

**PROMOTION AND TENURE CRITERIA
DEPARTMENT OF COMPUTER SCIENCE AND
ENGINEERING TECHNOLOGY
(ENGINEERING TECHNOLOGY - ONLY)**

**UNIVERSITY OF MARYLAND EASTERN SHORE
Approved by the department faculty on April 6, 2015**

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 based on their performance in the following areas (1) instruction and student advising, (2) research and scholarship (3) service and 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. The candidate should include letters of recommendation from peers and students. Reference letters and Chair's faculty evaluations may be used in evaluating the candidate. For early applicants, last five years' of accomplishments shall be considered. Accomplishments used for promotion to the rank of Associate Professor cannot be re-used for promotion to the rank of Professor.

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

II. Criteria for Promotion and Tenure

A. INSTRUCTION AND STUDENT ADVISING (60 points)

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.

A candidate for promotion and/or tenure must have demonstrated a commitment to teaching excellence and have a commendable teaching record. Examples of creative accomplishments for which credit should be given are given below along

with their weights. Additional credits may be given for other relevant activities not listed. Typical teaching load in the department, is 9 credit-hours per semester.

(a). Student Evaluations (Maximum 10 points):

Based on the student evaluation of instruction form, an arithmetic mean of the Overall Rating Average for all classes taught will determine the number of points awarded for this criterion:

<u>Average</u>	<u>Points</u>
3.75– 4.00	10
3.50– 3.74	9
3.00– 3.49	8
2.50– 2.99	7
2.00– 2.49	6

(b). Instruction and Course Content (Maximum 25 points):

<u>Criteria</u>	<u>Points</u>
Peer review of instruction (Optional. Please see appendix)	5
Comprehensive course syllabi	5
Pre-assignment, grading and timely return of assignments back to students	5
Library & Internet related assignments	3
Computer based assignments	3
Team building activities	3
Real-world cases and handouts	3
Outside/special assignments	3
Involvement with students in and out of the classroom	3
Writing across the curriculum	3
Global perspective's	3
Diversity issues	3
Ethics	3

(c). Student Advising (Maximum 10 points)

Program Advisement	6
Professional/Personal Development Advisement	2
Career Advisement	2

(d). Curriculum/Course Design, and Implementation (Maximum 15 points)

<u>Criteria</u>	<u>Points</u>
New course, curriculum and program design	5
Special teaching projects	2
Team teaching	3
Innovative teaching strategies	5

Use of Computer Aided Instruction	3
Learning outcomes assessment techniques	5
Participation in instructional development workshops	2

In addition, one to five points may be given for each of the following: Teaching awards won (UMES, UMD, state or national teaching awards, etc.).

B. RESEARCH AND SCHOLARSHIP (30 points)

To successfully meet the requirement for research and scholarship, the faculty member must have refereed articles, published or accepted for publication by the time of P&T application, in nationally and/or internationally recognized professional journals or publications. These works, whether single – or co-authored, may include journal articles, books, monographs, and scholarly meeting proceedings. Further, numeric guidelines do not constitute necessary or sufficient conditions for promotion or tenure because there may be substantial variation among refereed works in terms of their contribution to the academic and professional community and to the Department. The quality of the work itself also will be considered. Additional scholarly works such as papers presented at professional meetings and successful research grant proposals are considered to be part of the candidate's scholarly activities. The quality and quantity of unpublished working papers, manuscripts, and grant proposals is an important element in assessing a candidate's continuing commitment to scholarly activities. Activities such as membership on editorial boards of refereed journals, serving as a referee, assisting colleagues with their research activities, and other contributions to the scholarly life of the department will also be considered.

Examples of creative accomplishments for which credit will be given are shown below along with their weights.

Scholarly Activity*	<u>Points</u>
Peer reviewed journal publications	8 each
Peer reviewed proceedings publications	3 each
Non-peer reviewed publications	1 each
Presentations at scholarly meetings	1 each
Funded grant proposal (PI/co-PI, state/federal, >=\$10k)	5
Funded grant proposal (PI/co-PI, state/federal, <\$10k)	3
Funded grant proposal (PI/co-PI, internal, >=\$5k)	2
New Teaching/Research proposal submission	2

* Unless P&T committee decides un-equal distribution of the points, multi-author papers and proposals will get equally shared points. For example, a one-author peer reviewed journal paper gets 8 points and a two-author peer reviewed journal paper gets 4 points for the applicant. Proposal dollar values

given above are the portion of the grant used for departmental equipment purchases only.

In addition, one to five points may be given for each of the following: Author of a book, patents and/or copyrights, outstanding and/or significant research discovery, chapter in a book, invited paper, editor of a newsletter, journal/proceeding paper reviewer, article in newsletters/bulletins/fact sheets/trade journals and magazines, research grant reviewer, editor of a book, quality and quantity of unpublished working papers/manuscripts, membership on editorial boards of refereed journals, assisting colleagues with their research activities, scholarship awards won (invited paper, best paper; UMES, UMD, state or national scholarship awards, etc.), professional certifications obtained (EIT, PE, etc. while at UMES), and other contributions to the scholarly life of the department.

C. SERVICE AND CONTRIBUTIONS TO UNIVERSITY AND COMMUNITY (10 points)

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. Examples of activities for which credit should be given are given below along with their weights.

<u>Activity</u>	<u>Points</u>
Chairing departmental, school, and or University committees	3
Member in departmental, school, and or University committees	2
Leadership positions in academic and professional organizations	4
Advisor for student organization	2
Preparing students for and participating in student competitions	3
Developing and maintaining relationships with the business community	2
Providing continuing education relative to the candidate's teaching and research areas	2
Serving as session chairperson, discussant, or panel member	2
Establishing and maintaining collaborative programs with school systems	4
Unpaid professional consulting for business and economic development	2
Community involvement requiring expertise in candidate's teaching and research areas	2

In addition, one to three points, for each, may be given for the following: Contribution of extra-curricular activities, organizer of conferences and workshops, lectures to community groups, keynote speaker, radio and TV presentations, regional and/or State wide taskforce connections/involvements, nominating and helping deserving students for awards and job placement, judging student or professional competitions, service awards won (UMES, UMD, state, national, etc.), first place in student competitions, or any relevant service related activity.

III. EVALUATION SCALE

The following system will be used to evaluate faculty candidates for promotion and tenure.

Instruction and Student Advising	60 points
Research and Scholarship	30
University and Community Service	<u>10</u>
	100 points

Successful candidates must achieve a minimum of 70% overall average (70 points) on the 100 point scale and a minimum of 50% (15 points) in Research and Scholarship area for tenure. To be promoted, in addition to the criteria for tenure, the candidate should have, at least, 16 points in peer-reviewed journal and proceeding publications.

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 Chancellor on March 25, 2012.

APPENDIX

Collegiality and Peer Review of Instruction (Optional)

Collegiality:

Collegiality consists of a shared decision-making process and a set of values which regard the various Department constituencies—administrators, faculty, students, and staff—as essential for the success of the Department’s academic programs. It incorporates mutual respect for similarities and for differences—in background, expertise, judgments and assigned responsibilities; and involves mutual trust based on experience. Collegiality is of paramount importance in promoting the well-being of the department and is applicable to research and scholarly productivity as well as to teaching and advising.

Peer Review of Instruction:

Classroom observation of instruction will be conducted each semester during the first year of appointment and then once a year thereafter. The review will be conducted by two senior faculty members, at least one of whom will be in the same or related discipline as that of the applicant for tenure and/or promotion. The applicant will be informed about the week(s) during which the classroom observation will take place.

The peer reviewers will judge course content and design, materials, and instruments used to assess student achievement. They may also judge the products of the scholarship of teaching, and the applicant's contributions to teaching development in the Department. Significant evidence of effective instruction, other than classroom observation, could include, but not limited to, the following:

1. Syllabi of courses taught during the past two years.
2. Texts, reading lists, problem sets, assignments, and handouts.
3. Copies of graded examinations, homework/assignments, projects, research papers and teacher's feedback to students on written work.
4. Student's evaluation of instruction taught during the past two years.
5. Evidence of design of new courses or revision of existing courses.
6. Records of student advisement and supervision of student's activities outside classrooms.
7. Evidence of developing innovative methods, materials, or other instructional matters.
8. Records of service on department or university committees dealing with teaching issues (curriculum, honors programs, new degrees, etc.)
9. Records of awards, honors, citations, memberships in scholarly societies.
10. List of conference/short courses attended for professional growth.
11. Statement of activities the applicant has engaged-in to improve his/her teaching.

Revised Promotion and Tenure documents submitted by the Department of Computer Science and Engineering Technology Promotion and Tenure Criteria Review Committee (Drs. Emin Yilmaz, chair; Joseph Arumala and Kenny Fotouhi, members).

Approved by the Department of Technology faculty on April 6, 2015.

List of full-time, tenured and tenure-track faculty and signatures:

Dr. Joseph Arumala Joseph Arumala 4/22/2015

Dr. Derrek Dunn Derrek B. Dunn 4/27/2015

Dr. Kenny Fotouhi Kenny Fotouhi 4/23/2015

Dr. Thomas Loveland Thom R Loveland 4/18/2015

Dr. Jeffrey Molavi Jeffrey Molavi 4/22/2015

Dr. Carlos Salgado Abstained from Signing

Dr. Emin Yilmaz Emin Yilmaz 4-21-2015