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EASTERN SHORE**

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Department of Mathematics

Departmental Promotion and Tenure Guidelines

I. Introduction:

The success and reputation of any educational program depend 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 scholarly activities, 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, to help the university achieve the objectives of its mission the Department must 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 Scholarly Activities, 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 Mathematics.

Promotion and/or tenure are awarded to faculty based on merit and cannot be granted automatically. It recognizes faculty's contribution towards teaching and the effectiveness of instruction and its impact on students' learning, understanding, and skills; in student advising and other student-related assignments, and professional development. The faculty's research and scholarly activity are measured through publications in international/national referred journals, conferences, books, invited presentations, program committees of conferences, the 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 in 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.

To fully inform themselves 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 percentage for each of the categories for Promotion and Tenure:

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

Evaluators may use points rounded to one decimal place.

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 observations of candidate's classes by chairperson and peer reviews
- Senior exits surveys
- Recognition for excellence in teaching (e.g. awards, certifications)
- 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 the Overall Rating Average as obtained from the 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 the Library & Technology Infusion	2
Real-world applications of course content	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 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 the same or related disciplines as 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 the past few years (3-5 years)
- Textbook, reference book, reading material, assignments, handouts, etc.
- Copies of graded examinations and a sample of graded research papers of students.
- Copies of graded assignments, and examinations with faculty member's comments
- Evidence of updating course contents and new course development
- Evidence of using innovative methods of instruction
- Evidence of computer-aided methods or web-based methods of instruction
- Evidence of student learning outcome assessment analysis and use of assessment tools to improve the quality of instruction
- Record of services on 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 in the candidate's core research area
- Record of student advisement and supervision of student activities inside and outside the classroom
- Record of conferences/workshops/short courses for professional growth that impacts the Department's mission and objectives
- Any attempt to improve their teaching

B. Research and Scholarly Activities (30 points):

A candidate for promotion and/or tenure must demonstrate the 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 the University of Maryland Eastern Shore seems to be reasonable. The research in the core or applied area should demonstrate that it leads to new concepts, new teaching and learning technique, innovative ideas in effective algorithms and discoveries, modeling and simulation, and theorems or conjectures.

Other scholarly works of the candidate’s scholarly activities include the presentation of research papers at national and international conferences, successful research grant proposals, invited talks, membership on technical committees of conferences, chairing of sessions at conferences, serving as a 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 the high quality of research work in their core research area at a national/international level covering a period of at most five years. Further, it is also expected that the candidate should be a graduate faculty and have been involved in the supervision of a Master’s project/thesis and an Independent Study project when such a graduate program exists in the Department.

Point Distribution for Research and Scholarly Activities (Maximum 30 points)

Criteria	Points
Peer-reviewed journal publication	10
Peer-reviewed conference publication	8
Reviewer of international journal/conference	2
Member of the preparatory committee of	

International/national conference	2
Non-peer-reviewed publication	2
Chapter of the core research area in a book	2
Book in core research area	4
Research grant	5
Acquiring external funds for other educational activities	3
Attendance at professional meeting	1

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 or 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, or University committee 4
- Chairing academic or 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 or international
professional societies, etc) 2
- Faculty advising to student 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 the 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:

The procedure to submit Dossier (consistent with the university-wide guidelines) can be found 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 Ad Hoc committee.

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

I Introduction; II Teaching and Student Advising; III Research and Scholarly Activities; and, IV Services to University 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. Give you 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 at conferences and other venues
- E. Student involvement in research
- F. Books

IV Services to the University and Community:

- A. Service TOC
- B. Grantspersonship
 - 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 into the committee.

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