

PROMOTION AND TENURE GUIDELINES
DEPARTMENT OF THE BUILT ENVIRONMENT
UNIVERSITY OF MARYLAND EASTERN SHORE

REVISED DECEMBER 2001

I. Introduction

As stated in the UMES Policy and Procedures on Promotion and Tenure of Faculty, "Each Department shall be responsible for developing and adopting criteria for appraising the qualities and performance of faculty members, including Departmental Chairpersons. Promotion in rank will be based on merit and cannot be considered automatic or simply the result of loyal service to the University for a number of years."

Department criteria for evaluation will be based upon the Mission of the University of Maryland Eastern Shore. Faculty members will be evaluated on their performance in the following areas (1) instruction and student advising, (2) research and scholarship (3) contributions to the University, and to the community. Faculty members are responsible for reviewing promotion and tenure policies to become familiar with the expectations of a candidate preparing for the promotion and tenure process.

Pursuant to the preceding introductory statement, the following policy describes the criteria and procedures governing promotion and tenure for faculty in the Department of the Built Environment.

II. Criteria

A. INSTRUCTION AND STUDENT ADVISING

To successfully meet the requirements for Instruction and Student Advising, the faculty member must provide a summary of student evaluation forms from all courses each academic year, a summary and description of courses taught and a summary of graduate and/or undergraduate student advisement. Also, the annual evaluation by the Department Chairperson will be used as evidence of effective teaching. The candidate should include letters of recommendation from peers, alumni and students. Examples of **other** creative activities for which credit should be given may include but are not limited to the following:

- Curriculum development
- Development and/or teaching new courses (traditional , tele, web and web-assisted)
- Revision of old courses (substantial content change, content change due to selection of new textbooks, substantial change in the method of delivery)
- Attending and/or presenting workshops on teaching methods and/or on improving teaching
- Reviewer of a teaching related journal
- Success in obtaining competitive teaching related grants
- Writing proposals for teaching related grants
- Taking students to field trips and/or field days and professional meetings (should not be part of a course requirement)
- Development of supplemental materials for courses (including experiment writing ups, bound handouts, etc.
- Teaching awards received

B. RESEARCH AND SCHOLARSHIP

To successfully meet the requirement for research and scholarship, the faculty member must have refereed articles in nationally and/or internationally recognized professional Journals or publications. The candidate should include peer letters of recommendation addressed to the Department Chair. Examples of **other** scholarly activities for which credit should be given may include but are not limited to the following:

- Articles in non-refereed journals and/or publications
- Articles in research related newsletters, trade journals and magazines
- Presentation of papers at professional meetings
- Editor of research related journals and/or publications
- Author of a book
- Chapter in a book
- Editor of a book
- Patents and/or copyrights
- Outstanding and/or significant research discovery
- Success in obtaining competitive research grants
- Writing proposals for research grants
- Author of an invited paper
- Journal or conference paper reviewer
- Research proposal reviewer for external agencies
- Research awards received

C. UNIVERSITY AND COMMUNITY SERVICE

When being examined for the purpose of tenure or promotion, contributions to the University or the Community will be evaluated in terms of

their effect upon the advancement of the Department, the Institution, and the Community. *Service should not include any paid activities. Actual time-spent in these activities is more important than the number of activities.*

C1. UNIVERSITY SERVICE: Contributions may include but are not limited to the following:

- Member of Committees
- Chair of Committees
- Contribution to student extra-curricular activities
- Advisor for student societies
- Organizer of conferences and workshops faculty/staff development
- Development and/or delivery of courses for faculty/staff development

C2. COMMUNITY SERVICE: Contributions to the Community will consist of any donation of one's **professional competence** for the benefit of the Community. Contributions may include but are not limited to the following:

- Lectures to community groups
- Keynote speaker
- Radio and TV presentation
- Articles in popular press
- Memberships in Community, Regional and/or State-wide Taskforce Connections
- Office holder in National, State or Regional Professional Societies
- Organizer of state and/or national conferences and workshops
- Development and/or delivery of state or national courses

III. EVALUATION SCALE

The following system will be used to evaluate faculty candidates for promotion and tenure. Typical assignments in the Department of the Built Environment are 100% teaching which will include 9 to 12 credit hour teaching loads per semester.

Instruction and Student Advising	60 points
Research and Scholarship	25
University and Community Service	<u>15</u>
	100 points

Successful candidates must achieve 70 points or better on the 100 point scale.
At least 15 points of the 70 points should come from Research and Scholarship area.

NOTE: Specific procedures regarding initiating the review, time schedule and deadlines, makeup of department and university review committees and appeals can be found in the UMES Policy and Procedures on Promotion and Tenure of Faculty as approved by the President January 1, 1992.