

PROMOTION AND TENURE GUIDELINES
DEPARTMENT OF HUMAN ECOLOGY
SCHOOL OF AGRICULTURAL AND NATURAL SCIENCES
UNIVERSITY OF MARYLAND EASTERN SHORE

DEPARTMENTAL CRITERIA FOR PROMOTION AND TENURE

Faculty members appointed to tenure-track positions in the Department of Human Ecology shall be reviewed for promotion and tenure from the time of appointment or last promotion to the time of application for promotion and/or tenure. These guidelines are intended to provide a framework for faculty entering the process for promotion and tenure. These guidelines should be used in conjunction with the university policy and guidelines. These guidelines do not replace the university policy, and should not be in conflict with UMES approved guidelines.

A. *TEACHING AND STUDENT ADVISING*

To successfully meet the requirements for instruction and student advising, the faculty member must provide copies of student evaluation for courses taught in the department. Also, the annual evaluation by the Department Chairperson will be used as evidence of effective teaching. Other significant evidence could include (but are not limited to) the following:

- Undergraduate and graduate student advisement
- Curriculum and/or course development
- Instructor at a conference or workshop
- Evidence of innovative instruction and effectiveness in teaching
- Infusion of technology in courses
- Development of web modules/courses
- Development of handbooks, manuals, and/or textbook supplements
- Creative student learning experiences - field trips, service learning, problem-based learning, organization of fashion shows, or exhibits.
- Faculty development activities related to enhancement of teaching
- Teaching awards

B. *RESEARCH AND SCHOLARLY/CREATIVE ACTIVITIES*

To successfully meet the requirement for research and scholarship, the faculty member should have refereed publications in nationally and/or internationally recognized professional journals. Examples of other scholarly activities include (but are not limited to) the following:

- Outstanding research discovery/ patent
- Author/Editor of a book
- Chapter in a book
- Non-refereed scientific articles
- Presentation of papers at professional conferences/meetings
- Letters of recommendation to appraise research accomplishments
- Member of a professional review committee
- Research awards
- Competitive research grants (submitted and/or funded)

- Member of peer panel review committees
- Editor of a professional journal and/or newsletter

Faculty members in design related fields will be evaluated on their creative endeavors. Juried exhibits will be considered equivalent to publishing in refereed journals. Examples of other creative activities include (but are not limited to) the following:

- Sponsored commissions or grants
- Participation in panels
- Presentation of papers at local, regional, national or international conferences
- Awards or recognition for outstanding exhibits

C. UNIVERSITY AND COMMUNITY SERVICE

When being examined for the purpose of tenure or promotion, contributions to the university or to the community will be evaluated in terms of their effect upon the advancement of the department, the institution, or the community. Contributions to the community shall consist of donation of one's professional service for the benefit of the community and profession.

Examples of service include (but are not limited to) the following:

University Service

- Active membership on departmental, school or university committees
- Office holders of committees
- Contribution to extra-curricular activities
- Organization of conferences, workshops, or health fair
- Advising student clubs or organizations

Community Service

- Radio and T.V. presentations
- Articles in popular press or newsletters
- Membership in community, regional, national, or international committees
- Office holder in local, regional, national and international professional organizations
- Judging in shows and exhibitions
- Member of task force committees
- Participation in community activities related to the profession.

INTERNATIONAL EXPERIENCE:

By policy, UMES considers faculty and staff participation in overseas projects as an integral part of their professional career development. The time spent on an alternate work assignment overseas is regarded as time spent in residence on teaching, research, extension and/or administrative duties, and a faculty member is eligible for credit applied toward promotion and tenure as if he/she remained on campus during the same time period. Examples of international experience could include (but are not limited to) the following:

- Annual performance evaluation, including quality of performance in executing any unique requirements identified in the position description and related to the project mission.
- Conducting an international training program, workshop, or teaching a course.

- Research related to specific projects and resulting in publications of the type appropriate to the assignment. Extension in the form of field accomplishments, meetings organized and conducted for the benefit of the recipient people, innovations in carrying out program activities and duties.
- Development of linkages between UMES and international communities.
- Public service delivery.
- Administrative performance as required by the nature of the project.

Evidence of international experience should be placed in the appropriate sections. (A: Teaching and Student Advising, B: Research and Scholarship, or C: University and Community Service).

RECOMMENDED EVALUATION SCALE:

The following scale, which is in compliance with the university guidelines, will be used for evaluation. For all ranks, the candidate has to score a minimum of **70 points** to be considered for Promotion and/or Tenure. However points assigned are based on the rank for which Promotion and/or Tenure is sought. **Higher ranks have higher expectations and requirements than lower ranks.** The qualifications for each rank are outlined in the P and T Policy (Faculty Handbook).

Differing Contractual Assignment (100 points maximum)

<u>Teaching</u>	<u>Assignment</u>		<u>P & T point value system</u>	
		<u>Research</u>		
100%		0%	Teaching:	50 pts
			Research:	30 pts
			Service:	20 pts
75%		25%	Teaching:	35 pts.
			Research:	50 pts.
			Service:	15 pts.
50%		50%	Teaching:	30 pts.
			Research:	60 pts.
			Service:	10 pts.
25%		75%	Teaching:	20 pts.
			Research:	70 pts.
			Service:	10 pts.
0%		100%	Teaching:	10 pts.
			Research:	80 pts.
			Service:	10 pts.