML faculty: signature/date

Dr. Carole Champagne, Associate Professor Carole Champagne 5.2.2017

Dr. Dean Cooledge, Associate Professor/Interim Chair Dean Cooledge 5/2/2017

Dr. Cynthia Cravens, Assistant Professor Cynthia Cravens 5/2/17

Dr. Amy Hagenrater-Gooding, Associate Professor Amy Hagenrater-Gooding 5/2/17

Dr. David Johnson, Assistant Professor On Medical leave

Dr. Barbara Seabrook, Associate Professor Barbara Seabrook 5/2/17

Dr. Terry Smith, Associate Professor Terry Smith 5/2/17

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