

GUIDELINES AND PROCEDURES FOR POST TENURE REVIEW DEPARTMENT OF CRIMINAL JUSTICE

I. Introduction

The following guidelines are designed to assist faculty members—and other relevant individuals—in preparing their cases for Post-Tenure Review in the Department of Criminal Justice at the University of Maryland Eastern Shore. These departmental guidelines are intended to supplement those of the larger university, as well as the University System of Maryland Policy on Post-Tenure document. In so doing, the Department of Criminal Justice remains steadfast in its commitment to collegiately and is dedicated to ensuring an environment of cooperation, fairness, shared responsibility, and teamwork, while, simultaneously, maintaining high standards of character and respect. In keeping with the ideals and principles of scholarship and fellowship, the department promotes a workplace characterized by objectivity, justice and equality, and encourages a fertile exchange of individual ideas with the prospect of a common, collaborative, scholarly philosophy.

II. Departmental Post-Tenure Review Criteria

The Post-Tenure Review (PTR) will measure the applicant's merit as defined by various criteria elaborated in subsequent sections—particularly in an appropriate combination of teaching, research, and services. Post-Tenure evaluation is limited to full-time tenured faculty members holding regular faculty appointments in the Department of Criminal Justice.

Criteria used in making evaluation shall be based upon the mission of the Department of Criminal Justice 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 to the University, the department, the community, and the discipline.

1) Instruction and Student Advising

Teaching and advising are primary objectives of the University of Maryland Eastern Shore. Therefore great emphasis is placed on both quality and innovative teaching and advising in the Department of Criminal Justice, both at the undergraduate and graduate levels. Several measures are employed to assess the quality of and innovation in instruction and advising; they include development of instructional materials and of courses and curricula, academic advising of students, recognition and awards for teaching excellence, effective advising, etc.

2) Research and Scholarship

Within the University System of Maryland, the University of Maryland Eastern Shore has been designated as one of the “Research and Doctoral Universities.” Consequently, an important determinant of merit for tenure and promotion is a faculty member’s contribution to an academic discipline in the form of research, publications, presentations, and other scholarly and creative activities. Publications of books and articles in recognized academic journals are the primary measure of achievement. Excellence in scholarly activity may also be assessed through the research of one’s graduate and undergraduate students.

3) Service to University, Department, Discipline, and Community

Service or contribution to the University and Department may comprise committee service (at both the university and departmental levels), service in elected faculty office, administrative service, contributions to the extracurricular activities of students, the development of new academic programs or courses, and the organization of conferences or institutes.

Service or contribution to the Community shall consist of any donation of one’s professional competence and/or time that is for the benefit of the community.

Service to the Discipline would include manuscript or article reviews for publication, serving on an editorial board, elected office in a professional organization, advising a student group in a nationally recognized organization, or serving on an academic editorial board.

In cases of mandatory post-tenure review, the department chairperson will inform the tenured faculty member, in writing, of the mandatory review year for a tenured professor, that he or she is will be evaluated in the relevant criteria considered in post-tenure review.

III. Review Process and Timelines

ACADEMIC YEAR PRIOR TO SCHEDULED POST-TENURE REVIEW

Dates	Evaluation Procedures
Last Friday in February of the prior academic year	The Provost shall notify the Dean of faculty members who are scheduled for Post-Tenure Review in accordance with the five-year cycle.
By March 15 th	The Dean shall notify the Department Chairperson of faculty in the department who are scheduled for review.
April 1 st	Department Chairperson shall notify the faculty member in writing that a performance review will be completed. The notification letter should include a copy of the Department’s PTR Document.

ACADEMIC YEAR OF SCHEDULED POST-TENURE REVIEW

Dates	Evaluation Procedures
First Department Meeting In the Fall	Department Chairperson shall distribute the department Post-Tenure Review Document to all tenured and tenure-track faculty.
September 30 th	The dean will call a meeting of the tenured faculty, who will select three tenured faculty to serve on the School Performance Review Committee (SPRC). The Department Chairperson shall select two members from the three tenured faculty named by the faculty member being reviewed to serve on the SPRC..
Last Friday in October	The faculty member being reviewed shall submit his/her Dossier in accordance with the department standards to the Department Chairperson.
Last Friday in November	The Department Chairperson or academic unit head will forward the Dossier to the Dean. The Dean will forward the Dossier to the SPRC and charge the SPRC to begin the review.
January 15 th	The SPRC will submit its report to the Chairperson or academic unit head and the faculty member being reviewed.
Within 7 days of receiving the SPRC Report	The faculty being reviewed may respond in writing to the SPRC Report with copies to the SPRC and the Department Chairperson.
February 1 st	<p>1. The Department Chairperson shall write a letter to the faculty member, indicating his/her response to the SPRC findings.</p> <p>2. The Chairperson will forward a copy of the SPRC Report to the Dean, along with the Chairperson's response, a copy of the PTR Document, and any response from the faculty member. The faculty member's Dossier will be forwarded to the Dean is applicable.</p>
March 1 st	The Dean shall write a letter to the faculty member and the Department Chairperson, indicating his/her response to the SPRC findings.
Within 7 days of receiving the Dean's response	The faculty member being reviewed may respond to the SPRC Report, the Chairperson's response, and the Dean's letter in writing to the Dean.
April 1 st	<p>The Dean will notify the faculty member by letter of the Post-Tenure Review decision.</p> <p>The Dean should send a copy of the Performance Review Report to the Office of the Provost and Vice President of Academic Affairs as well as to the Office of Human Resources for inclusion in the faculty member's file.</p>

IV. Evaluation Procedure

The Department Of Criminal Justice candidates for post-tenure review will be evaluated in the areas of (1) instruction and student advising, (2) research and scholarship, and (3) service to the University, Discipline, and Community. A maximum of one hundred

(100) points will be used to evaluate candidates as follows:

Instruction and Student Advising	60 points
Research and Scholarship	20 points
Service to the University, Discipline, and Community	20 points

The following are minimum requirements for post-tenure consideration:

A. Instruction & Advising

Twelve (12) hours per semester unless otherwise reduced by competent authority.

Overall outstanding evaluation based upon Chair's classroom visitations

Overall minimum of 3.0 rating based upon student evaluations

Evidence of the use of technology in classroom instruction

Candidates should have an undergraduate student advising caseload which is comparable to that of his or her peers.

The following criteria shall be used to review and classify faculty performance in this area as follows:

i. Exemplary	greater than 60 points
ii. Satisfactory	between 42-60 points
iii. Does not meet Department Standards	less than 42 points

<u>Criteria</u>	<u>Points</u>
Comprehensive course syllabus	10
Use of Technology for instruction	7
Library- & Internet-based assignments	7
Course Assessments	7
Peer Review (three class observations by faculty)	7
Involvement with students in and outside the classroom	10
Field Trips	5
Program Advisement	10
Professional/personal Development Advisement	3
Career Advisement	3
Administrative Advisement (including degree audits, transfer credit evaluations, and course substitutions)	6
Course Development & Curriculum Review	10
Participation in instructional development workshops	10

B. Research and Scholarship

Articles, Books, Book Reviews, and Book Chapter, Encyclopedia Entries : A minimum of two (2) publications, with at least one (1) being a refereed article or book and one (1) being a combination of non-refereed and book review articles. A published book will count the same as a refereed journal article.

Grants: A minimum of two (2) grant proposals submitted to funding agencies. Requested funds should be at least \$5,000 for each proposal.

Presentations: Presentations at a minimum of two (2) professional conferences. (This requirement will be waived in the event that funding precluded conference attendance).

The following criteria shall be used to review and classify faculty performance in this area as follows:

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| i. Exemplary | greater than 20 points |
| ii. Satisfactory | between 14-20 points |
| iii. Does not meet Department Standards | less than 14 points |

<u>Criteria</u>	<u>Points</u>
Peer reviewed journal publications	10
Non-peer reviewed publications	5
Presentations at national or international scholarly meetings	5
Funded proposals > or = \$1,000	4
Submitted proposal > or = \$5,000	4
Author of a book, patents, and/or copyrights	10
Chapter in a book/book review	3
Invited paper/speaker	5
Editor of a newsletter	2
Editor of a book or peer reviewed journal	5
Attendance/Participation in a Professional Development Workshop & Webinars	2

C. Service to the University, Discipline, & Community

Candidates should serve on an average of two (2) departmental committees and two (2) university committees per year.

Candidates should seek to be active in the discipline by serving on committees for national, regional, or state organizations and professional societies.

Candidates should be involved in, on average, two (2) community- oriented activities per year. Continuing membership in two (2) community service organizations over the period of a year will satisfy this requirement.

The following criteria shall be used to review and classify faculty performance in this area as follows:

- | | |
|---|------------------------|
| i. Exemplary | greater than 20 points |
| ii. Satisfactory | between 14-20 points |
| iii. Does not meet Department Standards | less than 14 points |

<u>Activity</u>	<u>Points</u>
Chairing departmental, school, and/or University committee	5
Member on department, school, and/or University	2
Leadership position in academic and professional organizations (Board member)	5
Advisor for student organization	2
Developing and maintaining relationships with the business community	2
Serving as session chairperson, discussant, or panel member	2
Community involvement requiring expertise in candidate teaching and research areas	2
Contributions to extracurricular & community service activities	2
Organizer of conferences & Professional Development Workshops	2
Development of new programs or courses	5
Lectures to community groups	2
Keynote speaker	2
Serve on Community/State/Regional professional organizations	4

V. Preparation of Application

Candidates preparing applications for post-tenure review should be aware that it is their responsibility to demonstrate to the members of the review committee, through proper documentation, that he or she has demonstrated excellence in the aforementioned areas. That the committee knows very little about the applicant should be an assumption of the applicant. Consequently, applicants should also assume that it is their task to convince the committee of their worthiness with regard to obtaining a positive recommendation. The following lists constitute helpful suggestion in preparing the application:

General:

In a cover letter, highlight your accomplishments in a concise and clear manner, making specific reference to location of individual documents used to support your statements.

Include an updated resume.

Teaching:

List courses taught and attach copies of student evaluations conducted over past three (3) to five (5) years.

List awards, honors, citations, and memberships in scholarly societies.

List conferences and short courses attended for professional growth.

Include significant contributions employed to improve teaching.

Research

List published papers, books, monographs, etc. Include copies of each publication after appointment or last promotion at the University of Maryland Eastern Shore.

Cite work in press or in review, and attach pre-prints.

List papers presented at local, regional, national and international conferences, including titles of papers and names, dates, and places of conferences.

List seminars attended and/or organized on or off campus, including titles, dates, and places.

List awards or recognition received for research activities.

List involvement with graduate program, including advisement of M.S. students and past graduates.

List awards for research grants, including research grant agency, dollar amount of research award, and time allotted for completion of research project.

List inventions, patents, and professional consultations.

Ask other professional colleagues in your area of research to write letters of reference that comment on the quality of your research publications.

Service

List committees on which you served as chairperson or as a member, including significant contributions made by those committees.

List offices held in professional societies, including position titles and dates.

List conferences organized

List students you aided in gaining employment

List public speaking seminars in which you participated

List community service and presentations made to community groups.

List honors/awards given by the community.

VI. Professional Development Plan

When a faculty member is judged “Does not Meet Departmental Standards,” the faculty member should address each deficiency and establish a Professional Development Plan (PDP) in consultation with the Department Chairperson in accordance with the recommendations of the School Performance Review Committee (SPRC) and the UMES Policies and Procedures for Comprehensive Post-Tenure Review.

VII. Preparation for Post-tenure Document

The Dossier must be assembled in a permanent binder, the number of volumes limited to two (2) and the thickness of each dossier volume limited to 2” thick prior to binding. Divide each section with clear plastic tabs. Use consistent fonts throughout the documents. If an Appendix is included, it should contain clean copies of materials, including certificates, and reference letters.

Two (2) copies of the Dossier must be submitted to the Chairperson of the Department for the School of Performance Review Committee (SPRC).

Approved by:

Date

Dr. Daniel Dahlgren



10-4-16

Dr. Kingsley Ejiogu



10-4-16

Dr. James Jones



10/4/16

Dr. Thomas Mosley



10/4/16

Dr. Emmanuel Onyeozili



10/5/16

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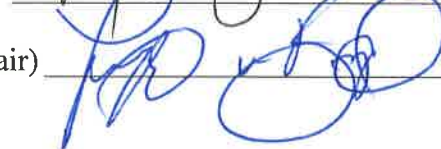
10/4/16

Dr. Nelseta Walters-Jones



10/4/16

Dr. Lorenzo M. Boyd (Chair)



10/4/16