DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING TECHNOLOGY

Computer Science - Only

Departmental Post-Tenure Review Guidelines

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 the University of Maryland Eastern Shore (UMES). The review is intended to be a peer assessment 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 which the faculty contributes. Consistent with UMES's post-tenure document and consistent with the department's mission statement, faculty will be reviewed in the following specific areas: Teaching, Advising, Research, and Service. All activities since the most recent Tenure/Promotion decision or the last post-tenure review must be included for consideration. Specific review areas – teaching and advising, research, service – are not intended to be mutually exclusive. Faculty activity can be multi-faceted such that it may be reported and credited in more than one review area. This document specifies minimum guidelines/standards for each specific area for satisfactory performance. Any activities beyond these minimum requirements would be deemed as exemplary performance.

II. **Purpose**:
    Post-Tenure Review of tenured faculty is intended to assure continued success and improvement in the performance of faculty as they carry out the department's mission of teaching, research, and service.

III. **Procedures**:
    1. The candidate for post-tenure review should be informed of an up-coming review by the department chair in the Spring Semester before the academic year in which the candidate is to be reviewed. The letter informing the candidate should include the calendar of dates for the process for the upcoming year, including the date by which materials need be supplied to the department, consistent with the campus schedule and the requirements below.

    2. In order to assure a core consistency for all reviews, at the time that the candidate is informed that a review is to occur, the Department will provide the candidate with copies, paper or electronic, of all the course load forms for that candidate for all the semesters of the previous five years and copies, paper or electronic; of all of the Faculty Evaluation Documents for the previous five years, including both the material originally presented by the faculty member to the department and also including the eventual administrative evaluation done at the end of each academic year; copies, electronic or paper, of all course syllabi submitted for that five year period and of all final examinations submitted. These documents, which together contain the bulk of the information that is to be used for evaluation (both from the point of view of this department document and from the point of view of the campus document), shall be included in the materials that the faculty member eventually presents in support of his/her post-tenure review.

3. In addition to the document in #2 above, it is the responsibility of the candidate to determine what other documents should be included. The list of possible documents for inclusion in the packet included in the campus post-tenure review document, may be helpful in deciding what might be useful here, but the candidate has the responsibility not to expand the overall size of the packet unnecessarily. In particular, the candidate should **not** duplicate evidence or information that is already included in the materials provided in #2 above. The packet presented must also include a brief cover letter summarizing the materials presented and their significance, together with the names of the three tenured faculty members in the department he/she is recommending as members of the "School Professional Review Committee".

4. Each document, when received, will be first reviewed within the department before being sent on to any committee for the candidate by
   a. A committee consisting of all other department members at the same rank/tenure status as the candidate. This committee will evaluate the document within one week of its reception, not to comment on the candidate's level of success in any area, but to provide suggestions about any ways in which the document is incomplete in its information. This review will also facilitate, for the members of the committee, a fuller understanding of the materials that they will need to present when their own post-tenure review occurs.
   b. The Department Chair will meet with the candidate within one week of the submission of the document to report to the candidate the suggestions, if any of the committee in a. above plus his/her own recommendations for any other adjustments to the document before it goes on to the School Performance Review Committee. The Department Chair will also inform the candidate at this time, which two of the three names the submitted by the candidate submitted the Chair is sending forward to be members of the School Performance Review Committee for this particular candidate.
   c. The candidate shall have at least one week after meeting with the Department Chair in accordance with b. above to make any recommended changes in the documentation that he/she sees fit, based on the above reviews, before the final version of the document is due to be sent on to the "School Performance Review Committee".

IV. **Guidelines for Service**:
Intent: Service to the Department, to the campus, or to the academic community should be maintained at the level demonstrated at the time the faculty member gained his or her current rank/tenure status and should be evaluated in a way consistent with the departmental understanding of such service, according to the departmental promotion and tenure document. It is very important to note that sometimes some faculty activity can be multi-faceted such that it can appear in more than one area and can be reported in two or three areas. Although the Department expects candidates for post tenure review to make a continued effort in service to the Department, the evidence documented by the candidate should include at least two of the service categories below for a period of time that includes

all activities of that category for one semester. The Chair's evaluation of service activities can be used as evidence.

Requirements: Faculty must demonstrate evidence of completion of at least 2 of the following expectations for satisfactory performance for service.

- Serving on a Department, School, or University committee, with chair having higher weight.

- Serving as chair or other officer in University faculty assembly or senate.

- Serving as an uncompensated coordinator or director for a Department component. This can include course coordinator for multi-section courses, undergraduate program coordinator, graduate program director.

- Participating in uncompensated student recruitment activities. Recruitment of students is essential to maintain the quality and quantity of students in the programs of the Department. Recruitment activities can include trips to meet with potential students and/or their advisers, organizing and/or directing special recruitment events, such as a programming contest, organizing and/or participating in Department or School open house activities, organizing and/or participating in winter or summer student recruitment events, and organizing and/or participating in events to assist in placing students in future employment or internships.

- Serving as an uncompensated adviser for competitions involving students either at UMES or externally.

- Serving as an uncompensated maintainer of Department hardware/software used for instruction or research not maintained by the University IT Department.

- Serving as an uncompensated liaison between the Department and other University, business, or government entities. This can include liaison between the Department/University and the University System of Maryland, liaison between the Department and other schools or departments within the University, and liaison between the Department and companies or government agencies.

- Serving as an uncompensated organizer and/or leader of community outreach activities.

- Serving as an uncompensated organizer and/or leader of activities that showcase the Department and its activities.

- Serving as adviser for Department/School/University clubs or other extracurricular activities involving students.

V. **Guidelines for Research/Scholarship and Creative Activity:**
Intent: The intent of research for Post-Tenure Review is to ensure that tenured faculty stay current in their respective area of research/ field of interest. Tenured faculty members

should demonstrate a consistent record of scholarly activity in the previous five-year period that is commensurate with the expectations of their rank.

Requirements: Faculty must demonstrate evidence of completion of at least 2 of the following expectations for satisfactory performance for research. Suggested activities may be completed multiple times. Listed in no particular order, examples of scholarly work may include (but are not limited to)

- Publishing one scholarly article or other report
- Publishing one book chapter
- Providing a technical report to an external enterprise
- Attendance at local, regional, national, or international professional meetings
- Active participation in local seminars, workshops and conferences
- Writing grant proposals
- Remaining current in one`s field of interest through regular reading of peer-reviewed journals (either in print or electronically). Evidence of such reading is giving a talk at a departmental seminar.
- Hosting short-term visitors
- Mentoring graduate students
- Supervision of a graduate student(s) research
- Summer and collaborative research with colleagues from other colleges and/or universities and/or industry.
- Developing new minors or concentrations and programs approved by the department
- Publication of articles in non-peer reviewed journals and other venues
- Participating in Professional Development in field of specialization including attending courses in institutions of faculty training and career development offered by well-established institutes for faculty as well as advanced independent study.

VI. **Guidelines for Teaching/Advising**:
Intent: The intent of the expectations for post tenure review related to teaching and advisement is to ensure that faculty plan, implement, and evaluate high quality services to students that are consistent with the norms operating in the Department and the profession.

Requirements: Faculty must demonstrate evidence of completion of the following expectations for satisfactory performance for teaching and advising.

- Department of Mathematics and Computer Science faculty will prepare a course syllabus for each course each semester and make that course available the first day of class. Faculty will include among the materials submitted for Post Tenure Review a syllabus for each course taught during the review period. A single syllabus, generally the most recent version, will be submitted for courses taught more than once during the review period. Course syllabi need to be consistent with departmental curricula and departmental instructional initiatives.

- Department of Computer Science and Engineering Technology faculty will assess student learning relative to essential learning outcomes. Faculty will include among the materials submitted for Post Tenure Review for one of the sections taught during the review period all major materials to assess student learning including major assignments, projects, tests, and final examinations. Daily homework and minor quizzes need not be included. A brief narrative to support how materials presented are used to hold students accountable for learning outcomes/objectives included in the syllabus. Post tenure review of assessment materials will provide for the reality that not all learning outcomes, those pertaining to dispositions for example, need explicit assessment.

- Department of Computer Science and Engineering Technology faculty will provide daily instruction that is consistent with the norms within the Department and Profession. As evidence that the Departmental expectations for daily instruction are being met, faculty will include among the materials submitted for Post Tenure Review the report from two peer observations of classroom instruction. The peer observation must cover at least a 20 minute period of instruction and document:
    - Instruction is mathematically and or factually accurate;
    - Instruction is consistent with curriculum established within the Department;
    - Written and oral communication was effective and consistent with conventions of usage;
    - Classroom environment was effectively managed;
    - Instruction demonstrates support for or implementation of Departmental initiatives.

- The Faculty member must meet with each of their advisees to complete the course scheduling form for the next semester. To provide evidence, the faculty member must provide a registration schedule form contained in the department with the advisee's signature on the form.