**Faculty Ranks, Promotion, Tenure, and Permanent Status**

**Approved by Faculty Assembly on \_\_\_\_\_**

1. **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:

1. 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.
2. 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.
3. 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.
4. the university’s procedures for conducting tenure review be adhered to by all participants, at all stages of the review.
5. 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 non-tenure track faculty.

In addition to the ranks listed in Section B (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 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.

1. **UMES Criteria and Procedures on Promotion and Tenure of Faculty**

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) 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, greater communities both geographic and

disciplinary, to the profession, and to the institution.

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.

Terminal Degree

Candidate must have an earned doctorate or recognized terminal degree in the field of specialization from a regionally accredited or international 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.

Teaching Effectiveness

Evidence of teaching effectiveness should consist of the candidate’s teaching and student advising statement, teaching evaluations, and a combination of the following (this list should not be considered exhaustive):

1. Annual Chair evaluations
2. Peer Classroom observations
3. 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.)
4. Recognition and awards for teaching excellence
5. 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
6. Assessment of teaching outcomes in disciplinary area
7. Documentation of effective academic advising of students through program advising, mentoring and research opportunities
8. Documentation of integrating mission directed pedagogical materials on diversity, global perspectives and professional ethics
9. Documentation of ongoing and continual faculty development (e.g. pedagogy workshops, training sessions, seminars, conferences, etc.
10. Certificates or certification in pedagogic training from an accredited body

Research, Scholarship, and Creative Production

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

1. Scholarship of Application – (also called the scholarship of engagement) is 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, and Extension Service, or science diplomacy);
2. Scholarship of Discovery – is defined as conducting traditional research, knowledge for its own sake, including aspects of creative work in the visual and performing arts.
3. Scholarship of Integration – involves synthesis of information across disciplines, across topics within a discipline, or across time (i.e., interprofessional education, or science communication); applying knowledge in ways that overcome the isolation and

fragmentation of the traditional disciplines.

1. Scholarship of Teaching – is 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.

3. The committee will consider the range of scholarship activities of the faculty member and which

shall include evidence of substantive outcomes that are disseminated and validated. Examples of scholarship include, but are not limited to the following:

1. Scholarly articles published as a primary or a corresponding author in refereed journals that are considered reputable and well-regarded in candidate’s principal area of work. Publications written with students or collaborators as the primary author will also be given consideration;
2. Books, book chapters, monographs, or ongoing book projects with evidence of a contract from a recognized discipline-specific publisher(s);
3. Development of computer software, coding, or other digital products;
4. Peer-reviewed conference proceedings;
5. Presentations made as a primary/presenting/corresponding author made at peer-reviewed conferences in the candidate’s field of work
6. Creative production in the fields of music, the arts, and related professions that include professionally-recognized exhibitions and/or performances;
7. Evidence of acquiring grant(s) or contract(s) as a principal investigator/director or co-principal investigator;
8. 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;
9. Evidence of developing disclosures, provisional or non-provisional patent applications and granted patents;
10. Evidence of the effort, process, and/or outcome of discipline-specific investigations and

the advancement of new knowledge.

Relevant Service

Evidence of service to the institution, the community, and the profession. Evidence of service will 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. Contributions to the institution and department may include the following:

1. Contributions through committee service, elected faculty office, committee chair and other administrative services;
2. Organization of institutes, workshops, conferences, fairs, screenings and symposia;
3. Activities involving inter- and intra-university and school system cooperation;
4. Accreditation and reaccreditation related contributions;
5. Service as advisor or resource person for extra-curricular activities of students;
6. Media activities including TV, radio, print, online and other public performances and appearances;
7. Consulting services;
8. Honors and awards given for excellence in service.

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

1. Maintaining membership in professional organizations;
2. Holding elected office in professional organizations;
3. 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:

1. Service as mentor, judge, advisor or resource person to community service organizations;
2. UMES mission-driven outreach activities as an intellectual resource;
3. 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. Depending on the type of appointment, faculty members will establish within their home departments the division of teaching, research, and service required for individual members to be deemed as fully meeting these criteria.

Letters of Reference

Three letters of external reference will be procured by the department chair from a list of names submitted by the candidate. These references will address the candidate’s college, national and international disciplinary contributions and recognition.

**ELIGIBILTY FOR APPOINTMENT AND PROMOTION**

The following criteria are used at the University of Maryland Eastern Shore (UMES) to make decisions about the appointment, promotion, and tenure of faculty. candidate should satisfy the requirements of the UMES Policy on Appointment, Rank and Tenure of Faculty. However, in extraordinary circumstances, the President can make an exception for a faculty member who has attained national distinction for comparable professional activity or research.

Assistant Professor

1. The earned doctorate, or recognized terminal degree in the field of specialization from a

regionally accredited or internationally reputable foreign institution.

1. Evidence of effective teaching as determined by the quality of annual chair evaluation,

chair and peer observations, development of pedagogy and curriculum as relevant to

disciplinary advancements.

1. 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.

1. 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

1. The earned doctorate, or recognized terminal degree in the field of specialization from a

regionally accredited or internationally reputable foreign institution.

1. 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.

1. Excellence in teaching, as determined by the quality of annual chair evaluation, chair

and peer observations, development of pedagogy and curriculum as relevant to disciplinary advancements.

4) 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.

1. 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

1. The earned doctorate or recognized terminal degree in the field of specialization from a

regionally accredited or internationally reputable foreign institution.

1. A minimum of ten years of full-time university/college teaching experience and at least

five years in the associate professor rank. Exceptions may be made for faculty who have attained national distinction for comparable professional activity or research by the provost.

1. Evidence of sustained excellence in teaching, as determined by the quality of annual

chair evaluation, chair and peer observations, development of pedagogy and curriculum as relevant to disciplinary advancements.

4) 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.

1. 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.

**PROCEDURES**

**Development of Departmental Guidelines**

* 1. The tasks of identifying and specifying the elements or factors to be considered in evaluating candidates in a specific department and their relative significance are to be carried out by an elected (by secret ballot if so requested) three to five-member committee of the department in which the faculty are assigned. The members of this committee shall be tenured or hold a tenure-track rank in the department. Where there are not enough faculty of sufficient rank in a given department, faculty in an appropriate discipline from outside the department may be nominated by the faculty. This committee shall develop a document which sets forth procedures and criteria for reviewing the credentials of department members for purpose of granting promotion and/or tenure at different ranks.

* 1. The document developed by the committee shall be discussed by the entire department in a meeting and approved by a vote of departmental tenure 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.

* 1. 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.

* 1. 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.

**Ad Hoc Departmental Promotion and Tenure Committee:**

* 1. 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, 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 an appropriate 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 the committee nominee is appropriate. The candidate must ensure that the individuals being nominated are willing to serve on the Ad Hoc departmental committee.

* 1. 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 15th of October, or the next business day thereafter, the department chairperson shall inform the candidate, the Dean of the School, and 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.

* 1. The candidate under consideration shall submit the *dossier as a single electronic file* as specified in the Guidelines to the Department Chair by November 1st or the next business day thereafter in the year of consideration.

The dossier shall include 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 will be made available on the Division of Academic Affairs website. Any misrepresentation of information will count against the candidate.

The candidate is responsible for furnishing the Department Chair with such materials as are appropriate for consideration of his or her case. 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.

* 1. The Ad Hoc Departmental Review Committee shall forward its recommendation and all supporting materials, both those furnished by the applicant and those obtained by the committee, to the department chairperson by December 1st or the next business day thereafter. If the Ad Hoc committee’s recommendation is negative, the candidate is so informed by the department chairperson and the review is terminated. (See “Appeals.”)

If the Ad Hoc Committee’s recommendation is positive, the department chairperson shall attach his or her recommendation and forward all materials to the Dean by December 15th or the next business day thereafter. The Dean shall attach his or her recommendation, forward all materials to the UMES Faculty Promotion and Tenure Review Committee, and notify the Provost and Vice President for Academic Affairs of this action by January 15th or the next business day thereafter.

**UMES Faculty Promotion and Tenure Review Committee**

The UMES Faculty Promotion and Tenure Review Committee shall review every case forwarded to it. Upon receiving the materials and recommendations from all levels, the committee is charged to exercise due diligence in obtaining any additional materials required for evaluation. Upon review of all materials, the committee shall submit its report and recommendation to the Provost and Vice President for Academic Affairs by March 1st or the next business day thereafter. The Provost and Vice President for Academic Affairs’ recommendation along with all pertinent materials shall be transmitted to the President by March 30th or the first business day thereafter for a final decision. The President’s final decision shall be communicated promptly to the candidate in writing by May 1st. 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 appeal procedures contained in Section VIII of this policy.

The UMES Faculty Promotion and Tenure Review 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. (See Appendix: Policy on Election of UMES Faculty Promotion and Tenure Committee.)

The term of service of the members shall be two years, with the terms staggered such that one-half of the membership (4 members) is elected every year as described in the UMES Faculty Promotion and Tenure Review Committee election policy (See Appendix).

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 five (5) Professor members will deliberate and vote separately from, and instead of, the full committee.

**Notification**

A negative recommendation regarding a candidate for promotion and/or tenure from the Ad Hoc departmental review committee shall be conveyed to the candidate by the department chairperson in writing, by letter and email, within five (5) business days of receiving the negative recommendation from the Ad Hoc committee.

If, following a positive recommendation by the Ad Hoc Departmental Committee, subsequent review at any level yields a negative recommendation, the responsible official at the level (department chairperson, the dean, the chairperson of the UMES Faculty Promotion and Tenure Review Committee, or the Provost and Vice President for Academic Affairs) shall notify the candidate of that fact in writing, by letter and email, at the time the recommendation is sent to the next level of review.

The notification to the candidate shall (a) identify the level that produced the recommendation, and (b) provide a summary of the reasons for the negative recommendation. The candidate shall be entitled to review the dossier and all accompanying recommendations and respond in writing to any negative recommendation. The candidate’s written response shall be submitted to the subsequent level following the negative review within five (5) business days of receipt of the negative recommendation and supporting documents (i.e. dossier and all recommendations).

**Appeals**

It is the task of all parties involved in the promotion and tenure process to conduct an objective inquiry into the substantive qualifications of the candidates, to adhere to the prescribed procedures, and to render impartial recommendations and decisions.

A faculty member has the right to appeal recommendations and decisions.

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:

1. If, upon receipt of a person’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 person;

1. If the candidate is not given sufficient opportunity to present material in support of the application;

1. If the candidate’s rights of confidentiality are violated;
2. If evidence of discriminatory practices was presented;
3. If the various review sources fail to exercise due diligence in obtaining materials for assessment;

1. 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.

1. 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.

1. 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 and to determine whether the appeal can be satisfactorily resolved without formal proceedings.

No records or minutes of the meeting shall be taken or preserved, and the discussion shall be confidential between the parties. Should the appeal not be resolved informally at this stage and should the candidate elect to pursue the appeal, the candidate shall so inform the Provost and Vice President for Academic Affairs within five (5) business days after the meeting.

The Provost and Vice President for Academic Affairs shall promptly impanel an Appeals Committee consisting of three (3) tenured faculty members who are senior in rank to the candidate and who have had no prior direct involvement in the candidate's application for promotion and/or tenure.

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 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 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.

1. 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.

1. 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 Section III of the University Policy on Appointment, Rank and Tenure of Faculty, the provisions in this policy document shall apply to all individuals who are employed as faculty members at the University of Maryland Eastern Shore as of July 1, 2020 and individuals whose faculty appointment becomes effective on or after July 1, 2020.

**Non-Tenure Track Faculty**

Non-tenure track faculty are also eligible for promotion to the appropriate rank. Evaluation of non-tenure track faculty should be conducted based on the primary responsibilities of the faculty and the ratings should be weighted accordingly. Non-tenure track faculty must excel in two of the three areas (teaching, scholarly activity, and service, including administration or clinical practice), as per the criteria for tenure track faculty, and must demonstrate satisfactory activity in the third area.

**Additional Faculty Ranks**

1. 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.
2. 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.
3. 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.
4. 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.
5. Visiting Appointments: The prefix “Visiting” before an academic title is used to designate a short term, full time appointment without tenure.
6. 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**

1. 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.

* 1. University Promotion and Tenure Committee

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

* 1. 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.

D. 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.

**PREPARATION OF THE DOSSIER**

**Essential Materials**

The Dossier must be provided as an electronic file in Portable Document Format (PDF).

1. Order and Contents
   1. Table of Contents- Bookmarked entries will aid the evaluators.
   2. Copy of Departmental Promotion and Tenure Guidelines
   3. Attestation page- Verification by applicant of accuracy of content with signature and

date.

* 1. Cover Letter/Summary Statement- This letter affords the candidate an opportunity to

portray his/her own accomplishments and plans for the future. This letter is the means by which the candidate personally addresses decision-makers at the various levels of the promotion process. This letter should speak to the responsibilities and accomplishments in the three major areas (teaching, scholarly activity and service) with evidence of unique accomplishments, innovative approaches, and peer recognition of achievements. A narrative summary of the results of student and peer evaluations should be included.

* 1. Curriculum Vitae – This should be a full vita, including details of education, training, and

professional experience along with comprehensive listings of teaching, scholarly, and

service activities.

* 1. Letters of Recommendation -- As per page six.
  2. Letters of Support-These can include letters from peers, students, and or other persons

who can attest to the candidate’s teaching, scholarship, and service activities.

* 1. Honors, Recognition and Awards

**APPENDIX**

**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:

|  |  |  |
| --- | --- | --- |
|  | **Representative below is elected in October of:** | |
| **School** | **Odd-numbered year** | **Even-numbered year** |
| 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 – XX – Promotion and Tenure Timelines**

**DEPARTMENT/SCHOOL ACTIVITIES**

**(Parenthesized italics indicate current dates)**

|  |  |
| --- | --- |
| The first Friday in April (same as current) - | 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. |
| October 1 (same as current) - | 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 persons to serve on his or her Ad Hoc committee. |
| October 15 (same as current) - | 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. |
| November 1 (new step) - | The Ad Hoc Departmental Promotion &Tenure Committee will have met and elected a chair. |
| November 1 (January 31) - | Submission of Dossier by the candidate to the Department Chair, to be forwarded to the ad-hoc committee chair within 3 business days. |
| December 1 (February 15) - | Recommendation of Ad Hoc committee to the Department Chair. |
| December 15 (February 20) - | Recommendation of the Department Chair to the Dean. |
| January 15 (March 1) - | notify the Vice President for Academic Affairs of this action. Recommendation to the UMES Faculty Promotion and Tenure Review Committee from the Dean. The Dean will also |
| March 1 (April 15) - | Recommendations of the UMES Faculty Promotion and Tenure Review Committee, Department Chair and Dean submitted to the VPAA. |
| March 15 (May 1) - | Recommendation of VPAA to the President. |
| May 1 (May 15) - | Notification from the President to the faculty member. |
| **UNIVERSITY COMMITTEE ACTIVITIES** |  |
| January 15 (March 1) - Begin review of Candidates. | March 1 (April 15) - Recommendations to the VPAA. |