DEPARTMENT OF
AGRICULTURE, FOOD, AND RESOURCE SCIENCES
GUIDELINES FOR POST-TENURE REVIEW
SEPTEMBER 2016

I. INTRODUCTION

A *comprehensive post-tenure review* of tenured faculty will be undertaken as part of the University's overall efforts to promote excellence in teaching, research and service at University of Maryland Eastern Shore (UMES). **This review shall be part of a larger faculty development program at UMES designed to enhance the professional advancement of the faculty as teachers, scholars and members of the academic community and to uncover impediments to faculty effectiveness, productivity and currency in professional subject matter.** To enable this review process, UMES shall commit appropriate resources not only to the process itself, but also to its accompanying faculty development programs. The *comprehensive post-tenure review* shall be a formative process for future faculty development, for enhancing the learning environment of students, and for improvements of the academic programs to which the faculty member contributes. The comprehensive review shall include an evaluation of instruction, research/scholarship and service and shall be consistent with the preservation of academic freedom. This comprehensive review process will not be substituted for UMES and University System of Maryland (USM) policies and procedures relating to promotion or to the termination of tenured faculty appointments, which are in no way amended by this policy. The *comprehensive post-tenure review* shall be conducted as a process of collegial assessment, take place at the school level and be consistent with the general principles of peer review. No procedure in this document can contradict the *USM Policy on the Comprehensive Review of Tenured Faculty* (II-1.19) on this subject.

All faculty members are responsible for reading the *UMES policies and procedures for comprehensive post-tenure review* document thoroughly to become familiar with the expectations of a candidate preparing for the post-tenure review process. The following are the departmental criteria which will be used for post-tenure review considerations.

II. TEACHING AND RESEARCH

A.   Research and Scholarship

There will be three categories of achievement in order to successfully meet the minimum requirement for research and scholarship within the five years period.

i.   For 0% Teaching Appointment Faculty (100% Research)
The faculty must have three (3) refereed articles in nationally and/or internationally recognized professional journals; three (3) presentations of papers at professional meetings, and four (4) competitive grants (at least two (2) funded).

ii.   For 25-50% Teaching Appointment Faculty (50-75% Research)
The faculty must have two (2) refereed articles in nationally and/or internationally recognized professional journals; two (2) presentations of papers at professional meetings, and three (3) competitive grants (at least one (1) funded).

iii.   For 75-100% Teaching Appointment Faculty (0-25% Research)
The faculty must have one (1) refereed article in nationally and/or internationally recognized professional journals; two (2) presentations of papers at professional meetings, and two (2) competitive grants (funded and/or not funded).

The candidate should include peer letters of recommendation addressed to the Department Chair. Examples of scholarly activities for which credit should be given may include but not limited to the following:

- Refereed scientific articles
- Non-referred scientific articles
- Newsletters/bulletins/fact sheets
- Presentation of papers at professional meetings
- Editor of newsletter
- Research awards
- Article in newsletter, trade journals and magazines
- Journal reviewer
- Research Grant reviewer (UDSA, NSF, DHE, etc.)
- Research Grant reviewer - local (School, Departmental, etc.)
- Patents and/or copyrights
- Editor of Book
- Author of Book
- Chapter in Book
- Competitive research grants (funded)
- Competitive research grants (not funded)
- Non - Competitive research grants (funded)
- Non - Competitive research grants (not funded)

❑   Invited paper/presentation - domestic
❑   Invited paper/presentation - international
❑   Outstanding and/or Significant Research Discovery

B.   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 (individual student evaluations should be kept on file and available for review), 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 and students.

Minimum requirement for instruction and student advising consists of four (4) activities:

(1) Overall teaching evaluation of courses with a score of 70% (that is 2.7/4)
(2) Utilization of new approaches to teaching (i.e., use of multimedia to enhance interaction between students and faculty)
(3) Course development and/or revision
(4) Faculty development (attending workshops)

Examples of other scholarly activities for which credit should be given may include but are not limited to the following:

❑   Curriculum development
❑   Course development and/or revision
❑   Utilization of new approaches to teaching (i.e., use of multimedia to enhance interaction between students and faculty)
❑   Workshops and/or Field Days
❑   Authorship or development of handbooks, manuals and/or textbook supplement
❑   Member of professional review committee
❑   Faculty Development
❑   Teaching Award (national, regional, state, campus)
❑   Alumni evaluation
❑   Development of online courses
❑   Web-assisted taught courses
❑   Courses on the Internet

C.   University and Community Service

Candidates who request an evaluation of their credentials for post-tenure will be evaluated based upon their contribution to the advancement of the Department, their contribution to the University and Community, and other outreach activities.

i.   University Service

Minimum requirement for university service consists of the following activities:

(1) Membership on committees (one (1) at the Department level and one (1) School/University- wide)
(2) Recruitment of students evidenced by participation in the recruitment effort (on/and or off-campus)

Contributions made under this category may include but are not limited to the following:

- Membership on committees
- Office Holder of committees
- Contribution to extra-curricula activities
- Organizer of conferences and workshops
- Development of new courses
- Recruitment of students
- Retention of students

ii.   Community Service

Minimum requirement for community service consists of the following:

(1) Lectures to community groups (at least one (1))
(2) Memberships in Community, Regional, and/or State Wide Taskforce Connections (at least one (1))

Contributions to the Community shall consist of any donation of one's professional competence and time for the benefit of the Community.

- 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
- ❏ Participation in departmental youth internships programs

III. EXTENSION APPOINTMENT

According to the Associate Extension Administrator, the same criteria for evaluating the qualities and performance of non-Extension personnel should be used for Extension faculty. Persons holding a split appointment involving Extension will be expected to show evidence of scholarship in the areas of teaching, research and Service. In addition, persons holding Extension appointments will be expected to provide evidence of scholarship in the area of Extension performance.

 The candidate should include:

- ❑ Annual letters of review by the Extension administrator
- ❑ Letters of recommendation from peers, and
- ❑ Names of at least five persons who can evaluate their work and recommend them for Post-Tenure Review.

The Associate Administrator then will request evaluation letters from three to five of these individuals. Examples of other scholarly activities for which credit should be given may include but are not limited to the following:

- ❑ Evaluation forms (or summaries) from participants of workshops and/or presentations (at least satisfactory (70%))
- ❑ Conferences and demonstrations
- ❑ Letters of support or appreciation from clientele
- ❑ Evidence of the candidate's continual academic development in order to keep agents and field workers abreast of new techniques, information, developments, etc.
- ❑ Evidence that the candidate provided training for county and area agents
- ❑ Evidence of strong linkage with extension personnel locally, regionally and nationally.

IV. INTERNATIONAL PROGRAMS

UMES considers faculty and staff participation in overseas projects as an integral part of their professional career development. The time spent at an alternate work assignment overseas is regarded as time spent in residence on teaching, research and extension duties and should be documented under the appropriate section.

V. GRADING SYSTEM

A. Teaching and/or Research Appointment

The following 100 point scoring system shall be used to evaluate candidates who hold Teaching and/or Research appointments. The minimum score necessary to achieve a satisfactory evaluation shall be 70 points. A general formula to follow to determine the point breakdown is as follows: a mandatory 20 points each will be assigned to Teaching, Research and Service regardless of appointment. The remaining 40 points will be divided on a sliding scale to Teaching and Research based on the % Teaching and Research appointment held by the individual faculty member.

An example of a **Teaching and/or Research** appointment point schedule will be as follows:

Percent Appointment		Maximum Points		
Teaching	Research	Teaching	Research	Service
0	100	30	50	20
25	75	35	45	20
50	50	40	40	20
75	25	45	35	20
100		50	30	20

B. Extension Appointment

The following 100 point scoring system shall be used to evaluate candidates who hold an Extension appointment in combination with teaching and/or research. The minimum score necessary to achieve a satisfactory evaluation shall be 70 points. A general formula to follow to determine the point breakdown is as follows: a mandatory 10 points each will be assigned to Service regardless of appointment. The remaining 90 points will be divided on a sliding scale to Extension, Teaching and Research based on the % Extension, Teaching and Research appointment held by the individual faculty member.

A faculty with a 25 % Extension should have at least one (1) demonstration every other year whereas an appointment of 50% Extension requires at least one (1) demonstration each year.

An example of **Extension** appointment point schedule will be as follows:

Percent Appointment			Maximum Points			
Extension	Research	Teaching	Extension	Research	Teaching	Service
25	75	0	15	55	20	10
25	50	25	15	50	25	10
25	25	50	15	45	30	10
25	0	75	15	40	35	10
50	50	0	20	50	20	10
50	25	25	20	45	25	10
50	0	50	20	40	30	10