

**Faculty Ranks, Promotion, Tenure, and Permanent Status**  
**Approved by Faculty Assembly on May 10, 2022**  
*UMES Policy and Procedures*  
**Adoption and Effective Date: July 1, 2022**

**A. General Principles**

This policy statement describes the criteria and procedures governing promotion and tenure for faculty at the University of Maryland Eastern Shore.

Definition of Tenure

According to the American Association of State Colleges and Universities in its 1971 pamphlet entitled *Academic Freedom and Responsibilities, and Academic Tenure*, "... tenure ... is a means of making the teaching profession attractive to persons of ability, and constitutes an important protection for academic freedom. It, thus, contributes to the success of an institution in fulfilling its obligations to its students and to society."

To ensure the integrity of the university's tenure process, it is essential that:

- a) The criteria actually applied in the tenure decision be approved by the department in which the candidate is employed, be known to evaluators at all stages of the tenure decision process, and be communicated to candidates at the beginning of their employment.
- b) All information regarding the candidate's success in meeting those criteria be considered by those involved in making tenure recommendations and all information considered be disclosed to the candidate in a timely manner.
- c) The criteria, and corresponding performance expectations, be applied consistently to all candidates and that the criteria be applied consistently to the same candidate over time.
- d) The university's procedures for conducting tenure review be adhered to by all participants, at all stages of the review.
- e) Periodic evaluations of each candidate's progress toward meeting the criteria for tenure be reported to the candidate clearly and candidly as well as constructive guidance on the candidate's future efforts.

The only faculty ranks which may involve a tenure commitment are: Professor, Associate Professor, Assistant Professor, Distinguished University Professor and such other ranks as the Board of Regents may approve. Appointments to all other ranks, including any qualified rank in which an additional adjective is introduced (such as "clinical professor"), are for a definite term and do not involve a tenure commitment (University of Maryland System Policy (II-1.00) on Appointment, Rank and Tenure of Faculty).

Promotion to the ranks of Associate Professor or Professor carries immediate tenure. Non-tenured faculty members applying for promotion to these ranks must first stand for tenure review.

Professorial titles should be granted only to teaching and/or research personnel who are associated with teaching or research departments or units.

Notwithstanding anything to the contrary in this policy, faculty in certain ranks may be granted permanent status. Those ranks include permanent status commitment are Librarian II, Librarian III, and Librarian IV and such other ranks as the Board of Regents may approve. Permanent status may not be granted to an individual holding the rank of Librarian I.

Permanent status is defined as continuing employment such that a decision to remove an employee must be made by the president of the campus and must be justified by cause as defined by USM and campus policy. Permanent status is an employment status different from tenure.

An appointee who has been notified that permanent status has been denied shall be granted an additional and terminal one-year appointment in that rank, but, barring exceptional circumstances, shall receive no further consideration for permanent status. Permanent status can be awarded only by an affirmative decision based upon a formal review. Individuals who have been granted permanent status under BOR VII 2.15 B (Policy on Librarians), which is superseded by this policy, shall retain this status. Appointments of faculty librarians with permanent status may be terminated at any time for cause. Procedures for termination of faculty librarians with permanent status are covered in USM policy (BOR-II.I-I)

Appointments of faculty librarians who do not have permanent status may be terminated under policies and procedures that apply to full-time, non-tenure track faculty.

In addition to the ranks listed and described in **Section C (below)**, there may also be other faculty ranks as institutions shall define and include in their respective appointment, rank, and tenure policies, subject to the approval of the Board of Regents.

Institutions should specify to new employees, in writing to faculty at the time of appointment, the length of appointment and the applicable terms and conditions of the appointment with regard to tenure.

## **B. UMES Eligibility Criteria for Promotion and Tenure**

The criteria for appointment, tenure, and promotion shall reflect the educational mission of the University of Maryland Eastern Shore: to provide learning, discovery, and engagement opportunities; to create a holistic learning environment that fosters multicultural diversity, academic success, and intellectual and social growth; to prepare students to address challenges in a global, knowledge-based economy, and to maintain commitment to meeting the workforce and economic development needs of the Eastern Shore, the State, the nation, and the world.

The overall criteria for promotion and tenure at the University of Maryland Eastern Shore (UMES) are:

- A) an earned doctorate or recognized terminal degree in the field of specialization,
- B) teaching effectiveness, including advising;
- C) research, scholarship, and creative production, and
- D) relevant service to the UMES community -- both geographic and disciplinary -- to the profession, and to the institution.

Each of these criteria are defined in detail in the subsequent pages of this section.

The activities considered being within the criteria for promotion and tenure shall be flexible and expansive. The relative weight of these criteria will be determined by the mission of the university, and the activities and need within individual departments.

The specific criteria for promotion and tenure decisions in a particular discipline shall be formulated as prescribed herein and maintained by the respective academic departments. The departmental criteria and procedure statements shall conform to the University of Maryland Eastern Shore Policy on Appointment, Rank, and Tenure of Faculty (and amendments) as approved by the USM Chancellor and be placed on file in the Office of the President, the library, and the website for the Office of the Provost and Vice President for Academic Affairs. Final authority for the appointment, promotion, and granting of tenure of faculty resides with the UMES President.

#### I. Terminal Degree

Candidate must have an earned doctorate or recognized terminal degree in the field of specialization from a regionally accredited or internationally reputable foreign institution. In extraordinary circumstances, the president, after consultation with the appropriate faculty committee at the institution, may waive the criterion of the earned doctorate or terminal degree.

#### II. Teaching Effectiveness and Advising Effectiveness

Evidence of teaching effectiveness should ideally consist of the candidate's:

- a. Summary of evidence of effective teaching
- b. Supporting evidence of effective teaching, which may include:
  - 1. Some course materials developed by the applicant,
  - 2. clear and understandable summaries and analyses of student evaluations for the last three years, and
  - 3. actual student evaluations for the previous teaching semester.
- c. Annual Chair evaluations of teaching, for the years the candidate has taught at UMES between the initial appointment in rank and the current review period.

Additional evidence of teaching effectiveness may be combination of the following (this list should not be considered exhaustive):

- d. Peer Classroom observations
- e. Documentation of the development of curricula, courses, digital and written instructional materials (e.g. curriculum committee meetings, syllabi, and/or assignment guidelines, lecture notes, relevant assessments, teaching strategies, etc.)

- f. Recognition and awards for teaching excellence
- g. Supervision of students' academic work for internships, practicum, independent study, research, certification, national career entry examinations and academic competitions as well as clinical and laboratory instruction as required by a disciplinary area
- h. Assessment of teaching outcomes in disciplinary area
- i. Documentation of effective academic advising of students through program advising, mentoring and research opportunities
- j. Documentation of integrating mission directed pedagogical materials on diversity, global perspectives and professional ethics
- k. Documentation of ongoing and continual faculty development (e.g. pedagogy workshops, training sessions, seminars, conferences, etc.)
- l. Certificates or certification in pedagogic training from an accredited body

### III. Research, Scholarship, and Creative Production

UMES values a wide range of scholarship activities; each faculty member shall be reviewed in terms of currency in his/her academic field as affirmed by a community of scholars, and their participation in continuing professional development. At UMES, scholarly work is defined by the Boyer Model (*Scholarship Reconsidered*, 1990), which categorizes scholarship in four areas:

- a. Scholarship of Application – (also called the Scholarship of Engagement) defined as that which goes beyond the service duties of a faculty member to those within or outside the University, and involves the rigor and application of disciplinary expertise with results that can be shared with and/or evaluated by peers (i.e., Cooperative State Research, Education, & Extension Service; science diplomacy);
- b. Scholarship of Discovery – defined as conducting traditional research, developing knowledge for its own sake, including aspects of creative work in the visual and performing arts.
- c. Scholarship of Integration – defined as synthesis of information across disciplines, across topics within a discipline, or across time (i.e., inter-professional education, or science communication); applying knowledge in ways that overcome the isolation and fragmentation of the traditional disciplines.
- d. Scholarship of Teaching – defined as that which involves the systematic study of teaching and learning processes. It differs from scholarly teaching in that it requires the work be made public, made available for peer review and critique according to accepted standards, and should be reproducible and extensible by other scholars.

The Promotion & Tenure committee at each review level will consider the range of scholarship activities of the faculty member. The candidate shall include evidence of substantive outcomes of the aforementioned activities that are disseminated and validated through the candidate's disciplinary parameters.

Examples of scholarship include, but are not limited to the following:

- a. Scholarly articles in which the candidate is a primary or a corresponding author. Articles must be published in refereed journals or established public scholar sites that are considered reputable and

well-regarded in the candidate's principal area of work. Publications written with students or collaborators as the primary author will also be given consideration.

- b. Books, book chapters, monographs, or ongoing book projects with evidence of a contract from recognized discipline-specific publisher(s);
- c. Development of computer software, coding, or other digital tools;
- d. Peer-reviewed conference proceedings;
- e. Presentations made as a primary/presenting/corresponding author made at peer-reviewed conferences in the candidate's field of work;
- f. Creative production in the fields of music, the arts, and related professions that include professionally-recognized, peer-reviewed exhibitions and/or performances;
- g. Evidence of soliciting grant(s) or contract(s) as a principal investigator/director or co-principal investigator;
- h. Involvement in professional societies (recognition through election to major offices or committees) and a description of the contributions made to these organizations along with attestation from those societies where the candidates served as an officer or on the committee;
- i. Evidence of developing disclosures, provisional or non-provisional patent applications, and granted patents;
- j. Evidence of the effort, process, and/or outcome of discipline-specific investigations and the advancement of new knowledge.

#### Letters of External Reference

Each candidate must have three letters of external reference that must be submitted by the candidate. These references must not be faculty at UMES, but will be colleagues who can specifically address the candidate's disciplinary contributions and impact within a regional, national, and/or international scale. Letters of external reference will be used to evaluate the candidate's research, scholarship, and creative production.

#### IV. Relevant Service

Evidence of service to the institution, the community, and the profession. Evidence of service should ideally include participation in the activities of the department, school, and university, including, but not limited to such activities as: performing assigned administrative duties, assuming committee responsibilities, working actively with student organizations and participation in external community activities related to the faculty member's area of specialization.

Examples of such contributions to the institution and department may also include the following (this list is not exhaustive):

- a. Contributions through committee service, elected faculty office, committee chair and other administrative services;
- b. Organization of institutes, workshops, conferences, fairs, screenings and symposia;
- c. Activities involving inter- and intra-university and school system cooperation;
- d. Accreditation and reaccreditation related contributions;
- e. Service as advisor or resource person for extra-curricular activities of students;

- f. Media activities including TV, radio, print, online and other public performances and appearances;
- g. Honors and awards given for excellence in service.

Contributions to the discipline and constituencies may include, but are not limited to the following:

- a. Maintaining membership in professional organizations;
- b. Holding elected office in professional organizations;
- c. Service as editor, book reviewer, peer reviewer for journals in disciplinary significant publications.

Contributions to the general and civic community may include, but are not limited to the following:

- a. Service as mentor, judge, advisor or resource person to community service organizations;
- b. UMES mission-driven outreach activities as an intellectual resource;
- c. Service learning activities that engage students with the general and civic community.

Candidates are not expected to present a record that includes entries for every possible type of evidence listed above.

### **C. Faculty Ranks**

The following criteria are used at the University of Maryland Eastern Shore to make decisions about the appointment, promotion, and tenure of faculty.

#### Assistant Professor

- a. Earned doctorate, or recognized terminal degree in the field of specialization from a regionally accredited or internationally reputable foreign institution.
- b. Evidence of effective teaching.
- c. Evidence of scholarly contribution in the area of specialization including, but not limited to, activities such as research, publication, participation in the programs of professional societies, or professionally recognized performance in the arts.
- d. Participation in the activities of the academic community at the department, school, and university levels including, but not limited to, such activities as performing assigned administrative duties, assuming committee responsibilities, effective academic advising of students, working actively with student organizations, and evidencing interest in external community activities related to the faculty member's area of specialization. In cases where service is not specifically discipline-related, the candidate should describe the service and address how it could be of professional benefit to the candidate and/or to UMES' role in the community since the faculty member is representing the University positively. Volunteerism related to one's family, hobbies, or special interests may be laudable but may not be weighted heavily if it appears to be more personal than professional.

### Associate Professor

- a. The earned doctorate, or recognized terminal degree in the field of specialization from a regionally accredited or internationally reputable foreign institution.
- b. A minimum of six years of full-time university/college teaching experience with at least five years in assistant professor rank. Exceptions may be made by the provost for comparable professional activity or research.
- c. Excellence in teaching.
- d. Evidence of scholarly contribution in the area of specialization including, but not limited to, such activities as research, publication, participation in the programs of professional societies, or professionally recognized performance in the arts.
- e. Participation in the activities of the academic community at the department, school, and university levels including, but not limited to, such activities as performing assigned administrative duties, assuming committee responsibilities, effective academic advising of students, working actively with student organizations, and evidencing interest in external community activities related to the faculty member's area of specialization. In cases where service is not specifically discipline-related, the candidate should describe the service and address how it could be of professional benefit to the candidate and/or to UMES' role in the community since the faculty member is representing the University positively. Volunteerism related to one's family, hobbies, or special interests may be laudable but may not be weighted heavily if it appears to be more personal than professional.

### Professor

- a. The earned doctorate or recognized terminal degree in the field of specialization from a regionally accredited or internationally reputable foreign institution.
- b. A minimum of ten years of full-time university/college teaching experience and at least five years in the associate professor rank.
- c. Evidence of sustained excellence in teaching.
- d. Evidence of having established an outstanding record of scholarship, research, and/or creative production since being promoted to Associate Professor. A national, or where applicable, international reputation for scholarly activities, measured by peers in the field and demonstrated by scholarly and reputable publications, exhibitions, or creative performances, and the active pursuit of funding (as appropriate to the specific discipline) is expected of candidates for appointment or promotion to the rank of Professor.

- e. Evidence of leadership in the activities of the academic community at the department, school, and university levels, including, but not limited to, performing assigned administrative duties, assuming committee responsibilities, effective academic advising of students, working actively with student organizations, and evidencing interest in external community activities related to the faculty member's area of specialization. In cases where service is not specifically discipline-related, the candidate should describe the service and address how it could be of professional benefit to the candidate and/or to UMES' role in the community since the faculty member is representing the University positively.

Promotion to a higher rank shall be based on a process that evaluates the merits of the candidate and cannot be considered automatic or simply the result of service to the University for a number of years. Moreover, successive appointments or the completion of a specific period of service do not convey a right to appointment with tenure, except as described in this policy.

#### Emeritus Faculty Appointments

Emeritus status may be bestowed by an institution on the basis of both quality and length of service to the institution. Guidelines and procedures for awarding this title appear in the Faculty Handbook. Emeritus titles at the System level may be bestowed by the Chancellor.

#### **GENERAL PROCEDURES**

Candidates for Promotion and Tenure shall prepare a dossier supporting their application that will be submitted electronically as one PDF file with bookmarks to the table of contents to the Office of the Provost and Vice President of Academic Affairs. The Provost and Vice President of Academic Affairs is responsible for providing access to the dossier and accompanying letters of review to all of the faculty members responsible for evaluation of the cases to be presented in a given year.

The Provost and Vice President shall call the first meeting of the elected **UMES Faculty Promotion and Tenure Review Committee** to discuss the charge for the committee. The Chairperson of the committee shall be a Professor selected by the members of the UMES Faculty Promotion and Tenure Review Committee with each faculty member voting for one (1) Professor.

Committee members may not apply for promotion and/or tenure during their term of service on the committee and shall not serve on any departmental Ad Hoc Committees. Any department chair elected to serve on this Committee whose department member is being considered for promotion and/or tenure shall recuse him/herself from the review of a departmental member's application.

In cases of candidates for promotion to Professor the Professor members will deliberate and vote separately from, and instead of, the full committee.

## Dossier preparation

The dossier shall include a copy of the approved departmental policy on promotion and tenure. It is the candidate's responsibility to ensure that the information presented in the dossier is accurate. Guidelines for preparation of the dossier are as follows:

The Dossier must be provided as a single electronic file in Portable Document Format (PDF) and **must have the following components:**

- Table of Contents – Dossier must be bookmarked to the table of contents
- Copy of Departmental Promotion and Tenure Guidelines
- Cover letter: Two to three-page introduction and overview with special attention paid to specific qualifications for tenure and promotion based on activities and development within the areas of teaching, research and scholarship, and service.
- Curriculum Vitae
- Annual Chair's Evaluation with Faculty Self-Evaluations appended for the last three years.
- Summary of Evidence of Effective Teaching: Candidate should summarize their teaching accomplishments with special attention paid to identifying and explaining the candidate's three most significant teaching contributions since his/her appointment to a tenure-track position or last promotion.
- Summary of Evidence of Research and Scholarship: Candidate should summarize their research and scholarship accomplishments with special attention paid to identifying and explaining the candidate's three most significant research contributions since his/her appointment to a tenure-track position or last promotion.
- Summary of Evidence of Service: Candidate should summarize their service to the department, school, university, and community, with special attention paid to identifying and explaining the candidate's three most significant service contributions since his/her appointment to a tenure-track position or last promotion.

The Dossier may include the following optional elements:

- Statement of Additional Duties. This is an opportunity for faculty who have responsibilities and duties related or in addition to teaching, including advising or mentoring or additional administrative duties which are part of their job expectations but outside the realm of the norm, to describe those responsibilities and provide evidence as to their effectiveness in these additional roles.

- Letters of Support (maximum of five) including three from colleagues external to UMES.
- Other information. The candidate may elect to include additional pertinent information, which falls outside the categories identified above.

All materials submitted by faculty for consideration for promotion will be maintained in confidence and safekeeping.

### **Development of Departmental Guidelines**

- A. Each department shall develop a document which sets forth procedures and measurable criteria for reviewing the credentials of department members for purpose of granting promotion and/or tenure at different ranks.
- B. The document developed by the committee shall be discussed by the entire department in a meeting and approved by a vote of departmental tenured and tenure-track faculty, and must align with the University criteria for granting of tenure as described above. The document shall then be transmitted for approvals and dated signatures by the Dean of the School and the Provost and Vice President for Academic Affairs, who will subsequently submit it to the President for his/her review and final approval.
- C. Copies of all approved departmental documents shall be made available on the website for the Office of the Provost and Vice President for Academic Affairs for examination by interested faculty.
- D. In cases of mandatory promotion and tenure review, the department chairperson shall inform the faculty member in writing, by the first Friday in April of the fifth year of appointment for an Assistant Professor, and by the first Friday in April of the mandatory review year for an Associate Professor, that he or she is to be considered for tenure and/or promotion.

A faculty member may request early consideration for promotion and/or tenure by requesting such consideration by the first business day in October of any year prior to his or her mandatory review year. As per the USM policy, denial of tenure resulting from the mandatory review will preclude any further consideration of the candidate for tenure.

Following the granting of tenure, a faculty member may receive consideration for promotion when eligible by requesting such consideration by the first business day of October of any year thereafter.

### **Composition of the Ad Hoc Departmental Promotion and Tenure Committee:**

- A. Each candidate must declare his/her intention to enter the promotion/tenure process by the first business day of October in the year of consideration and submit a list of at least five (5) persons to serve on his or her Ad Hoc committee to the departmental chairperson by that date.

Ad Hoc departmental committees shall consist of three (3) members in the same department, all of whom shall be tenured and senior in rank to the individual being considered. If there are not enough faculty of sufficient rank in a given department, faculty in a field from outside the department may be nominated by the faculty applying for tenure or promotion to serve on the Ad Hoc committee.

It is the responsibility of the faculty member to demonstrate to the department chairperson that Ad Hoc committee nominees from outside the candidate's home department are appropriately qualified to assess the candidate's materials. The candidate must ensure that the individuals being nominated are willing to serve on the Ad Hoc departmental committee.

There may be rare occasions when the candidate must ask faculty members from other institutions to serve on the Ad Hoc committee. As with department committee nominees internal to UMES, the candidate must make the case as to why these nominees are necessary, and how they are qualified to assess the candidate's materials. **These external Ad Hoc committee nominees should never be confused with individuals who provide letters of reference (see page 5). Writers of the letters of reference assess the candidate's overall disciplinary impact – their research, scholarship, and creative production – only.**

- B. The departmental chairperson will select three (3) committee members from among the persons suggested by the candidate, if they are qualified to serve. By the 15<sup>th</sup> of October, or the next business day thereafter, the department chairperson shall inform the candidate, the Dean of the School, the Provost and Vice President of Academic Affairs, and the members of the Ad Hoc committee of the composition of the Ad Hoc departmental committee which will review the candidate. The committee shall meet before November 1 and elect its own chairperson, who must be a member of the UMES faculty.
- C. The candidate under consideration shall submit the *dossier as a single electronic file* as specified in the Guidelines to the Department Chair by January 31<sup>st</sup> or the next business day thereafter in the year of consideration.

The Department Chair shall forward the dossier to the Ad Hoc Committee within three (3) business days after receipt. All documentation gathered by the Ad Hoc committee shall be held in confidence.

### **Review Processes**

- A. The Ad Hoc Departmental Review Committee shall review the dossier and forward its recommendation to the department chairperson by February 15<sup>th</sup> or the next business day thereafter.
- B. If the Ad Hoc committee's recommendation is negative, the candidate is so informed by the department chairperson and the review is terminated. There is no opportunity for appeal at the Ad Hoc Committee stage of review. (See *Appeals* section, page 13).

- C. If the Ad Hoc Committee's recommendation is positive, the Department Chairperson shall review the dossier and attach his/her recommendation to the dossier. If the Chairperson's recommendation is positive, s/he shall forward all materials to the Dean by February 20<sup>th</sup> or the next business day thereafter.

If the Chairperson's review is negative, the candidate will be notified in writing by physical letter and email within five business days of receiving the negative recommendation. The candidate shall review the chairperson's reasons for the negative recommendation and may choose to respond in writing. The candidate's written response shall be submitted to the Dean along with the dossier and all other materials within five (5) business days of receipt of the negative recommendation.

- D. The Dean shall review the dossier and attach his/her recommendation to the file. If the Dean's recommendation is positive, s/he shall forward the dossier and all materials to the University Review Committee. If the Dean's recommendation is negative, the candidate shall be notified in writing by physical letter and email within five business days of the receiving the Dean's negative recommendation. The candidate shall be entitled to review the dean's recommendation and respond in writing. The candidate's written response shall be submitted along with the dossier and other materials to the UMES Faculty Promotion and Tenure Review Committee.

#### **UMES Faculty Promotion and Tenure Review Committee**

The UMES Faculty Promotion and Tenure Review Committee shall review every case forwarded to it. Upon review of all materials, the committee shall submit its report and recommendation to the Provost and Vice President for Academic Affairs.

If the Committee's recommendation for any candidate is positive, it shall forward all materials to the Provost and Vice President for Academic Affairs by April 15<sup>th</sup> or the next business day thereafter.

If the Committee's review is negative, the candidate will be notified in writing by physical letter and email within five business days of receiving the negative recommendation. The candidate shall be entitled to review the Committee's recommendation and respond in writing. The candidate's written response shall be included with all other materials and submitted to the Provost and Vice President for Academic Affairs.

#### **Provost and Vice President for Academic Affairs Review**

The Provost and Vice President for Academic Affairs shall review all cases forwarded to her/him.

If the Provost and Vice President for Academic Affairs' recommendation is positive, it shall forward all materials to the President by May 1<sup>st</sup> or the next business day thereafter.

If the Provost and Vice President for Academic Affairs' recommendation is negative, the candidate will be notified in writing by physical letter and email within five business days of receiving the negative recommendation.

The candidate shall be entitled to review the Provost's recommendation and respond in writing. The candidate's written response shall be submitted to the President along with the dossier and all relevant materials.

### **The President's Review**

The President's final decision shall be communicated promptly to the candidate in writing by May 15<sup>th</sup>. If the President's decision is negative, then the letter to the candidate shall specify the reasons for the decision and shall notify the candidate of the following appeal procedures:

### **Appeals**

Grounds for appeal shall be procedural rather than substantive (e.g., Was the decision arrived at conscientiously? Was all available evidence bearing on the relevant performance of the candidate sought out and considered? Was there adequate deliberation by the department over the evidence in light of the relevant standards? Was irrelevant and improper information included in consideration? Was the decision an exercise of professional academic judgment?). Typical reasons for appeals are listed but not limited to those below:

- A. If, upon receipt of a candidate's application for promotion or tenure, a department chairperson fails to impanel a departmental Ad Hoc Committee in adequate time to obtain data on the candidate;
- B. If the candidate is not given sufficient opportunity to present material in response to a negative recommendation;
- C. If the candidate's rights of confidentiality are violated;
- D. If evidence of discriminatory practices is presented;
- E. If the various review sources fail to exercise due diligence in obtaining materials for assessment;
- F. If violation or failure to follow the published guidelines, including the procedures and criteria listed in this document, occurs.

Following notification of a negative decision by the President, the candidate shall be entitled to appeal, in writing, in accordance with the procedure below.

- A. The candidate must file a formal notice of appeal in writing with the Provost and Vice President for Academic Affairs within ten (10) business days of receipt of notification of the negative decision of the President. The notice of appeal shall state the specific grounds for such appeal and the factual contentions supporting each ground.
- B. As soon as practical after receipt of the notice of appeal and in no event more than five (5) business days thereafter, the Provost and Vice President for Academic Affairs shall have an informal meeting with the candidate to review the grounds for appeal.

- C. The Provost shall report to the President the substance of the informal meeting. If the President does not change his/her decision, the Provost and Vice President for Academic Affairs shall inform the candidate within five (5) business days after that decision. The candidate has five (5) business days to inform the Provost that s/he will proceed with a formal appeal.
- D. The Provost and Vice President for Academic Affairs shall promptly convene an Appeals Committee comprising three faculty members of higher rank than the candidate.
- E. The basic function of the Appeals Committee shall be to determine whether adequate consideration was given to the case. The term "adequate consideration" refers to procedural issues, as explained above. The Provost and Vice President for Academic Affairs must supply to the Appeals Committee an explanation of the procedures followed and materials used in coming to the negative decision. The Appeals Committee is also charged to exercise all due diligence in obtaining further information relative to the specific procedural questions involved.

The Special Appeals Committee shall compare the procedures used at all levels with established departmental and institutional procedures to determine whether such procedures were properly carried out. In considering the merits of an appeal, the Special Appeals Committee should distinguish between minor or technical procedural variations which have not adversely influenced the evaluation process and those procedural deviations which may have prejudiced adequate consideration of the candidate's credentials.

- F. The Appeals Committee shall make a recommendation in writing to the President within ten (10) business days after being impaneled. If the Appeals Committee determines that procedures were followed appropriately and fairly, the President shall notify the appellant and the decision is final. Should the Appeals Committee determine that procedural errors did occur, it shall inform both the President and the appellant, setting forth the inadequacies found, and shall make a recommendation to the President on whether or not the case should be reconsidered.
- G. Upon receipt of the recommendation from the Appeals Committee the President shall inform the candidate of his/her decision on the appeal within ten (10) business days. If the President decides that the case is to be reconsidered, no new substantive materials may be presented except that which was omitted through procedural error, if applicable. The case should be returned to the appropriate level of review. The process shall then continue from this point forward.

The initiation of the appeals procedure does not operate to dislodge or delay any formal notification dealing with contract non-retention or tenure denial actions.

### **Review of Document**

The UMES Policy and Procedures on Promotion and Tenure of Faculty shall be subject to review every five years by a Committee that shall be set up by Provost and Vice President for Academic Affairs.

## **Applicability**

Except as provided in the University Policy on Appointment, Rank and Tenure of Faculty, the provisions in this policy document shall apply to all individuals whose faculty appointment becomes effective on or after July 1, 2022.

## **Non-Tenure Track Faculty**

Evaluation of non-tenure track faculty should be conducted based on the primary responsibilities of the faculty and the ratings should be weighted according to departmental criteria.

## **Additional Faculty Ranks**

- A. Lecturer: This title may be used for appointment at any salary and experience level of persons who are competent to fill a specific position but who are not intended to be considered for professorial appointment. Appointments to this rank shall be for terms not to exceed three years and are renewable.
- B. Senior Lecturer: In addition to having the qualifications of a lecturer, the appointee shall have completed at least six years as a lecturer (or in a rank at another institution of higher education that is accepted as comparable to Lecturer), and shall have established a record of teaching excellence and a record of service. Fewer than six years' experience may qualify one for this rank if approved by the president or designee. Appointments to this rank shall be for terms not to exceed five years and are renewable.
- C. Artist in Residence; Writer in Residence; Executive in Residence: This title may be used to designate temporary appointments, at any salary and experience level, of persons who are serving for a limited time or part time, and who are not intended to be considered for professorial appointment.
- D. Adjunct Assistant Professor; Adjunct Associate Professor; Adjunct Professor: These titles are used to appoint outstanding persons who may be simultaneously employed outside the institution. The appointee should have expertise in the discipline and recognition for accomplishment sufficient to gain the endorsement of the preponderance of the members of the faculty of the department to which he or she is appointed. Appointment is made on a semester or an annual basis and is renewable. These titles do not carry tenure.
- E. Visiting Appointments: The prefix "Visiting" before an academic title is used to designate a short term, full time appointment without tenure.
- F. Emeritus Faculty Appointments: Emeritus status may be bestowed by an institution on the basis of both quality and length of service to the institution. Guidelines and procedures for awarding this title appear in the Faculty Handbook. Emeritus titles at the System level may be bestowed by the Chancellor.

## GUIDELINES

These guidelines are intended to provide guidance for faculty entering the process for promotion and/or tenure. These guidelines do not replace the University System of Maryland or University of Maryland Eastern Shore's Promotion and Tenure Policies and Procedures. Guidelines developed by academic departments shall not be in conflict with UMES Policy, Procedures and these approved Guidelines. Please review the University System Policy on Appointment, Rank, and Tenure of Faculty, the UMES Policy and Procedures on Promotion and Tenure of Faculty, and your departmental policy in conjunction with these guidelines.

### PROCESS

#### A. Calendar

A calendar of key dates within the process is shown in the UMES Promotion and Tenure Timeline. These dates will be noted on the Academic Calendar each year.

#### D. University Promotion and Tenure Committee

The UMES Faculty Promotion and Tenure Review Committee shall be elected as stated in Appendix A to the Policy on the Election of UMES Faculty Promotion and Tenure Review Committee.

#### E. Ad Hoc Departmental Promotion and Tenure Committee

1. The Ad Hoc Departmental Promotion and Tenure Committee will consist of three people.

- The candidate will submit five names to the chair of the department (Oct. 1). The chair will select from the list and select three people to serve.
- The department chair will notify members of the committee in writing that they have been selected to serve as Ad Hoc members (Oct. 15).
- The department chair will also notify the candidate, the Dean of the school, and the VPAA of the composition of the Ad Hoc Committee.
- Members of the Ad Hoc committee will decide amongst themselves who will serve as the Chair of the Ad Hoc committee (Nov. 1).

2. If a department does not have a sufficient number of qualified faculty (faculty within the discipline of equal or greater rank than the rank to which the candidate is seeking promotion) the candidate may select from other departments at UMES or at other USM campuses with related disciplines. Written justification for committee members who are not within the department must be forwarded to the chair of the department along with the list of committee members' names. Committee members (especially those outside the department) must be available for committee meetings.

#### F. Timelines

Target dates for specific activities with the process for submittal of material may be established in Departmental Guidelines. These target dates must agree with the UMES policy.

## APPENDIX A

### Policy on Election of UMES Faculty Promotion and Tenure Review Committee

The UMES Faculty Promotion and Tenure Review Committee is the university-level committee responsible for reviewing applications for promotion and tenure along with departmental Ad Hoc committee, Department Chair, and School Dean recommendations in accordance with the UMES Policy and Procedures on Promotion and Tenure of Faculty.

The committee will consist of eight (8) members elected from tenured Professors and Associate Professors not having administrative responsibilities, as detailed below, and one (1) Professor appointed by the Provost and Vice President for Academic Affairs. Department chairpersons are eligible to serve.

One (1) Professor and one (1) Associate Professor shall be elected by the faculty of each School (except the School of Graduate Studies) to serve on this committee. The election of committee members shall be by secret ballot, with each faculty member voting for one (1) Professor and two (2) Associate Professors. The Professor and Associate Professor receiving the most votes within each school will become members of the committee. The Provost and Vice President shall call the first meeting of the elected committee to discuss the charge for the committee. The Chairperson of the committee shall be a Professor selected by the members of the UMES Faculty Promotion and Tenure Review Committee with each faculty member voting for one (1) Professor.

In October of the year in which this committee is first established, all 8 representatives will be elected and the VPAA will appoint one Professor. In the following years, members will be replaced according to the following scheme:

<u>School</u>	<b>Representative below is elected in October of:</b>	
	<u>Odd-numbered year</u>	<u>Even-numbered year</u>
SANS	Professor	Associate Professor
SBT	Professor	Associate Professor
SESA	Associate Professor	Professor
SPHP	Associate Professor	Professor

The member appointed by the Provost and Vice President for Academic Affairs shall serve a two-year term.

Members may not serve consecutive terms as either an elected or appointed member.

#### **NOTE**

SANS: School of Agricultural and Natural Sciences

SBT: School of Business and Technology

SESA: School of Education, Social Sciences and the Arts

SPHP: School of Pharmacy and Health Professions

**APPENDIX B**

**Promotion and Tenure Timelines**

<b>By the 1st Friday in April</b>	Written notification by the Department Chair to an Assistant Professor (5th year of service) or Associate Professor (based on the contract) who will be subject to mandatory review in the following academic year.
<b>By the 1st business day of October</b>	Written notification by a faculty member to the Department Chair requesting Promotion and Tenure review prior to his or her mandatory year. Submission of a list of at least five (5) persons to serve on his or her Ad Hoc committee.
<b>October 15</b>	Written notification of the composition of the Ad Hoc Departmental Promotion & Tenure Committee by the Department Chair to the candidate, the Dean of the school, the VPAA, and the members of the ad hoc committee.
<b>November 1</b>	The Ad Hoc Departmental Promotion & Tenure Committee will have met and elected a chair.
<b>January 31</b>	Submission of Dossier by the candidate to the Office of the Provost. Access to the electronic document will be managed by the Office of the Provost. The Ad Hoc Committee will receive access to the dossier within three (3) days.
<b>February 15</b>	Recommendation of Ad Hoc committee added to the dossier and made available to the Department Chair.
<b>February 20</b>	Recommendation of the Department Chair added to the dossier and made available to the Dean.
<b>March 1</b>	Recommendation of the Dean added to the dossier and made available to the UMES Faculty Promotion and Tenure Review Committee.
<b>April 15</b>	Recommendations of the UMES Faculty Promotion and Tenure Review Committee, Department Chair and Dean submitted to the VPAA.
<b>May 1</b>	Recommendation of VPAA to the President.
<b>May 15</b>	Notification from the President to the faculty member.