

# GUIDELINES FOR PROMOTION AND TENURE FOR THE DEPARTMENT OF SOCIAL SCIENCE

Revised November 5, 2025

## FACULTY RANKS

Promotion shall be based on a process that evaluates the merits of the candidate. Promotion cannot be considered automatic or simply the result of service to the University for a number of years. 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.

The University of Maryland Eastern Shore uses the following criteria to determine the appointment, promotion, and tenure of faculty.

### Assistant Professor

- Earned doctorate, or recognized terminal degree, in field of specialization from a regionally accredited or internationally reputable institution
- Evidence of effective teaching and advising
- Evidence of scholarly contribution in field of specialization including, but not limited to, activities such as research, publication, engagement in the programs of professional societies, or professionally recognized performance in the arts
- Engagement in service to 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 engagement in community activities related to the 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 are laudable but may not be considered if it appears to be more personal than professional.

### Associate Professor

- Earned doctorate, or recognized terminal degree, in field of specialization from a regionally accredited or internationally reputable institution
- Minimum of six years of full-time university/college teaching experience with at least five years collectively in adjunct, visiting, and/or assistant professor rank. Exceptions may be made by the provost for comparable professional activity or research.
- Evidence of excellence in teaching and advising
- 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
- Engagement in service to 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 engagement in community activities related to 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 are laudable but may not be considered if it appears to be more personal than professional.

## **Professor**

- Earned doctorate or recognized terminal degree in the field of specialization from a regionally accredited or internationally reputable institution
- Minimum of ten years of full-time university/college teaching experience and at least five years in the associate professor rank or evidence of previous tenure at an accredited college/university
- Evidence of sustained excellence in teaching and advising
- Outstanding record of scholarship, research, and/or creative production since promotion to rank of Associate Professor. A national, or where applicable, international reputation for scholarly activity, 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.
- Evidence of leadership in service to 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 engagement in community activities related to 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.

## **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.

## **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.

## **Adjunct Assistant, Adjunct Associate, 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.

## **Visiting**

The prefix Visiting designates a short-term, full-time appointment without tenure.

## **Emeritus Faculty**

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.

**DEPARTMENT STANDARDS FOR PROMOTION AND TENURE:**

The Social Science Department’s standards for promotion and tenure are based on the Department's mission. The Department has established a point scale for exemplary and satisfactory standards in these three areas:

1. Teaching and Advising
2. Scholarly Activity
3. Service to the University, Community, and Profession

<b>Area of Review</b>	<b>Point scale for Promotion to Associate Professor with Tenure</b>	<b>Point scale for Promotion to Professor</b>
<b>TEACHING AND ADVISING</b>	Maximum: 60 points Exemplary: greater than 10 Satisfactory: 10 points Less than 10: does not meet department standards	Maximum: 80 points Exemplary: greater than 10 Satisfactory: 10 points Less than 10: does not meet department standards
<b>SCHOLARLY ACTIVITY</b>	Maximum: 20 points Exemplary: greater than 10 Satisfactory: 10 points Less than 10: does not meet department standards	Maximum: 60 points Exemplary: greater than 10 Satisfactory: 10 points Less than 10: does not meet department standards
<b>SERVICE TO THE UNIVERSITY, COMMUNITY, AND PROFESSION</b>	Maximum: 20 points Exemplary: greater than 10 Satisfactory: 10 points Less than 10: does not meet department standards	Maximum: 60 points Exemplary: greater than 10 Satisfactory: 10 points Less than 10: does not meet department standards
<b>Required points for promotion and tenure</b>	<b>70 total points required for promotion to Associate Professor with Tenure</b>	<b>140 total points required for promotion to Professor</b>

## **PROMOTION FROM LECTURER TO SENIOR LECTURER**

Promotion from Lecturer to Senior Lecturer is based on:

1. Excellence in Teaching and Advising - minimum of 30 and maximum of 60 points
2. Outstanding Service to the University, Community, and Profession - minimum of 20 and maximum of 40 points

Evidence of research scholarship is optional and encouraged as a criterion contributing to the total score. UMES is committed to the faculty's well-rounded spectrum of achievements. UMES is committed to ensuring that the promotion process aligns with our values, and celebrates the diverse strengths that faculty bring to the Senior Lecturer role.

## **CANDIDATES FOR TENURE WITHOUT PROMOTION**

A minimum overall score of sixty-five (65) points will be the basis for recommending tenure without promotion. A minimum of 30 points must be earned in the area of Instruction and Student Advising. A minimum of 10 points must be earned from the area of Research and Scholarship. A minimum of 10 points must be earned from the area of Service to the University, Discipline and Community. The remaining points to reach the required minimum score of 65 points may come from any of the areas as long as they do not exceed the maximum areas listed, 60 points in Instruction and Student Advising, 20 in Research and Scholarship, and 20 points in Service to the University, Discipline, and Community. For example, assuming someone has achieved the listed minimums, only 10 more points may be counted from Research and Scholarship since the candidate would have 10 as a minimum threshold. The evaluation will be based on the activities performed by the candidate since the last change in rank. To meet the 65-point threshold for tenure without promotion, faculty are required to earn a minimum of satisfactory in each of the three areas.

## **DOSSIER OF DOCUMENTATION SUBMITTED FOR REVIEW FOR PROMOTION AND TENURE:**

Candidates for promotion should submit a dossier of the following documentation according to university instructions and timeline. The dossier should include a current Curriculum Vitae, and the following three areas of documentation:

### **1. DOCUMENTATION OF TEACHING AND ADVISING:**

Teaching and advising are primary objectives of the University of Maryland Eastern Shore. The Department of Social Science emphasizes quality and innovation in teaching and advising. Quality and innovation in Teaching and Advising includes:

- Evidence of proficiency in teaching: positive student evaluations, feedback from teaching peers, measures of instructional effectiveness, student engagement, and learning outcomes
- Evidence of curriculum development, curriculum assessment, and innovative teaching: significant contributions to the development and implementation of courses, curricula, or assessment methods tailored to the discipline, innovative teaching methods that enhance established student and program learning outcomes, course syllabi, assessment rubrics, supervision of students' academic internships and research projects, data of impact of curriculum innovations
- Evidence of faculty development of curriculum and classes which specifically act to connect students with surrounding communities through volunteer and service opportunities: enhancing student knowledge of social needs and programs, while building, strengthening, or expanding bridges between UMES and the Delmarva community.
- Evidence of faculty development and continued learning: engagement in ongoing professional development of teaching effectiveness, pedagogy workshops, conferences, training sessions, commitment to continuous improvement in teaching practice
- Evidence of effective academic advising and student mentorship: documentation of ability to support students' academic and professional development through personalized advising and mentorship, documentation of recognition for advising excellence, students advised and mentored, their academic achievements, and resulting career outcomes
- Evidence of certifications, recognition for teaching excellence, impact of teaching contributions, awards received and their significance in the assessment of teaching effectiveness
- Narrative of Teaching and Advising:
  - philosophy of teaching
  - description of courses taught and innovated
  - annual chair evaluations at UMES since initial appointment in rank
  - list of all courses taught: team, in-person, online, hybrid, other modalities
  - syllabi of courses taught
  - summary of evidence of effective teaching
  - supporting evidence of effective teaching
  - course materials developed
  - summaries and analyses of student evaluations for the last three years
  - student evaluations
  - teaching observation by teaching peers
  - documentation of development of curricula, courses, instructional materials, curriculum committee meetings, syllabi, assignment guidelines, lecture notes, relevant assessments, teaching strategies
  - recognition and awards for teaching excellence
  - supervision of students' academic work for internships, practicum, independent study, research, certification, national career entry examinations and academic competitions, clinical and laboratory instruction as required by a disciplinary area
  - assessment of teaching outcomes in disciplinary area

- documentation of effective academic advising, mentoring, and research opportunities
- documentation of integrating mission directed pedagogical materials on diversity, global perspectives and professional ethics
- documentation of ongoing faculty development: pedagogy workshops, training sessions, seminars, conferences
- certificates or certification in pedagogic training from an accredited body
- Letter of recommendation requested and written for students, mentees, colleagues

**POINT SCALE IN REVIEW OF DOCUMENTATION OF TEACHING AND ADVISING:**

<b>Teaching Criteria</b>	<b>Points</b>
Comprehensive course syllabi, not additive	3
Use of technology in teaching, not additive	4
Use of Learning Management System, not additive	5
Development of new in-person course, additive	4
Development of new online or hybrid course, additive	4
Change of modality to online or hybrid course, additive	4
Teaching a graduate level course, additive for non-ORLD faculty	5
Use of team building activities, additive	5
Integration of global issues in course, additive	5
Use of course assessment rubrics, not additive	3
Development of service-learning activity, additive	5
Three peer teaching observations, not additive	5
Outside of the classroom assignments, additive	5
Incorporation of library and Internet assignments, additive	5
Use of case studies, additive	4

<b>Student Evaluation Averages</b>	<b>Points</b>
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
1.99 or less	0

<b>Advising Criteria</b>	<b>Points</b>
Undergraduate and graduate program advisement	5
Faculty professional development, conference, seminar papers	5
Preparing students for licensure/career entry examinations	5
Master's thesis guidance, committee member	3
Chairing a master's thesis	5
Dissertation guidance, committee member	5
Internship and practicum supervision	3
Chairing a dissertation	10
Letter of recommendation requested and written	1

## 2. DOCUMENTATION OF SCHOLARLY ACTIVITY:

Because the University of Maryland Eastern Shore is a designated Research and Doctoral University in the University System of Maryland, an important determinant for promotion and tenure is contribution to an academic discipline in the form of research, publication, presentation, directing the research of graduate and undergraduate students, and other scholarly and creative activity. UMES categorizes scholarly activity in four areas:

1. Scholarship of Application or Scholarship of Engagement: 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
  - Professional Licensure and Certification: acquires and maintains appropriate licensure and specialty certifications relevant to the discipline
  - Community-Based Participatory Research: collaborates with community organizations, public health or sport agencies, and local stakeholders to conduct research projects that address community needs and disparities
  - Technology and Innovation: utilizes cutting-edge technologies and techniques to inform and/or perform research.
2. Scholarship of Discovery: conducting traditional research, developing knowledge for its own sake, including aspects of creative work in the visual and performing arts.
  - Research and External Funding: engages in scholarly investigation related to the discipline, seeks external funding for research projects, and collaborates with other investigators to advance knowledge in the field
  - Research Publications: publishes scholarly work in nationally recognized peer-reviewed journals, authors book chapters or books for scholarly material to contribute to the body of knowledge in the discipline
  - Awards and Recognition: receives awards, certifications, or recognition received for research excellence
3. Scholarship of Integration: synthesizes information across disciplines, across topics within a discipline, or across time, applying knowledge in ways that overcome the isolation and fragmentation of the traditional disciplines
  - Presentations of Scholarly Activity: presents scholarly findings at peer-reviewed local/regional/national/international meetings and as an invited seminar speaker
  - Professional Contributions: reviews for journals, conferences, or grant applications within the field
  - Interdisciplinary Collaborations: collaborates with researchers from diverse disciplines to conduct interdisciplinary research projects that address complex issues
  - Policy Development and Advocacy: participates in policy forums, advocacy efforts, and stakeholder engagement activities to influence policies
4. Scholarship of Teaching: involves the systematic study of teaching and learning processes, differs from scholarly teaching in that the work is made public, made available for peer review and critique according to accepted standards, and reproducible and extensible by other scholars
  - Pedagogical Research: conducts research studies to investigate the effectiveness of different teaching methods, strategies, and technologies
  - Integration of Research into Teaching: integrates research findings, evidence-based practices, and real-world applications into courses to enhance student understanding of theoretical concepts and their practical implications in the field
  - Dissemination of Teaching Innovations: shares teaching innovations, best practices, and pedagogical insights with colleagues through presentations at teaching conferences, publication of articles in pedagogical journals, and participation in faculty development workshops

**DOCUMENTATION OF SCHOLARLY ACTIVITY IN THE DOSSIER:**

- grant proposals submitted, funded or not funded, as principal or co-investigator, including grant amount and a description of work involved
- peer-reviewed publications from scholarly journals and publishers, including the first page, title page, table of contents
- non-peer-reviewed publications including the first page, title page, table of contents
- peer-reviewed papers presented at professional, national, regional conferences
- non-peer-reviewed papers presented at professional, national, regional conferences
- invited presentations, workshops, trainings
- professional achievements relevant to profession

**POINT SCALE IN REVIEW OF DOCUMENTATION OF SCHOLARLY ACTIVITY:**

<b>Criteria</b>	<b>Additive points</b>
Mentoring student-led research and independent study	1
Conference paper: professional, local, or state	2
Conference paper: national or regional	3
Conference paper: international	3
Interview or speaking engagement in area of expertise, including media	2
Article in non-peer reviewed journal, magazine, news/media outlet	2
Article/manuscript submission, unpublished	2, max 4
Peer review for journal, grant, publisher, conference	2
Co-authored article in peer-reviewed journal	10
Solo-authored article in peer-reviewed journal	12
Chapter in edited volume by a scholarly press	7
Editor of book-length collection of scholarly essays	12
Monograph with primary sources, published by non-scholarly press	15
Monograph published by university press or equivalent	20
Principal or CoPI of grant or fellowship, not funded	2, max 4
Principal or CoPI of grant/fellowship, funded: \$100 – \$25,000	3
Principal or CoPI of grant/fellowship, funded: \$26,000 – 75,000	5
Principal or CoPI of grant/fellowship, funded: \$76,000 – 99,999	7
Principal or CoPI of grant/fellowship, funded: \$100,000 or more	10

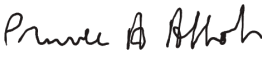
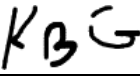




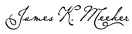

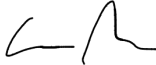


### 3. DOCUMENTATION OF SERVICE TO THE UNIVERSITY, COMMUNITY, AND PROFESSION IN THE DOSSIER:

Documents can be content of hyperlinks, emails, documents, communications, marketing, flyers, letters, certificates, statements, recognitions, designations, news media articles, photographs, video stills, media posts, or other evidence of:

- professional achievements
- search committees, chair or member
- ad hoc committees, chair or member
- departmental committees, chair or member
- university committees, chair or member
- school committees, chair or member
- student club sponsorship
- presentation at another USM campus
- presentation at UMES
- presentation at another institution
- leadership or engagement in local, state or national professional organization
- leadership or engagement in local, state or national community service organization
- leadership or engagement in study abroad

### POINT SCALE IN REVIEW OF DOCUMENTATION OF SERVICE TO UNIVERSITY, COMMUNITY, AND PROFESSION:

<u>Criteria</u>	<u>Additive points</u>
Volunteer, unpaid, limited-term coordinator of a program	4
Sponsor or advisor of 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
Chair of departmental committee	2
Member of school-wide committee	2
Chair of school-wide committee	3
Member of university-wide committee	3
Chair of 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
Chair of committee or task force not listed above	5
Leadership in local, state, or national professional organization	5
Engagement in local, state, or national professional organization	3
Leadership in local, state, or national service organization	5
Engagement in local, state, or national service organization	3
Leading self-designed study abroad experience	5
Leading study abroad experience	4
Engagement in student study abroad experience	2

NAME	Signature	YEA	NAY	ABSTAIN
Prince Attoh		✓		
Kathryn Barrett-Gaines		✓		
Robert Brown		✓		
Shannon Clark		✓		
Leslie Foncette		✓		
Tao Gong		✓		
James Meeker		✓		
Marcella Mulhollem		✓		
Alisha Norwood		✓		
Constance Pruitt		✓		
Marshall Stevenson		✓		

*Robert A. Brown*

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**Robert Brown, Chair, Department of Social Sciences**

*Christopher J. Harrington*

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**Christopher Harrington, Dean, School of Education, Social Sciences, and the Arts (SESA)**

*R. Allen*

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**Rondall Allen, Provost and Vice President for Academic Affairs**

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




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




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






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