

**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
TECHNOLOGY
(COMPUTER SCIENCE – ONLY)**

Departmental Promotion and Tenure Guidelines

I Introduction:

The success and reputation of any educational program depends on the quality of the curricula and instructional methods adopted by the faculty. In this regard, the faculty plays a primary role in a department as ours in teaching, research and service to the department as well as in advising, recruitment, retention and other assigned responsibilities.

Consistent with its mission, the success and reputation of any university institution is made and sustained by a dedicated teaching and research faculty. Consequently, in order to help the university achieve the objectives of its mission, the department has the duty to set up clear and measurable criteria in its guidelines to be used in a systematic and thorough review of candidates for tenure and promotion.

The specific area for which criteria developed in this document will apply for judging candidates for promotion and tenure are: Teaching and Advising, Research, and Service to the Department, University and Community. It is intended to give clear and measurable criteria for promotion and tenure in the Department of Computer Science and Engineering Technology.

Promotion and/or tenure are awarded to faculty based on merit cannot be granted automatically. It recognizes faculty's contribution towards teaching and the effectiveness of instruction and its impact on student's learning, understanding, skills; in student advising and other student-related assignments, and in professional development. The faculty's research and scholarly activity are measured through publications in international/national refereed journals, conferences, books, invited presentations, program committees of conferences, editorial board of international/national journals, and through activities that result in the application of intellectual property through technology transfer. The faculty's services are measured through involvement in various committees of the department and the university, and through the donation of time in services and constructive contribution to the community that has a positive impact on the department, university and the community.

II The Ad Hoc Departmental Promotion and tenure Committee:

The candidate will submit to the Chair of the department a list of five names of individuals from the Department who are acquainted with the candidate's research and scholarly activity and who must be senior in rank to the candidate being considered in the case of Assistant Professors applying to become Associate Professors. In the case of Associate Professors applying to become Full Professors, the committee must consist of Full Professors. Where there are not enough individuals from the Department qualified to serve in the candidate's Ad Hoc Committee, faculty in a related field can be chosen from within the University of Maryland System, and if necessary from within any university in Maryland.

In the case of promotion to Full Professor, the names should be chosen based on their expertise in the candidate's research area at the national/international level.

The Chairperson of the Department will select three persons from the list of five names submitted to form the Ad Hoc Committee of the candidate.

In order to fully inform himself/herself of the candidate's research accomplishments, the Chairperson can, in addition to these names, select two external experts in the candidate's research area for relevant information. Their recommendations will be made available to the Departmental Ad Hoc Review Committee for consideration.

The Ad Hoc Departmental Review Committee will forward its recommendation and all supporting materials including those furnished by the candidate, those furnished by external reviewers (where applicable), those obtained by the committee and the individual committee members' comments to the Chair of the Department.

III Criteria for Promotion and Tenure (General)

The Department uses the following distribution percent for each of the categories for Promotion and Tenure

- Teaching and Student Advising (50%)
- Research and Scholarly Activity (30%)
- Service to University and Community (20%)

Evaluators may use points rounded to one decimal places.

III.A Teaching and Student Advising:

A candidate for promotion and tenure must demonstrate a strong dedication and commitment to excellence and effectiveness in teaching and student advising. The following is a list of performance components that will be used as guidelines for identifying the excellence and effectiveness in teaching and student advising:

- Teaching effectiveness
- Student learning, understanding and achievement
- Advising, counseling and monitoring students
- Pedagogical innovation
- Course coordination and instructional planning
- Student Learning Outcome assessment
- Educational objectives
- Course and curriculum development

The following criteria will be used to judge the above performance components.

- Precise course handout describing comprehensive course syllabi, course content, course supplements, exam papers, quiz papers, homework, and any other graded student's involvement in the course.
- Demonstrate involvement in instruction at all levels (Freshman, Sophomore, Junior and Senior and Graduate where applicable)
- Student's written evaluation
- Evaluation of student learning outcomes and assessment
- Results of observation of candidate's classes by chairman and peer reviews
- Senior Exist surveys
- Recognition for excellence in teaching (e.g. awards, certificates)
- Level of effort in advising, counseling and mentoring of students

- Level of effort for registration, recruitment and retention of students

Teaching and Student Advising Points Distribution

i) Student Evaluation (maximum 10 points =20%)

The following point distribution will be used to represent an arithmetic mean of Overall Rating Average as obtained from student evaluation form

Points	Overall Rating Average
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

ii) Instruction and Course content (Maximum 20 points = 40%)

Criteria	Points
Comprehensive syllabi	3
Using supportive resources including library and Technology Infusion	2
Real-world applications of course content	2
Ethical, social and legal issues	2
Group Projects	3
Academic Involvement with students in and out of class	2
Peer reviews	3
Student learning outcome assessment	3

iii) Student advising (Maximum 10 points)

Program advisement (Course Placement, Registration, Research or Expository Activities)	6
Career Advisement	2
Professional development advisement	2

iv) Involvement in Student Co-Curricula Activities (Maximum 10 points)

Updating curriculum	2
New course development	2
Innovating instructional techniques	2
Use of Computer Aided Instruction	2
Student Learning Outcome assessment analysis	2

Peer Review of Instruction

Tenure Track Faculty:

Classroom observation of instruction for a new faculty member will be conducted each semester during the first year of appointment after which, it will be done once a year. The review will be conducted by the Chair and at least two senior faculty members of the department, at least one of whom will be in the same or related discipline as that of the candidate for Tenure and/or promotion. If no senior faculty members are in same or related

disciplines of the candidate, the chair may invite faculty from another department. The chair and the faculty members involved in a peer review of instruction will discuss their findings with the faculty concerned. The peer review will focus on the course contents, material, instructional methods, clarity of instruction, contribution to the teaching development in the department and scholarship of teaching.

Tenure Track and Tenured Faculty

For all faculty (tenure-track/tenured) (wherever applicable), excellence and effectiveness in teaching including classroom observation will be based on (but not limited to) the following teaching criteria:

- Syllabi of courses taught during past few years (3-5 years)
- Text book, reference book, reading material, assignments, handouts, etc
- Copies of graded examinations and a sample of graded research papers of students.
- Copies of graded assignments, examinations with faculty member's comments
- Evidence of updating course contents and new course development
- Evidence of using innovative method of instructions
- Evidence of computer-aided methods or web-based method of instructions
- Evidence of student learning outcome assessment analysis and use of assessment tools to improve the quality of instruction.
- Record of services in the department or university committees dealing with teaching issues (curriculum, honors program, new degrees, recruitment, retention, etc)
- Record of awards, recognition, citation and membership in professional society candidate's core research area.
- Record of student advisement and supervision of student's activities inside and outside the classrooms
- Record of conferences/workshops/short courses for professional growth that impact's department's mission and objectives
- Any attempt to improve his/her teaching

III.B Research and Scholarly Activity (30 points):

A candidate for promotion and/or tenure must demonstrate scholarly activity by publishing research articles in refereed journals and conference proceedings, and by publishing books or book chapters. The number of peer-reviewed publications should be at least two in the core area of the candidate's research area related to the mission of the department during the tenure-track period of the candidate (in the case of tenure-track candidates) and within the last five years (in the case of tenured candidates) at UMES seems to be reasonable. The research in core or applied area should clearly demonstrate that it leads to new concepts, new teaching and learning techniques, innovative ideas in effective algorithms and discoveries, modeling and simulation, theorems or conjectures.

Other scholarly works of candidate's scholarly activities include presentation of research papers in national and international conferences, successful research grant proposals, invited talks, membership on technical committees of conferences, chairing of

sessions at conferences, serving as reviewer of national/international journals or conferences, membership on editorial boards of refereed journals, assisting colleagues with their research efforts and other scholarly activities that enhance the scholarly activities of the department.

A candidate coming up for promotion to Full professor rank is expected to have at least four peer-reviewed papers in addition to demonstrating high quality of research work in his/her core research area at national/international covering a period of at most five years. Further, it is also expected that candidate should be a graduate faculty and have been involved in the supervision of Master's project/thesis and Independent Study project when such a graduate program exists in the department.

Point distribution for scholarly activities (Maximum 30 points)

	Points
Peer reviewed journal publication	10
Peer reviewed conference publication	8
Reviewer of international journal/conference	2
Member of preparatory committee of international conference	2
Non-peer reviewed publications	2
Chapter of core research area in a book	2
Book in core research area	4
Research grants	5
Acquiring external funds for other educational activities	3
Attendance at professional meetings	1

III.C Services to University and Community (Maximum 20 points):

All faculty members are expected to provide services to the department and the university. Although Assistant Professors initially may have fewer service assignments (at department and university levels) than tenured faculty, it is expected that candidates coming up for promotion and tenure should offer constructive and productive services to all assigned committees. The following is a list of some (though not all) areas that may be used to judge the performance of all candidates.

- Chairing a departmental, school or university committee 5
- Service to the departmental, school and university committee 4
- Chairing academic and professional organizations 4
- Service to the external community (relevant to the department or university community, lectures, free consultations, etc.) 2
- Service to the Field (reviews, work in national and international professional societies, etc.). 2
- Faculty advising to students organization/club 2
- Establishing and maintaining collaborative research and teaching across the schools 2
- Service towards recruitment/retention at university level 2

Promotion and Tenure to Associate Professor:

A candidate coming up for promotion and tenure must earn a minimum score of 75 percent in each of the above mentioned categories

Promotion to Full Professor:

A candidate coming up for the promotion to Full Professor must earn at least 80 percent in either Teaching and Student advising or Research and Scholarly Activity category. A minimum of 75 points must be earned in each of the remaining categories.

IV SPECIAL OBSERVATIONS:

Procedure to submit Dossier (consistent with the university-wide guidelines) can be consulted at the appendix below.

Appendix

Your dossier covers activities from the year of your appointment to the date that you present the dossier.

By October (1 or 15) you must notify, in writing, the chair of the department of your intent to be considered for promotion and tenure. Included in the letter is a list of five Associate or Full professors who will serve as your departmental committee.

By the end of January 20XX, you must present your dossier to the committee. Your dossier should consist of four parts as follows:

I Introduction; II Teaching and Student Advising; III Research and Scholarly activities and IV Services to UMES and community

I Introduction

Include a letter that should start with a letter of introduction that contains:

- 1 A summary of the contents of the dossier
- 2 Gives your philosophies of teaching, advising, research and service
- 3 The Table of Contents (TOC) for the dossier. You may include your CV here.

II Teaching and Student advising

Include the following documents:

- A. Teaching TOC
- B. Teaching load forms for the years being reviewed
- C. Teaching evaluation of classes – students, chair, etc.
- D. Materials generated for classes
- E. Evidence of infusion of technology
- F. Evidence of alternative strategies for teaching and assessment
- G. Advising lists for years covered.
- H. (Good grades will help) Other things

III. Research and scholarly activities:

- A. Research TOC
- B. Refereed articles
- C. Non-refereed articles
- D. Presentations conference and other
- E. Student involvement in research
- F. Books

IV. Services to UMES and community

A. Service TOC

B. Grantsmanship

- a. Grants awarded
 - i. Award letter
 - ii. 1 page summary
 - iii. Budget
- b. Grants submitted
 - i. 1 page summary
 - ii. Routing form
 - iii. Status

C. Committees

- c. Departmental
 - i. Letter of appointment
 - ii. Evidence of communication
- d. School
- e. University
- f. Community

Make sure you have the dossier well organized.

Make sure you have it well bound.

Make sure you have it notarized before turning it in to the committee.

Make sure you have included two copies of departmental promotion and tenure policy document