Promotion and Tenure

Linda Johnson, Ph.D.
Associate Professor
Department Natural Sciences
University of Maryland Eastern Shore

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Discussion Points

• Review of Policies and Procedures
• Overview of Dossier Preparation
Promotion and Tenure
Policies and Procedures
Qualifying Faculty Ranks for Tenure

“The only faculty ranks which may involve a tenure commitment are: Professor, Associate Professor, Assistant Professor, Instructor, Distinguished University Professor, Senior Staff Scientist, Associate Staff Scientist, Assistant Staff Scientist, Principal Agent, Senior Agent, Agent……. Appointments to all other ranks, including any qualified rank in which an additional adjective is introduced (such as “Clinical Professor” or “Medical School Professor”), are for a definite term and do not involve a tenure commitment…..”

FACULTY HANDBOOK:

SECTION II – FACULTY POLICIES AND PROCEDURES

49.0 II - 1.00 UNIVERSITY SYSTEM POLICIES ON APPOINTMENT, RANK, AND TENURE OF FACULTY
II. FACULTY RANKS, PROMOTION, TENURE, AND PERMANENT STATUS
Departmental Promotion and Tenure Documents

POLICY

“Each department shall be responsible for developing and adopting criteria for appraising the qualities and performance of faculty members, including departmental chairpersons.”

Criteria used should reflect the mission of the University and typically include:

1. Instruction and student advising
2. Research and Scholarship
3. Service to the University and Community
1. **Instruction and student advising**
   The responsibility for developing appropriate measures for teaching performance and advising students is the responsibility of the academic unit. These measures should include systematic evaluations from students.

2. **Research and Scholarship**
   The nature of the faculty member’s contributions and performance in the form of research, publications, and other professional or artistic activities will vary from one discipline to another.

3. **Service to the University and Community**
   When being examined for the purpose of tenure or promotion, contributions to the University or the community should be evaluated in terms of their effect upon the advancement of the department, the institution, or the community.
Departmental Promotion and Tenure Documents

PROCEDURE

1. Departmental faculty elect three-to-five committee members

2. The committee develop the criteria and procedures for P&T review

3. Departmental review and vote

4. Approved document is subsequently reviewed and approved by the Dean, Provost, and President

5. Approved procedures for P&T review should be obtainable by all faculty through the Departments, Departmental websites, and Library.
Candidacy for Promotion and Tenure

Mandatory tenure review
Written notice by department chairperson by October 1st
Assistant professors - sixth year of appointment
Associate professors - third year of non-tenure appointment

Non-mandatory tenure review
Written notice by the interested candidates
Request by October 1st of the review year

P&T Candidate Lists and Corresponding Ad Hoc Committee Lists
Departmental Chairs ➔ Deans by October 15th
Dean ➔ Provost by November 1st
Candidates ➔ Dossier to Departmental Chairs by January 31st
Selection of Ad Hoc Committees

Ad Hoc Committee:

• 3 Departmental Colleagues
  
  Appointment/rank must be senior to the candidate

• List of 5 potential Ad Hoc Committee members must be submitted by the candidate

  **Mandatory review candidate** – submits after notification of review

  **Non-Mandatory review candidate** – submits with letter of intent/request for review

Departmental Chair selects at least 3 members from the lists submitted
Selection of UMES P&T Review Committee

This committee shall consist of seven members, elected from tenured full and associate professors not having administrative responsibilities. Department chairpersons, however, will be eligible to serve. At least three of the seven member committee will be full professors.

Vice President for Academic Affairs shall hold a special meeting of the UMES faculty to elect members to the UMES Promotion and Tenure Review Committee.

- The election of committee members shall be by secret ballot, with each faculty member voting for three candidates, one full professor, and two associate professors.
- Ballots shall be counted by the Vice President for Academic Affairs and the Chairperson of the UMES Senate.
- Faculty receiving the highest votes will be appointed to the Committee.
## Promotion and Tenure Dossier Review Time Line

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<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Candidate</td>
<td>Chair</td>
<td>January 31&lt;sup&gt;st&lt;/sup&gt;</td>
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<tr>
<td>Chair</td>
<td>Ad Hoc Committee</td>
<td>January 31&lt;sup&gt;st&lt;/sup&gt;</td>
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<tr>
<td>Ad Hoc Committee</td>
<td>Chair</td>
<td>February 15&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Chair</td>
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<td>Dean</td>
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<td>March 14&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Provost</td>
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<td>March 20&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Provost</td>
<td>May 2&lt;sup&gt;nd&lt;/sup&gt;</td>
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<tr>
<td>Provost</td>
<td>President</td>
<td>May 9&lt;sup&gt;th&lt;/sup&gt;</td>
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Recommendation Notification

Ad Hoc Committee negative recommendation

1. Review Process Stops

2. Candidates are immediately informed by the Chair
   • Mandatory Review Candidate
     Granted an additional and terminal year appointment in that rank
     Precludes further consideration for tenure
   
   • Non-Mandatory Review Candidate
     Remains at that rank
     Does not preclude future consideration for tenure
Recommendation Notification

• A positive Ad Hoc Committee recommendation guarantees a complete review process

• Any negative review subsequent to a positive recommendation by the Ad Hoc Committee will be documented and forwarded to the next review level.

   The Candidate is:

   • notified in writing of any negative recommendations within 5 days of forwarding the dossier to the next level of review

   • provided a summary of the reasons for the negative recommendation

   • entitled to submit a written response to any negative recommendations
A candidate is entitled to appeal a negative recommendation by the Ad Hoc Departmental Review Committee or a negative decision by the President.

Grounds for appeal shall be procedural rather than substantive. Some examples include:

1. Was the decision arrived at conscientiously?
2. Did the candidate get sufficient opportunity to present material in support of the application?
3. Were the candidate’s rights of confidentiality violated?
4. Is there evidence of discriminatory practices?
5. Did the various review bodies exercise due diligence in obtaining materials for assessment?

It is the responsibility of all review bodies to conduct as objective an inquiry into the substantive qualifications of the candidates as possible, to adhere to the prescribed procedures, and to render impartial recommendations and decisions.
Appeals Procedure

1. Candidate files formal notice to Provost within 10 days of receipt of recommendation

2. The Provost will conduct an informal meeting with the candidate no more than 5 days after the receipt of the notice of appeal

3. If the informal meeting is unsuccessful, the candidate will send a notice of pursuit of an appeal within 5 business days of the informal meeting

4. Provost will impanel an Appeals Committee consisting of 3 tenured faculty ranking senior to the candidate

5. The Appeals Committee will make a recommendation in writing to the President

6. The President will inform the candidate of the decision within 15 days of receipt of the recommendation from the committee
Dossier Preparation
How do you get from... Chaos to Organized?
Understand the Process

1. Start preparing for the process early by reviewing the Faculty Handbook regarding policies and procedures of Promotion and Tenure: Section II-1.00(B) – UMES Policy and Procedures on Promotion and Tenure of Faculty – Handbook located on UMES website Faculty Handbook icon on portal page (bottom right)

2. Schedule to meet with your Chairperson to determine what your department uses for P&T and make a plan that you can follow. Your plan can be assessed and managed by your Manage by Objective (MBO) document and Mid/yearly chair reviews
Documentation is Imperative

1. Everything must be documented.

2. You are your best advocator.

3. You must be confident in your ability to showcase or highlight your accomplishments.

4. You must be clear about what is reviewed by your chair and dean as important in your field.

5. Determine if what they state is important in your field requires additional professional development to accomplish the goal.

6. Professional development must be documented.

7. Professional development can dictate the dept of your contribution to your department and thus, to the institution.
Documentation

**Teaching Effectiveness**
- Collect letters of recommendation and commendation, document special projects, show evidence of your mentoring students after graduation.
- Demonstrate quality planning and course design/organization of student learning.
- Review effective, appropriate instructional method that you have incorporated into your teaching and demonstrate their positive impact on student learning and retention.

**Advising Effectiveness**
- Collect letters of appreciation or commendation and notes from outside sources.
- Document the quality of your advising.
Service Activities

• Describe the activities you have been involved in.
• Validate your participation with supporting letters after completion of the activity.
• Be sure that the service contributes to the well being and advancement of the institution and/or community.

Scholarly, Professional, and Creative Work

• For conference presentations document that presentation was accepted on competitive basis.
• Find out the acceptance level of conference proposals submitted, i.e., how many proposals were submitted vs. how many were accepted.
• Show where you have developed an area of specialization and thus can generate external funding.
Documentation*

*External Reviewers/Collaborators*

♦ Letters from external reviewers should validate your scholarship.

♦ Reviewers should be familiar with your scholarly work. Make sure you foster these professional contacts early in your professional career.

♦ Reviewers should be well known in the field and make that clear to the committee.

♦ Reviewers should be at the same academic rank or at a higher rank at an institution of comparable or greater prestige.

♦ Provide external reviews of any innovative instructional materials, textbooks, and/or student performance data that address both the significance and quality of your work.

♦ Make sure your review letters focus on your professional skills and contribution to your field.

♦ Begin developing relationships with future external reviewers early.
Documentation

Faculty Essay

♦ Consult others in the department for the proper format.

♦ Show the significance of your work from your perspective.

♦ Note the challenges you faced and what you accomplished, the decisions you made and why you made them, and circumstances that promoted or inhibited success.

♦ Present your rationale for the materials you included in your documentation.

♦ Show the relationship of your work to the priorities of your department, school/college, institution, and discipline.
General Guidelines*

1. Focus on quality of materials not quantity. Don’t overwhelm the readers.

2. Write a summary paragraph for each section.

3. Use a table of contents so that the reviewers can find desired material easily and quickly.

4. Show evidence of collegiality.

5. Arrange the portfolio neatly in a binder.
   • Maximum of two volumes
   • 2 inches thick
   • Permanently bounded
   • Two notarized sets are submitted

*Adopted from David Appleby and Gabriele Bauer, Center for Teaching Effectiveness, University of Delaware