

Promotion and Tenure Mechanics

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Timeline

- Sept 15-candidate's materials due to department
- Dec 15-department's DP&TC report and chair's letter due in Dean's office
- Jan 12/15-for mandatory tenure reviews only, candidates may add additional information, i.e. paper was accepted, grant was funded
- Feb 12-Dean's report on contract renewals are due to the Provost's office (negative recommendations are forwarded to URFC)
- March 1-UFRC reports on contract renewals.
- March 15-Dean forwards his recommendation to UFRC
- May 3– UFRC reports on promotion and tenure forwarded to the candidate and the Provost
- May 17-Provost's letter forwarded to the President and candidate
- June 1-President's decision on promotion and tenure communicated to candidate

Candidate's Interfolio Categories

- Cover Sheet
- CV in UMBC format-please make sure that the CV is in UMBC format and attach a signed, dated cover sheet certifying the contents of the CV to be thorough and accurate
- Self-Assessment describing accomplishments and expectations in the area of scholarship, teaching and service avoiding duplication of the CV. This is your opportunity to provide a lens from which your accomplishments are viewed.
- Promotion to Associate with Tenure please also include a copy of the DP&TC Contract Renewal Report

Candidate's Interfolio Categories

- **Scholarship Materials** (contract renewal, promotion to associate professor with tenure, and promotion to professor only)- copies of published papers, patents, etc. For papers that have not appeared, please include the letter of acceptance. Please distinguish those publications that have been peer-reviewed and those that have not been peer-reviewed.

- **Teaching Material**

- Chronological list of courses taught with syllabi attached for the preceding three or more years for P&T reviews, five years for Senior Lecturer and Principal Lecturer reviews, or since initial appointment.
- copies of all SCEQ or SEEQ for courses taught for the proceeding three or more years for promotion and tenure review, 5 years for Senior or Principal Lecturer, or since the last personnel action (Blue sheets may not be included)
- The teaching section of your self-assessment should provide the lens from which your teaching is reviewed, so appropriate comments should be made for new courses developed, new teaching methods, ALIT certificate, etc.
- Other documentation may include examples of written assignments, exams, or other documentation deemed appropriate by the department
- For promotion to senior lecturer and principal lecturer documentation of excellence in teaching must include class observations with an observational report
- Qualitative Measures of Teaching

Student Input

- The department chair shall appoint two student members. If the department has a graduate program, then one of them must be a graduate student. Students currently mentored by the faculty member are not eligible.
- Role of the students varies by department
- Student members vote only on the teaching section.

Modifications Related to the Use of Spring 2020 Teaching Evaluations in P&T for all Tenure-Track, Tenured, and Full-Time Instructional Faculty

Spring 2020 Student Evaluation of Educational Quality (SEEQ) may ***not be used for any evaluative purpose*** for the P&T review of any tenure-track, tenured, or full-time instructional faculty member, including scheduled third-year contract renewals of pre-tenure faculty. This includes Assistant Professors being considered for promotion and tenure to the rank of Associate Professor, Associate Professors undergoing review for promotion to the rank of Professor, Lecturers undergoing review for promotion to the rank of Senior Lecturer, and Senior Lecturers undergoing review for promotion to Principal Lecturer.

Spring 2020 SEEQs may not be included in P&T dossiers or used in any aspect of such promotion reviews now or in the future. The Provost will issue instructions to all relevant P&T review bodies consistent with this policy modification. Faculty may wish to choose to reflect upon their Spring 2020 teaching experiences in their self-assessment; however, the absence of such reflection may not be considered a negative indicator of faculty performance.

External Reviewers

- The candidate shall provide (for promotion to associate with tenure and promotion to professor) a list of 4-6 potential external reviewers, national or international scholars in their field of research
- Current or recent collaborators of the candidate can generally not be used as external referees.
- The department promotion and tenure committee also submits a list of potential external reviewers that may overlap, but not be identical to the candidate's list.

External Reviewers

- The candidate has the opportunity to provide a written objection to any external reviewer on the committee's list, however, the committee is not bound to honor the objection.
- The final slate of 5-7 external reviewers shall include at least two names from each list without overlap. The identity of the reviewers will be kept confidential.
- The candidate may choose to send the self-assessment to the external reviewers.

DP&TC Report

The department promotion and tenure committee (DP&TC) considers the entire dossier, including the reports from external reviewers, and creates a narrative statement commenting on the strengths and weaknesses of the candidate in each area and justifying the overall recommendation.

Votes

For each candidate, the department promotion and tenure committee votes 4 times in the categories of Research, Teaching (student members vote in this category only), Service and Overall. Total votes in each category are included in the committee report

Levels of Review

- The Department chair writes a separate report that focuses on a broader perspective of the candidate's contributions to the department and the university from the chair's perspective by Dec 15th.
- The Dean makes a formal recommendation by March 15th.
- The Provost, after consultation with the University Faculty Review Committee, makes a formal recommendation to the President by May 17th.
- The President shall notify the candidate of the final decision by June 1st.

UFRC

- The University Faculty Review committee is advisory to the Provost.
- The UFRC consists of seven members: one from arts and humanities, one from social sciences, one from natural sciences and mathematics, and one from engineering. Others to be chosen to broaden the range of disciplines represented.
- The UFRC conducts a procedural review, review of departmental procedures, ensures a fair evaluation of the candidate, and evaluate the candidate's qualifications.

Candidate's Rights

Each candidate has the right to submit a written response including clarifying documentation within one week of receipt to the DP&TC report, Department chair's report, the Dean's report, the UFRC report, and the Provost's recommendation.

Requirements for Faculty Review

Review Type	DP&TC	Chair	External Rev	Dean	UFRC
Probation	No	Yes	No	Yes	No
Contract Renewal	Yes	Yes	No	Yes	No**
Senior lecturer	Yes	Yes	No	Yes	Yes
Associate with tenure	Yes	Yes	Yes	Yes	Yes
Tenure only	Yes	Yes	Yes	Yes	Yes
Principal lecturer	Yes	Yes	No	Yes	Yes
Promotion to Professor	Yes	Yes	Yes	Yes	Yes