

GUIDELINES FOR PROMOTION AND TENURE DEPARTMENT OF CRIMINAL JUSTICE REVISED 2016

I. Introduction

The following guidelines are designed to assist faculty members—and other relevant individuals—in preparing their cases for promotion and tenure 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 Policy on Appointment, Promotion, and Tenure document. Final authority for the granting of promotion and tenure resides with the President, University of Maryland Eastern Shore. 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 Promotion and Tenure Criteria

Promotion in rank and tenure will be based on the applicant's merit as defined by various criteria elaborated in subsequent sections. Promotion to a higher rank may be granted to faculty members who have demonstrated outstanding accomplishments in an appropriate combination of teaching, research, and services. Eligibility for tenure is limited to full-time faculty members holding regular faculty appointments in academic departments.

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 discipline, and the community.

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 of Maryland System, 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 the University, Department, Community, and Discipline

Service or contribution to the University, Department, and Discipline 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.

In cases of mandatory tenure review, the department chairperson will inform the faculty member, in writing, by October 1, of the mandatory review year for an assistant professor, that he or she is to be considered for tenure and/or promotion. However, an assistant professor may receive consideration for promotion and/or tenure by requesting such consideration by October 1 of any year prior to his or her mandatory review year. A negative decision in a non-mandatory tenure review will not preclude the faculty member’s right to proceed toward a review for tenure in the mandatory review year.

III. Review Process and Timelines

CALENDAR OF KEY DATES – 2012 POLICY DEPARTMENTAL/SCHOOL ACTIVITIES

By 1 st Friday in April of 5 th year of employment	Written notification by the Department Chair to Assistant Professors (5 th years of service/or contract date) and Associate Professors (based on their contract) who have mandatory review. The review process will be initiated during the same academic year.
By the 1 st business day of October	Written notification by candidate to Department Chair requesting Promotion & Tenure review in any year prior to their mandatory year. In addition to this notification, the candidate must submit a list of at least five persons to serve on his/her Ad Hoc Committee.
October 15	Written notification by Department Chair to the candidate, Dean of the School, and Provost regarding the composition of Ad Hoc Departmental Committee
January 31	Candidates submit dossier and departmental policy to the Departmental Chair. Within 3 business days after receipt, the Department Chair forwards the dossier and departmental policy to the Ad Hoc Committee.
February 15	The Ad Hoc Department Committee forwards its recommendation and supporting materials to the Department Chair. <i>If the recommendation is negative, the review terminates.</i>
February 20	<i>If the Ad Hoc Committee recommendation is positive,</i> the Department Chair attaches his/her recommendation and forwards all materials to the Dean.
March 1	The Dean forwards his/her recommendation and all materials to the UMES Faculty Promotion & Tenure Review Committee and notifies the Provost of this action

UMES FACULTY PROMOTION & TENURE REVIEW COMMITTEE & PRESIDENT ACTIVITIES

By October 31	The Provost meets with UMES Faculty and holds election for the UMES Faculty Promotion & Tenure Committee.
March 1	The UMES P & T Committee receives recommendations and materials from the Deans, and the Provost receives notification from the Deans of this action.
April 15	The UMES Promotion & Tenure Committee submits report and recommendations to the Provost.
May 1	The Provost submits his/her recommendation and pertinent materials to the President.
May 15 or current UMES policy date	The President's final decision is communicated to the candidate in writing.

IV. Evaluation Procedure

The Department Of Criminal Justice candidates for tenure and/or promotion will be evaluated in the areas of (1) instruction and student advising, (2) research and scholarship, and (3) service to the University, community, and the discipline. 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 and Community	20 points

A minimum overall score of seventy (70) points will be the basis for recommending tenure and/or promotion. The evaluation will be based on the activities performed by the candidate since the last change in rank.

The following are minimum requirements for promotion and tenure consideration:

A. Instruction and Student Advising

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

Overall outstanding evaluation based upon Chair or peer's classroom visitation.

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. Instruction - A maximum of 30 points can be earned in this category

<u>Criteria</u>	<u>Points</u>
Comprehensive Course syllabus	10
Use of Technology for Instruction	15
Field Trips	3
Course Development & Curriculum Review	3
Participation in Instructional Development Workshops	5
Involvement with Students Inside & Outside Classroom	10

II. Evaluation – A maximum of 10 points can be earned in this category

Course Assessments	10
Peer Review (three class observations by faculty)	10

III. Advising – A maximum of 20 points can be earned in this category

<u>Criteria</u>	<u>Points</u>
Program/Student Advisement	15
Career Advisement	5
Administrative Advisement (including degree audits, transfer credit)	15

B. Research and Scholarship

Articles, Books, Book Reviews, Book Chapters, and 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 must 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:

I. Articles, Books, Book Reviews, Book Chapters & Encyclopedia Entries – A maximum of 10 points can be earned in this category

<u>Criteria</u>	<u>Points</u>
Peer Reviewed Journal Publications	5
Non-Peer Reviewed Publications	4
Author of a Book, Patents, and/or Copyrights	5
Chapter in a Book	3
Editor/Reviewer of Book or Peer-Reviewed Journal	3

II. Grants – A maximum of 5 points can be earned in this category

Funded Proposal > or = \$1,000	6
Submitted Proposal > or = \$5,000	4

III – Presentations – A maximum of 5 points can be earned in this area

Presentations at National or International Scholarly Meetings	4
Invited Paper/Speaker	3
Attendance/Participation in a Professional Development Workshop/Webinars	3

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) or more community service organizations over the period of one (1) year will satisfy this requirement.

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

I. Departmental/University Service – A maximum of 10 points can be earned in this Category

<u>Activity</u>	<u>Points</u>
Chairing Departmental, School, and/or University Committee	5
Member on Departmental, School, and/or University Committee	4
Advisor for student organization	2

II. Community Service – A maximum of 5 points can be earned in this category

Lecture to community groups	2
Serve on community/state/regional/ professional organizations	2
Contributions to extracurricular and community service activities	2
Community involvement requiring expertise in candidate teaching and research areas	2

III. Service to the Discipline – A maximum of 5 points can be earned in this area

Leadership position in academic and professional organizations (e.g., Board member)	3
Serve as session chairperson, discussant, or panel member	3
Keynote speaker	2
Organizer of conferences & Professional Development Workshops	2

V. Preparation of Application

Candidates preparing applications for promotion and tenure should be aware that it is their responsibility to convince review committee members that he or she has demonstrated excellence in the aforementioned areas and, therefore, deserve promotion and/or tenure. 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.

Organize your application material in a three-ring binder with side pockets; arranged in separate sections, include all supporting documents.

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.

Approved by:

Dr. Daniel Dahlgren

Dr. Kingsley Ejiogu

Dr. James Jones

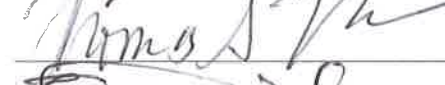
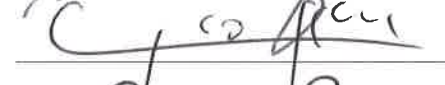
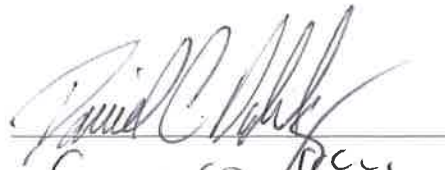
Dr. Thomas Mosley

Dr. Emmanuel Onyeozili

Dr. Lily Tsai

Dr. Nelseta Walters-Jones

Dr. Lorenzo M. Boyd (Chair)



Date

9/21/17

9/22/17

9/22/17

9/21/17

9/24/17

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