

# **DEPARTMENT OF AGRICULTURE**

## **GUIDELINES FOR PROMOTION AND TENURE REVISED JUNE 1997**

### **I. INTRODUCTION**

The Faculty Handbook for University of Maryland Eastern Shore specifies that each department shall be responsible for developing and adopting criteria for evaluating the performance of faculty members for promotion and/or tenure. Criteria for evaluation shall be based upon the mission of the Department, the School and the University of Maryland Eastern Shore. Faculty members shall be evaluated in the areas of instruction and student advising, research and scholarship, service to the University and community. New faculty members are responsible for reading the faculty handbook thoroughly to become familiar with the expectations of a candidate preparing for the promotion and tenure process. The following are the departmental criteria which will be used for promotion and/or tenure considerations.

## A. Research and Scholarship

To successfully meet the requirement for research and scholarship, the faculty member must have refereed articles in nationally and/or internationally recognized professional Journals or publications.

The candidate should include peer letters of recommendation addressed to the Departmental Chair.

Examples of other scholarly activities for which credit should be given may include but are not limited to the following:

- Refereed scientific articles
- Non-referred scientific articles
- Newsletters/bulletins/fact sheets
- Presentation of papers at professional meetings
- Editor of newsletter
- Research awards
- Article in newsletter, trade journals and magazines
- Journal reviewer
- Research Grant reviewer (UDSA,NSF, DHE, etc.)
- Research Grant reviewer - local (School, Departmental, etc.)
- Patents and/or copyrights
- Editor of Book
- Author of Book
- Chapter in Book
- Competitive research grants (funded)
- Competitive research grants (not funded)

- Non - Competitive research grants (funded)
- Non - Competitive research grants (not funded)
- Invited paper - domestic
- Invited paper - international
- Outstanding and/or Significant Research Discovery

## **B. INSTRUCTION AND STUDENT ADVISING**

To successfully meet the requirements for Instruction and Student Advising, the faculty member must provide a summary of student evaluation forms from all courses each academic year (individual student evaluations should be kept on file and available for review), a summary and description of courses taught and a summary of graduate and/or undergraduate student advisement. Also, the annual evaluation by the Department Chairperson will be used as evidence of effective teaching. The candidate should include letters of recommendation from peers and students. Examples of other scholarly activities for which credit should be given may include but are not limited to the following.

- Curriculum development
- Course development and/or revision
- Utilization of new approaches to teaching (e.g. use of multimedia to enhance interactiveness between students and faculty)
- Advising, co-advising, and acting as a member of graduate committees on and off campus.
- Workshops and/or Field Days (conceptualized, deliver topic, organizer, etc.)
- Authorship or development of handbooks, manuals and/or textbook supplement
- Member of professional review committee
- Faculty Development

- Teaching Award (national, regional, state, campus)
- Alumni evaluation
- Development of telecourses
- Web-assisted taught courses
- Courses on the Internet/www

### **C. UNIVERSITY AND COMMUNITY SERVICE**

Candidates who request an evaluation of their credentials for tenure or promotion will be evaluated in terms of their effect upon the advancement of the Department, contributions to the University and Community, and outreach activities.

**University Service:** Contributions made under this category may include but are not limited to the following:

- Membership on committees
- Office Holder of committees
- Contribution to extra-curricula activities
- Organizer of conferences and workshops
- Development of new courses
- Recruitment of students
- Retention of students

#### **COMMUNITY SERVICE:**

Contributions to the Community shall consist of any donation of one's professional competence and time for the benefit of the Community.

- Lectures to community groups
- Keynote speaker
- Radio and TV presentation
- Articles in popular press
- Memberships in Community, Regional and/or State wide Taskforce Connections
- Office holder in National, State or Regional Professional Societies
- Participation in departmental youth internships programs

## II. EXTENSION SERVICE

According to the Extension Administrator, the same criteria for evaluating the qualities and performance of non-Extension personnel could and should be used for Extension faculty. Persons holding a split appointment involving Extension will be expected to show evidence of scholarship in the areas of teaching, research and Service (refer to the Maryland Cooperative Extension Service Policy Manual Policies 4-44, 4-45 and 4-46). In addition, persons holding Extension appointments will be expected to provide evidence of scholarship in the area of Extension performance. The candidate should include:

- Annual letters of review by the Extension administrator
- Letters of recommendation from peers, and
- Names of at least five persons who can evaluate their work and recommend them for Promotion and/or Tenure.

The Administrator then will request evaluation letters from three to five of these individuals. Examples of other scholarly activities for which credit should be given may include but are not limited to the following:

- Evaluation forms (or summaries) from participants of workshop's, presentations
- Conferences and demonstrations
- Letters of support or appreciation from clientele
- Evidence of the candidate's continual academic development in order to keep agents and field workers abreast of new techniques, information, developments, etc.
- Evidence that the candidate provided training for county and area agents
- Evidence of strong linkage with extension personnel locally, regionally and nationally.

### III. INTERNATIONAL PROGRAMS

UMES considers faculty and staff participation in overseas projects as an integral part of their professional career development. The time spent at an alternate work assignment overseas is regarded as time spent in residence on teaching, research and extension duties and should be documented under the appropriate section.

### IV. GRADING SYSTEM

The following 100 point scoring system shall be used to evaluate candidates who hold Teaching and/or Research appointments. The minimum score necessary to achieve tenure and/or promotion shall be 70 points. A general formula to follow to determine the point breakdown is as follows: a mandatory 20 points each will be assigned to Teaching, Research and Service regardless of appointment. The remaining 40 points will be divided on a sliding scale to Teaching and Research based on the % Teaching and Research appointment held by the individual faculty member. An example of a Teaching and/or Research appointment point schedule will be as follows:

<b>Percent Appointment</b>		<b>Maximum Points</b>		
<u>Teaching</u>	<u>Research</u>	<u>Teaching</u>	<u>Research</u>	<u>Service</u>
0	100	30	50	20
25	75	35	45	20
50	50	40	40	20
75	25	45	35	20
100		50	30	20

**PERSONS WITH EXTENSION APPOINTMENTS**

The following 100 point scoring system shall be used to evaluate candidates who hold an Extension appointment in combination with teaching and/or research. The minimum score necessary to achieve tenure and/or promotion shall be 70 points. A general formula to follow to determine the point breakdown is as follows: a mandatory 10 points each will be assigned to Service regardless of appointment. The remaining 90 points will be divided on a sliding scale to Extension, Teaching and Research based on the % Extension, Teaching and Research appointment held by the individual faculty member. An example will be as follows:

<u>Percent Appointment</u>			<u>Maximum Points</u>			
<u>Extension</u>	<u>Research</u>	<u>Teaching</u>	<u>Extension</u>	<u>Research</u>	<u>Teaching</u>	<u>Service</u>
25	75	0	15	55	20	10
25	50	25	15	50	25	10
25	25	50	15	45	30	10
25	0	75	15	40	35	10
33	67	0	17	53	20	10
33	33	34	17	47	26	10
33	0	67	17	40	33	10
49	51	0	20	50	20	10
49	26	25	20	45	25	10
49	0	51	20	40	30	10