



UNIVERSITY OF MARYLAND EASTERN SHORE
Office of the President

Internal Memorandum

TO: UMES Faculty

FROM: 
Heidi M. Anderson, PhD, FAPhA
President

DATE: April 16, 2020

SUBJECT: Promotion and Tenure and the COVID-19 Public Health Crisis

Due to the exceptional circumstances brought on by the COVID-19 public health crisis, the schedules on which your research and scholarship have been built may have been interrupted. These interruptions could include having to use research time to unexpectedly transition to remote teaching, having limited access to your lab, field site, or library or database sources, loss of graduate assistant work, or other interruptions outside your control.

In a memorandum to University System of Maryland presidents on March 25, 2020, Chancellor Perman encouraged each institution to consider granting extensions to the "clock" for certain tenure and promotion candidates. Therefore, upon discussion with Provost Niemi and the deans of our schools, I am announcing that UMES will offer a one-year extension of the mandatory review year for promotion and tenure as well as post-tenure review for all applicable faculty, without penalty or adverse effect, who apply for the extension. The following provides explanation as to the eligibility, process, and deadlines for this action:

Who is eligible for Promotion and Tenure timeline extension?

All tenure-track faculty whose mandatory review for promotion and tenure is scheduled to occur during academic year 2020-2021 are eligible to apply. In addition, all tenured faculty whose mandatory review for post-tenure review is scheduled during academic year 2020-2021 are also eligible.

What does it mean to request this extension?

Faculty will need to apply (opt-in) for the one-year extension.

Faculty who apply will automatically receive a one-year extension.

Faculty who apply for an extension of promotion and tenure, but later decide that they do not need the additional year, are to notify their department chair no later than October 1, 2020. Faculty who

apply for an extension of PTR but later decide they do not need an additional year are to notify their department chair no later than September 1, 2020. Faculty members should be evaluated based on their unit's criteria and will not be penalized for reverting to their original review schedule.

When do faculty have to decide to apply (opt-in) for this extension?

Faculty have until **June 1, 2020** to opt-in for this extension.

What do I need to do to apply (opt-in) for this extension?

Faculty who wish to apply (opt-in) for this extension should fill out the attached form and send it electronically to their department chair who will forward it to their dean and the provost. The chair and the Provost's Office will retain a copy for their records.

Whom should I contact with questions?

Faculty should discuss their intent to apply for a delay with their department chair as soon as possible before submitting the request to delay

Questions about the process should be directed to the Provost, Nancy S. Niemi: nsniemi@umes.edu.