

Department of Education Post-Tenure Guidelines

Adopted September 20, 2016

Introduction

This document is intended to provide guidelines for the Post-Tenure Review of the faculty of the Department of Education at the University of Maryland Eastern Shore. These guidelines are intended to assist the candidates for Post-Tenure Review in understanding the criteria by which they will be evaluated and to assist them in preparation of the Post-Tenure Review documents. These guidelines are also intended to assist the evaluators of those candidates as they assess faculty members' performance. Three areas of performance are evaluated for Post-Tenure Review decisions. The areas are teaching, scholarship activities, and service. Point assignments have been provided for the three areas. Both quality and quantity of the three areas are important considerations in evaluation as is the spirit of teamwork, cooperation, collaboration and collegiality which should be incorporated into the three areas. The term collegiality should be thought of as the importance of mutual respect, civility, and constructive cooperation. The artifacts in the dossier submitted for review should serve as evidence for the elements in each of the three areas of performance that will be evaluated.

Purpose

The purpose of the Post-Tenure Review of tenured faculty is to facilitate continuous improvement by the faculty member in the areas of teaching research and service. By doing this, the tenured faculty help to support the Department and the University goals and mission. The objective is to recognize satisfactory service and reward exemplary work. It is also intended to identify and plan a course of action to improve below standard performance by a tenured faculty member.

Review Process

Time of Review

Each tenured faculty member in the Department of Education will be reviewed once every five years. Faculty members who have been tenured since the inception of this practice will be spread out over the five years period with no more that 20% going for Post-Tenure Review in any one given year. This review will be looking at the work of the tenured faculty member since the last formal review for Tenure, Promotion, or Post-Tenure Review. It is the responsibility of the Department Chair to notify the appropriate faculty member according to the University policy of the year of the review.

Standards for the Review

Post-Tenure Review is based on the same standards used by the Department of Education for promotion and tenure. The review will include measurable criteria and expectations based upon the mission of the Department of Education. Standards for Exemplary, Satisfactory or

performance In Need of Improvement will be established for each of the three areas be evaluated: **Teaching, Scholarship and Service.**

Documents to be reviewed

Materials submitted to the School Performance Review Committee by the tenured faculty member under review may include the following. These documents should reflect what the tenured faculty member has accomplished since the last Tenure and Promotion review or the last Post-Tenure Review.

1. Current Vitae
2. Department Chairs' annual evaluations since the last review
3. A narrative of fewer than 1000 words describing the faculty member's educational philosophy that addresses teaching, research and service.
4. A description of the courses taught, syllabi and the methods used to teach the courses.
5. A list of scholarly production with a copy of the first page from each included.
6. A list of advisees and any advising activities.
7. Three peer class observation by members of the Department of Education faculty.
8. Any grant activity in which the faculty member has participated.
9. Conference presentations with a copy of the listing in the program.
10. A list of the Department, School, and University committees where service has been rendered as well as a recounting of service outside of the University.

A tenured faculty member being review is encouraged to submit any additional information that is believed to support the overall Post-Tenure Review process. Additional information may be requested from the School Performance Review Committee. The Review Committee may request a meeting with the Post-Tenure Review faculty member in order to better understand the documents submitted or to seek further information that will assist the Committee in making decision.

Criteria for Post-Tenure Review

A. Teaching Maximum points = 50

The following criteria shall be used in the review process for this category:

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|----------------------------------|---------------------------------|
| a. Exemplary | greater than 37 points |
| b. Satisfactory | between 32 and 37 points |
| c. In need of improvement | less than 31 points |

A tenured faculty member scheduled for Post-Tenure Review must demonstrate a commendable teaching record and have provided helpful and meaningful student advising. In addition, evidence of mutual respect, civility, and constructive cooperation should be clearly articulated. Evaluation of teaching performance will be based on a variety of elements including but not limited to:

Instruction and Course Content

	Maximum Points
Advanced training/professional development	2
Comprehensive course syllabi	3
Integration with pre-professional experiences	3
Research assignments	3
Innovative instructional strategies	4 (each)
<i>Examples:</i>	
Cooperative learning	
Co-teaching	
Small group discussion	
Case studies	
Research integration	
Technology integration	
Role-plays	
Student presentations	
Observations/journal entries	
Focus on student diversity	3
Favorable Evaluations by chair	4
Favorable Student evaluations	3
Using feedback to make instructional modifications	3
Use of web-based instructional and assessment tools	4
Creation of hybrid or online course	4 (each)
Creation of new course	4 (each)
Favorable peer evaluation of instruction	3
Learning outcomes assessment	3
Major curriculum program revisions	4
Major course revision	3
Supervision of interns/practicum students	3
 Student Advising	
Program advising	3
Advising of seminar papers	3
Mentoring of students	3
Preparing for licensure/career entry examinations	3

B. Scholarship

Maximum points = 35

The following criteria shall be used in the review process for this category:

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|----------------------------------|---------------------------------|
| a. Exemplary | greater than 24 points |
| b. Satisfactory | between 21 and 24 points |
| c. In need of improvement | less than 21 points |

A tenured faculty member scheduled for Post-Tenure Review must demonstrate continuous and substantive participation in scholarly activities. Works accepted for peer-reviewed publications

are a necessary element in order to be considered for the Post-Tenure Review. Evaluation of scholarship will be based on the following elements:

	Maximum Points
Peer reviewed publications (1 st author)	5 (each)
Peer reviewed publications (2 nd author et al.)	4 (each)
Non-peer reviewed publications	2 (each)
Presentations (including poster) at professional organizations and professional conferences	
International/national	4 (each)
Regional/state	3 (each)
Local	2 (each)
Action research	4
Accreditation preparation and maintenance of standards	3
Accreditation: Standards or Program Coordinator (for example: NCATE Standard I, Counselor Education Program)	5
Grantsmanship: principal investigator, project director	4
Grantsmanship: conceptual contribution	2
Professional development workshop	3
Accreditation consultation	3
State Licensure and/or Board Certification	4
Project Director/Evaluator	3

Student Research Development

Co-presentation with students at professional conferences	
International/national	4 (each)
Regional/state	3 (each)
Local	2 (each)
Peer-reviewed Co-authored articles with students	
1 st author	5 (each)
2 nd author (et al.)	3 (each)
Chair of a dissertation	4 (each)
Dissertation committee member	2 (each)

C. Service Maximum points = 15

The following criteria shall be used in the review process for this category:

- | | |
|----------------------------------|--------------------------------|
| a. Exemplary | greater than 10 points |
| b. Satisfactory | between 8 and 10 points |
| c. In need of improvement | less than 8 points |

A tenured faculty member scheduled for Post-Tenure Review must demonstrate a commendable record of service. Evaluation of service will be based on the following elements:

	Maximum Points
Chairing departmental, school, and/or University committees	4 (each)
Participation on school, and/or University committees	3

Participation on departmental committee's		1 (each)
Leadership positions in academic and professional organizations		4
Advisor to student organization		3
Consulting for educational development, (teaching strategies)		4
Community involvement requiring expertise in area of research interests	4	
Organizing conferences and workshops		4
Professional development school liaison		3
Coordinator of a program		4
Seat on state, regional, national committee		4
Service with Community (Public Relations and Volunteerism)		2
Accreditation (CAEP/Middle States, CACREP)		
Strategic Planning Committees	3	
Recruiting (creating liaisons with schools, universities, and community agencies)		3

Post-Tenure Review Rating overall rating

Exemplary	greater than 74 points
Satisfactory	between 63 and 73 points
In need of improvement	less than 62 points


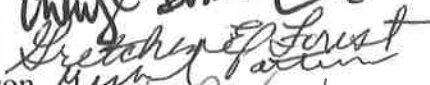


Professional Development Plan

When a faculty member is deemed to be In Need of Improvement, the faculty member will be required to address the noted areas of needing improvement in collaboration with the Chair of the Department of Education. This process will follow the guidelines established by the University Post-Tenure Review document.

Preparation of the Post-Tenure Dossier

The dossier must be assembled in a word document with each section of the document clearly labeled for ease of use. Except where not possible (e.g. scholarly first pages, conference programs), documents will be written in Times New Roman 12 point. This document should be set up in the same manner as the original tenure and promotion document. The Post-Tenure Review document is to be submitted to the Chair of the Department according to established timelines.

Tenured Faculty:

Dr. Cheryl Bowers 
Dr. Gretchen Foust 
Dr. Michael Patterson 
Dr. Kimberly Poole-Sykes 
Dr. Derry L. Stuff 