



# UMES POLICIES AND PROCEDURES FOR COMPREHENSIVE POST TENURE REVIEW

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UNIVERSITY of MARYLAND  
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# UMES POLICIES AND PROCEDURES FOR COMPREHENSIVE POST TENURE REVIEW

## The Policy - Introduction

Comprehensive periodic review of tenured faculty will be undertaken solely to promote excellence in teaching, research and service at UMES. This review shall be part of a larger faculty development program at UMES designed to enhance the professional abilities of the faculty as teachers, scholars and members of the academic community and to uncover impediments to faculty productivity. To enable this review process UMES shall commit appropriate resources not only to the process itself, but also to its accompanying faculty development programs.



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## Going Forward - Steps to implementing the policy

The following slides contain the guidelines and procedures for post-tenure review.



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## Introduction

Comprehensive review shall be a formative process for future faculty development, for enhancing the learning environment of students, and for improvements of the academic program to which the faculty member contributes. The comprehensive review shall include an evaluation of instruction, research/scholarship, and service and shall be consistent with the preservation of academic freedom. This comprehensive review will not be substituted for UMES and USM policies and procedures relating to promotion or to the termination of tenured faculty appointments, which are in no way amended by this policy.



# UMES POLICIES AND PROCEDURES FOR COMPREHENSIVE POST TENURE REVIEW

## Introduction

Comprehensive review shall be conducted as a process of collegial assessment, take place at the department/unit level and be consistent with the general principles of peer review. No procedure in this document can contradict the USM document on this subject.



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## Review Process: Time of Review

- Each tenured faculty member shall be reviewed once every five years. In addition, if two consecutive department annual reviews based on a departmental-faculty approved evaluation process find that the faculty member is materially deficient, as specified in the USM document, a comprehensive review shall be conducted.
- Faculty members who are tenured at the time these policies are approved shall be reviewed using a "staggered" process spread over three years with one third of the faculty being reviewed each year. Each review shall be done to evaluate the faculty member's performance since the last comprehensive review.



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## Review Process: Time of Review

- Each department chair shall maintain a record of the dates of review for that department's tenured faculty members, and shall be responsible for the notification described in section 3 below.



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## **Review Process: Departmental Review Committee**

A three-member Departmental Review Committee shall be appointed for each review. The review committee members (tenured, Assoc. Prof. and/or Professors) should be within the faculty member's department and school. In case this is not possible, other faculty from the campus and/or UM System may be included. The Departmental Review Committee members shall be selected by the Dept. Chair from a list submitted by the faculty member under review. The 3-member Departmental Review Committee shall select its own chair.





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## **Review Process: Notification**

Each faculty member must be given at least 60 days (calendar) notice of a pending review. The notice is sent by the department chair who simultaneously notifies the appropriate dean. The faculty member must provide a list of names (at least 5) to the Dept. Chair within 30 days (if names are not received by the chair, he/she will appoint the committee and inform the faculty) of notification. The Department Chair shall notify the committee members and the faculty member at least 30 days prior to a scheduled review.



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## Review Process: Documents to be Reviewed

Each Departmental Review Committee shall be provided the following information by the faculty (except as noted below) for the time period since the last comprehensive review (with relevant documentation):

- a) Department Chair's Annual Evaluation (to be provided by the Chair)
- b) Student evaluation summaries (where applicable and feasible) (A list of courses taught along with an indication of team-taught courses should be included.)
- c) A listing of all grant proposals submitted and/or funded as principal or co-investigator and a summary of all grant awards including amount and a brief description of the work



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## Review Process: Documents to be Reviewed (cont.)

- d) A listing of research publications, performances, exhibitions and other measures of scholarly productivity as applicable
- e) A listing of professional achievements relevant to the particular field
- f) A description of any campus or USM collaborative efforts
- g) A list of service activities including student advising, campus committees, and community service
- h) A list of courses taught and curriculum innovations proposed and/or implemented



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## **Review Process: Documents to be Reviewed (cont.)**

Faculty member being reviewed is encouraged to provide any additional information that he/she believes would be relevant to this process. The Departmental Review Committee members may request any supporting documentation necessary to complete the evaluation by giving 30 days notice to the faculty being reviewed.



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## **Review Process: Documents to Be Reviewed (cont.)**

The Departmental Review Committee may interview the faculty member being reviewed or other faculty member(s) in the department in order to obtain additional information. The faculty member being reviewed will be provided complete details of these interviews in case of any negative or unfavorable comments and will be given sufficient time to respond with or without additional documents if necessary. The Departmental Review Committee may also choose classroom visitation (by one, two or all the members) to evaluate the teaching effectiveness of the faculty member being reviewed.



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## **Review Process: Documents to be Reviewed (cont.)**

These visits will be coordinated with the faculty member under review. The faculty member being reviewed shall have access to all written reports of the Departmental Review Committee and shall have ample opportunity to formally respond to such reports, prior to the review committee's final report. The Departmental Review Committee will complete the review and submit its recommendations (to the Dept. Chair) within 45 days after receipt of the initial document from the faculty. (The Departmental Review Committee may under unusual circumstances request an extension of time from the department chair).



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## Method of Review

Each department should develop a faculty-approved Post Tenure Review Document (to include measurable criteria and expectations) based on the department's mission. Each Departmental Review Committee member will review the documentation submitted by the faculty being reviewed using the criteria listed in the faculty member's Departmental Post Tenure Review Document.



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## Method of Review

The evaluation must include an assessment of performance in the areas of instruction, research/ scholarship, and service. The faculty member should be rated as: 1) "Meets departmental norms" or 2) "Does not meet departmental norms," and meets or does not meet the Board of Regents (BOR) quantitative workload expectations as specified in the BOR workload policy, and qualitative expectations listed in footnote one of the BOR policy on comprehensive review of tenured faculty. The outcome of the review, including the reasons for the assessment, should be transmitted to the faculty member, the department chair, and the dean, in writing, within 10 days of the decision.





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## Recommendations

The faculty member may challenge the assessment of the Departmental Review Committee by sending written notice to the Dept. Chair within 30 days after receiving the committee's assessment. The faculty member must include the reasons for disagreeing with the assessment and may attach additional supporting documentation and send these to the Dept. Chair. After a careful review of the information presented by the faculty member, the Department Chair shall submit his/her recommendation supporting or rejecting the Departmental Review Committee's assessment to the Dean of the School with a copy to the faculty member.



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## Recommendations

If both the department chair and the Departmental Review Committee determine the faculty member does not meet departmental norms, the faculty member will work with the Department Chair and the Chair of the Departmental Review Committee to develop a specific development plan for improvement, using as a basis the evaluation provided by the Departmental Review Committee. If the Dept. Chair agrees with the faculty member being reviewed (and not with the Departmental Review Committee), the faculty member will be reviewed again after 3 years by a Departmental Review Committee as outlined above.



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## **Recommendations: Specific Development Plan**

The specific development plan should outline the steps the faculty member and the Department will together take to help the faculty member meet departmental norms. The plan must include a financial commitment by the department, school and institution to provide the resources necessary (such as released time, travel to professional meetings, seed money for research and others) to the faculty member to complete the steps outlined in the plan. The plan shall include a procedure for evaluation of progress at fixed intervals and shall be signed by all parties.



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## **Additional Provisions**

Each department chair/academic unit must submit a copy of the department's post tenure review procedures, faculty workload expectations, departmental/unit norms and other related information (as approved by the Department faculty and the Chair) on or before October 15 of each academic year to the Dean of the school and the departmental faculty. Subsequent changes to any departmental/unit procedures/documents approved by the faculty should be submitted to the Dean of the school and the department/unit faculty before October 15 of each academic year. These items also should be approved by and filed with the Vice President for Academic Affairs. The faculty being reviewed shall have the option of being evaluated using either the new revised document or any document approved within the previous three years.



# UMES POLICIES AND PROCEDURES FOR COMPREHENSIVE POST TENURE REVIEW

## Next Steps

- Each department should develop a faculty-approved Post Tenure Review Document (to include measurable criteria and expectations) based on the department's mission
- Procedures (forms, documents) must be developed for implementing the post-tenure review policy.

