Tenure/Post Tenure: Social Sciences

Standards of Review
The tenure/post-tenure review will be based on the Department's promotion and tenure criteria and will include measurable criteria and expectations based on the Department's mission. Standards for **Exemplary** and **Satisfactory** performance shall be established for **each** of the areas: (A) Instruction and Student Advising, (B) Research and Scholarship, and (C) Service and Contributions to University and Community.   A minimum overall score of **one hundred (100) points** will be the basis for recommending tenure/post tenure at the Associate Professor level and a minimum overall score of **one hundred seventy (170) points** will be the basis for recommending tenure/post tenure at the Full Professor level.

Promotion and Post Promotion and Tenure

Areas for Assessment	Associate Professor = 70 points	Promotion to Full Professor= 140 points	Post Tenure Associate 70 + 30 Points = 100 Points	Post Tenure Full Professor 140 + 30 Points = 170 Points
TEACHING	60 Points	80 Points	10 Points	10 Points
RESEARCH	20 Points	60 Points	10 Points	10 Points
SERVICE	20 Points	60 Points	10 Points	10 Points
Total	100 Points	200 Points	30 Points	30 Points

Documents to Be Reviewed:
The tenure/post-tenure review will focus on the faculty member's; (1) instruction/teaching/advising; (2) Research and Scholarship; and (3) Service to the University, Community and Profession.

Materials should be submitted to the department chairperson according to the department standards and university timeline. The dossier may include the following documentation:

- Current Curriculum Vitae (to include any updates since the last tenure review or the last five years prior to the tenure/post-tenure review).
- Department Chair's Annual Evaluations
- A narrative that describes:
    - the professor's philosophy of teaching
    - Description of courses taught (including innovations)
    - Any additional information
- Teaching/Advising Performance:
    - List of courses taught (include any team teaching activities)
    - Syllabi of courses taught

- o Online/Hybrid courses
  - o Student evaluations summaries
  - o Peer class observation summaries
  - o Student advising activities
- Research and Scholarship:
  - o List of all grant proposals submitted (funded or not funded) as principal or co-investigator. (Include the grant amount and a brief description of the work involved)
  - o List of publications from credible scholarly journals and publishers (Include the first page articles and title page for an author or table of content in the case of a contributor to a volume)
  - o Peer reviewed conference proceedings
  - o Invited presentations/workshops/trainings
  - o Conference paper presented at professional/national or regional conference
  - o Non-peer reviewed article (Include first page of article)
  - o List of professional achievements relevant to profession
- Service:
  - o Description of any collaborative efforts, internal and external
  - o List of professional achievements
    - ▪ Campus committees (search committee, member of university campus-wide committee, school committee)
    - ▪ Community service
    - ▪ Student sponsorship
    - ▪ Presentation at another USM campus
    - ▪ Leadership in the profession (local, state or national organization)
    - ▪ Study abroad course (leadership, participant)
    - ▪ Chair of Department

Faculty members are encouraged to add any additional information he/she deems relevant to the review process.

Criteria for Tenure/Post-Tenure Review:

The following criteria will be used to review and classify faculty performance.

Teaching and Advising:

Associate Professor
- Exemplary   greater than **10** points
- Satisfactory   **10** points
- Does not meet Department Standards   less than   **10** points

Full Professor
- Exemplary   greater than **10** points
- Satisfactory   **10** points
- Does not meet Department Standards   less than   **10** points

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Faculty will be judged and receive points from the following areas in Teaching and Advising section. Teaching, advising and other student related assignments should be demonstrated through a variety of activities.

(a). Teaching:

Criteria	Points
Comprehensive course syllabi	3
Use of Technology in Instruction	4
Use of Blackboard Management System	5
Development of new course (face to face)	4
Development of online and/or hybrid course	4
Teaching a Graduate Level Course	5
Team Building Activities	5
Integration of Global Issues in Course	5
Course Assessment Protocols (Rubrics)	3
Development of service learning activity	5
Peer Reviews (Three Class Observations by Faculty)	5
Use of Outside of the Classroom Assignments	5
Incorporation of Library and Internet Related Assignments	5
Use of Case Studies	4

(b). Student Evaluations:
Based on the Student Evaluation of Instruction Form, an overall rating average for all classes taught will determine the number of points awarded for this criterion:

3

Average	Points
3.65 – 4:00	5
3.50 – 3.74	4
3.00 – 3/49	3
2.50 – 2.99	2
2.00 – 2.49	1

(c). Student Advising:

The points shown shall be the maximum points for all qualifying activities under each criterion.

Criteria	Points
Program advisement	5
Professional Development (conference, seminar papers)	5
Preparing students for licensure/career entry examinations	5
Dissertation Guidance	1
Internship/Practicum	1
Chairing a Dissertation Committee	3

Research and Scholarship:

Associate Professor		
o Exemplary	greater than **10** points
o Satisfactory	**10** points
o Does not meet Department Standards	less than **10** points
Full Professor		
o Exemplary	greater than **10** points
o Satisfactory	**10** points
o Does not meet Department Standards	less than **10** points

Faculty will be judged and receive points from the following areas in Research and Scholarship.

Criteria	Points
Conference paper (professional, local or state)	2
Conference paper (national or regional)	3
Conference paper (international conference)	3
Book review in scholarly journal	1
Article in non-peer reviewed journal or magazine	2

4

Dual or more authors of article in peer-reviewed journal	7
Solo-authored article in a peer-reviewed journal	10
Chapter in edited volume published by a scholarly press	7
Editor of book-length collection of scholarly essays	12
Monograph (primary sources published by non-scholarly press)	15
Author of monographed book published by university press or equivalent	30
Principal investigator of grant (not funded)	1
Principle investigator of grant: $100 – $25,000	3
Principle investigator of grant: $26,000 – 75,000	5
Principle investigator of grant: 76,000 – 99,999	7
Principle investigator of grant: $100,000 or more	10

Service:

Associate Professor
- Exemplary   greater than **10** points
- Satisfactory   **10** points
- Does not meet Department Standards   less than   **10** points

Full Professor
- Exemplary   greater than **10** points
- Satisfactory   **10** points
- Does not meet Department Standards   less than   **10** points

Criteria	Points
Chair of department (5 points/year of service)	5
Coordinator of a program	4
Sponsoring a student club on campus	2
Presentation at local or state service club	2
Invited presentation (workshop, training)	5
Guest lecture on campus	1
Presentation on another USM campus	2
Member of department committee	1
Chairing departmental committee	2
Member of school-wide committee	2
Chairing school-wide committee	3
Member of university-wide committee	3
Chairing university-wide committee	4
Member of department or school search committee	3
Chair of department or school search committee	5
Member of university search committee	4
Chair of university search committee	5

Chairing a committee or task force not listed above	5
Service to field: leadership in local, state, or national organization	5
Service to community	5
Leading a self-designed study aboard course	5