

GUIDELINES FOR PROMOTION AND TENURE
DEPARTMENT OF CRIMINAL JUSTICE
Revised April 2012

I. Introduction

The following guidelines are designed to assist faculty members – and other relevant individuals – in preparing their cases for promotion and tenure in the Department of Criminal Justice at the University of Maryland Eastern Shore. These departmental guidelines are intended to supplement those of the larger university, as well as the University System Policy on Appointment, Promotion, and Tenure document. Final authority for the granting of promotion and tenure resides with the President, University of Maryland Eastern Shore.

II. Departmental Promotion and Tenure Criteria

Promotion in rank and tenure will be based on the applicant's merit as defined by various criteria elaborated in subsequent sections. Promotion to a higher rank may be granted to faculty members who have demonstrated outstanding accomplishments in an appropriate combination of teaching, research, and services. Eligibility for tenure is limited to full-time faculty members holding regular faculty appointments in academic departments.

Criteria used in making evaluation shall be based upon the mission of the Department of Criminal Justice in consonant with the mission of the University of Maryland Eastern Shore. For most faculty members, criteria will include: (1) instruction and student advising; (2) research and scholarship; and (3) service to the University, the department, and the community.

1) Instruction and Student Advising

Teaching and advising are primary objectives of the University of Maryland Eastern Shore. Therefore great emphasis is placed on both quality and innovative teaching and advising in the Department of Criminal Justice, both at the undergraduate and graduate levels. Several measures are employed to assess the quality of and innovation in instruction and advising; they include development of instructional materials and of courses and curricula, academic advising of students, recognition and awards for teaching excellence, effective advising, etc.

2) Research and Scholarship

Within the University of Maryland System, the University of Maryland Eastern Shore has been designated as one of the "Research and Doctoral Universities." Consequently, an important determinant of merit for tenure and promotion is a faculty member's contribution to an academic discipline in the form of research, publications, presentations, and other scholarly and creative activities. Publications of books and articles in recognized academic journals are the primary measure of achievement. Excellence in scholarly activity may also be assessed through the research of one's graduate and undergraduate students.

3) Service to University, Department, and Community

Service or contribution to the University and Department may comprise committee service (at both the university and department levels), service in elected faculty office, administrative service, contributions to the extracurricular activities of students, the development of new academic programs or courses, and the organization of conferences or institutes.

Service or contribution to the Community shall consist of any donation of one's professional competence and/or time that is for the benefit of the community.

In cases of mandatory tenure review, the department chairperson will inform the faculty member, in writing, by October 1, of the mandatory review year for an assistant professor, that he or she is to be considered for tenure and/or promotion. However, a professor may receive consideration for promotion and/or tenure by requesting such consideration by October 1 of any year prior to his or her mandatory review year. A negative decision in a non-mandatory tenure review will not preclude the faculty member's right to proceed toward a review for tenure in the mandatory review year.

III. Review Process and Timelines

BY October 15, the Department chairperson will inform the Dean of the School of Arts and Professions (SAP) of the composition of an ad hoc departmental committee which will review each candidate. This committee shall consist of at least three (3) members, all of whom are senior in rank to the individual being considered. Where there are not enough faculty of sufficient rank in the department, faculty in related fields shall be invited to serve on the ad hoc committee. If there are not at least two (2) department members of sufficient rank to serve on the committee, the committee shall seek advice during its consideration of the case from the tenured members of the department.

Each candidate will submit a list of five (5) persons to serve on his or her ad hoc review committee. The department chairperson will select the committee members from among those persons suggested by the candidate. The committee will elect its own chairperson.

The candidate under consideration will be responsible for furnishing the ad hoc committee with the appropriate materials for due consideration of his or her case. The ad hoc committee is also charged to exercise all due consideration of his or her case. The ad hoc committee is also charged to exercise all due diligence in obtaining documentation of the candidate's performance. All documentation gathered by the review committee shall be held in confidence.

The ad hoc departmental review committee will forward its recommendation and all supporting materials – both those furnished by the applicant and those obtained by the committee – to department chairperson by February 15. If the review committee's recommendation is negative, the candidate is to be informed by the department chairperson and the review terminates. If the committee's recommendation is positive, the department chairperson shall attach his or her own recommendation to the review committee's recommendation and forward all materials to the Dean, School of the Arts and Professions by March 1. The candidate's complete file will be transmitted by the Vice President for Academic Affairs to the University of Maryland Eastern Shore Faculty Promotion and Tenure Review Committee.

A negative recommendation regarding a candidate for promotion and/or tenure from the ad hoc departmental review committee shall be conveyed to the candidate, in writing, by the department chairperson. If, following a positive recommendation by the committee, subsequent review at any

level yields a negative recommendation, the responsible official at that level (the department chairperson, the dean, or the chairperson of the UMES Faculty Promotion and Tenure Review Committee), shall notify the candidate of that fact in writing within five (5) days of forwarding the recommendation to the next level of review. The notification to the candidate shall identify the level that produced the negative recommendation. The candidate will be entitled to respond in writing to any negative recommendation, and that response, if timely submitted, will be included in the candidate's file for consideration at each subsequent level of review.

IV. Evaluation Procedure

The Department of Criminal Justice candidates for tenure and/or promotion will be evaluated in the areas of (1) instruction and student advising, (2) research and scholarship, and (3) service to the University and community. A maximum of one hundred (100) points will be used to evaluate candidates as follows:

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|-----------------------------------------|-----------|
| Instruction and Student Advising | 50 points |
| Research and Scholarship | 30 points |
| Service to the University and Community | 20 points |

A minimum of overall score of seventy (70) points will be the basis for recommending tenure and/or promotion. The evaluation will be based on the activities performed by the candidate since the last change in rank.

The following are minimum requirements for promotion and tenure consideration:

A. Teaching

Twelve (12) hours per semester unless otherwise reduced by competent authority.

Overall outstanding evaluation based upon Chair's classroom visitations.

Overall minimum of 3.0 rating based upon student evaluations.

Evidence of the use of technology in classroom instruction.

B. Research and Scholarship

Articles and book Reviews: A minimum of six (6) articles, with at least three (3) being refereed articles, and three (3) being a combination of non-refereed and book review articles.

Grants: A minimum of three (3) grant proposals submitted to funding agencies. Requested funds must be at least \$5,000 for each proposal.

Presentations: Presentations at a minimum of three (3) professional conferences. (This requirement will be waived in the event that funding precluded conference attendance).

C. University Service

Student Advising: Candidates must have an undergraduate student advising caseload which is comparable to that of his or her departmental peers.

Committee Service: Candidates must serve on an average of three (3) departmental committees and three (3) university committees per semester.

D. Community Service

Candidates must have been involved in, on average, three (3) community-oriented activities per semester. Continuing membership in two (2) community service organizations over the period of a semester will satisfy this requirement.

V. Preparation of Application

Candidates preparing applications for promotion and tenure should be aware that it is their responsibility to convince review committee members that he or she has demonstrated excellence in the aforementioned areas and, therefore, deserve promotion and/or tenure. That the committee knows very little about the applicant should be an assumption of the applicant. Consequently, applicants should also assume that it is their task to convince the committee of their worthiness with regard to obtaining a positive recommendation. The following lists constitute helpful suggestion in preparing the application:

General:

In a cover letter, highlight your accomplishment in a concise and clear manner, making specific reference to location of individual documents used to support your statements.

Organize your application material in a three-ring binder with side pockets; arranged in separate sections, include all supporting documents.

Include an update resume.

Teaching:

List courses taught and attach copies of student evaluations conducted over past three (3) to five (5) years.

List awards, honors, citations, and memberships in scholarly societies.

List conferences and short courses attended for professional growth.

Include significant contributions employed to improve teaching.

Research:

List published papers, books, monographs, etc. Include copies of each publication after appointment or last promotion at the University of Maryland Eastern Shore.

Cite work in press or in review, and attach pre-prints.

List papers presented at local, regional, national and international conferences, including titles of papers and names, dates, and places of conferences.

List seminars attended and/or organized on or off campus, including titles, dates, and places.

List awards or recognition received for research activities.

List involvement with graduate program, including advisement of M.S. students and past graduates.

List awards for research grants, including research grant agency, dollar amount of research award, and time allotted for completion of research project.

List inventions, patents, and professional consultations.

Ask other professional colleagues in your area of research to write letters of reference that comment on the quality of your research publications.

Service:

List committees on which you served as chairperson or as a member, including significant contributions made by those committees.

List offices held in professional societies, including position titles and dates.

List conferences organized.

List students you aided in gaining employment.

List public speaking seminars in which you participated.

List community service and presentations made to community groups.

List honors/awards given by the community.