

Department of Education Promotion and Tenure Guidelines

The purpose of this document is to provide guidelines for the tenure and promotion of the faculty of the Department of Education at the University of Maryland Eastern Shore. These guidelines are intended to assist the candidates for promotion and tenure in understanding the criteria by which they will be evaluated and to assist them in preparation of the promotion and tenure processes. These guidelines are also intended to assist the evaluators of those candidates as they assess faculty members' performance. Moreover, these guidelines are intended to be flexible to allow for change. Three areas of performance are evaluated for promotion and tenure decisions. The areas are teaching, scholarship activities, and service. Point assignments have been provided for the three areas. Both quality and quantity of the three areas are important considerations in evaluation as is the spirit of teamwork, cooperation, collaboration and collegiality which should be incorporated into the three areas. The term collegiality should be thought of as the importance of mutual respect, civility, and constructive cooperation. The artifacts in the dossier submitted for review should serve as evidence for the elements in each of the three areas of performance that will be evaluated.

A. Teaching Maximum points = 50

A candidate for promotion and/or tenure must have demonstrated a commendable teaching record and have provided helpful and meaningful student advising. In addition, evidence of mutual respect, civility, and constructive cooperation should be clearly articulated. Evaluation of teaching performance will be based on a variety of elements including but not limited to:

Instruction and Course Content

	Maximum Points
Advanced training/professional development	2
Comprehensive course syllabi	3
Integration with pre-professional experiences	3
Research assignments	3
Innovative instructional strategies	4
Examples:	
Cooperative learning	
Co-teaching	
Small group discussion	
Case studies	
Role-plays	
Student presentations	
Observations/journal entries	
Focus on student diversity	3
Favorable Evaluations by chair	4
Favorable Student evaluations	3
Using feedback to make instructional modifications	3
Use of web-based instructional and assessment	

tools	4
Creation of hybrid or online course	4
Creation of new course	4
Favorable peer evaluation of instruction	3
Integration of technology	3
Learning outcomes assessment	3
Major curriculum program revisions	4
Major course revision	3
Supervision of interns/practicum students	3

Student Advising

Program advising	3
Advising of seminar papers	3
Mentoring of students	3
Preparing for licensure/career entry examinations	3

B. Scholarship Maximum points = 35

A candidate for promotion and/or tenure must have continuous and substantive participation in scholarly activities. Works accepted for peer-reviewed publications are a necessary element in order to be considered for promotion. A candidate must have more than two peer-reviewed publications in order to be considered for full professor. Evaluation of scholarship will be based on the following elements:

	Maximum Points
Peer reviewed publications (1 st author)	5 (each)
Peer reviewed publications (2 nd author et al.)	3 (each)
Non-peer reviewed publications	2 (each)
Presentations (including poster) at professional organizations and professional conferences	
International/national	4 (each)
Regional/state	3 (each)
Local	2 (each)
Action research	4
Accreditation preparation and maintenance of standards	3
Accreditation: Standards or Program Coordinator (for example: NCATE Standard I, Counselor Education Program)	5
Grantsmanship: principal investigator, project director	4
Grantsmanship: conceptual contribution	1
Professional development school liaison	3
Professional development workshop	3
Accreditation consultation	3
State Licensure and/or Board Certification	4

Student Research Development

Co-presentation with students at professional conferences	
International/national	4 (each)
Regional/state	3 (each)
Local	2 (each)
Peer-reviewed Co-authored articles with students	
1 st author	5 (each)
2 nd author (et al.)	3 (each)

C. Service Maximum points = 15

A candidate for tenure and promotion must demonstrate a commendable record of service.

Evaluation of service will be based on the following elements:

	Maximum Points
Chairing departmental, school, and/or University committees	4
Participation on departmental, school, and/or University committees	3
Leadership positions in academic and professional organizations	4
Advisor to student organization	3
Consulting for educational development, (teaching strategies)	4
Community involvement requiring expertise in area of research interests	4
Organizing conferences and workshops	4
Coordinator of a program	4
Seat on state, regional, national committee	4
Service with Community (Public Relations and Volunteerism)	2
Grievance, Student Dismissal, Accreditation (NCATE/Middle States, CACREP) Strategic Planning Committees	3
Recruiting (creating liaisons with schools, universities, and community agencies)	3

Promotion and Tenure Criteria

Assistant Professor – Tenure only

Minimum percentage – 70%

Associate Professor – Promotion and tenure

Minimum percentage – 75%

Promotion to Full Professor

Minimum percentage – 80%