

Three-Year (Pre-Tenure) Review Process for UME Tenure-Track Faculty

Extension faculty hired at the rank of Agent are given an initial appointment of three years, with the first year being a probationary year. A three-year review is conducted during the third year of employment in order to assess the faculty member's progress and potential for (1) research, scholarly and creative and/or professional activities, (2) teaching, extension, mentoring and advising, and (3) service. Additional areas of review will include professionalism, collegiality and overall program management.

The initial appointment may be renewed for an additional one, two, or three years; or it may be terminated in accordance with II-1.00(A) University of Maryland Policy & Procedures on Appointment, Promotion, and Tenure of Faculty. The Associate Dean/Associate Director (AD/AD) for UME is responsible for this process and may choose to delegate the facilitation of the process to the APT/AEP Coordinator.

Procedures for the three-year review for Extension faculty:

1. The faculty member, under review, will be notified after their two-year anniversary date of the upcoming review process. At that time the candidate will be asked to provide electronically the following documents to the APT/AEP Coordinator 7 months after their two-year anniversary date:
 - a. Signed Curriculum Vitae (C.V.)
 - b. Signed Personal Statement (2-3 page maximum)
 - c. Submissions, Works in Progress and Grant Status documentation form
2. The APT/AEP Coordinator will compile the following documents for the candidate's review:
 - a. Clientele and peer teaching Effectiveness Evaluation Summaries
 - b. Listing of year 1 and year 2 AFR scores
3. The Associate Dean/Associate Director will select at three tenured faculty members from UME at the Senior Agent rank to serve on the three-year review committee. There may be more than one committee in the course of a year, depending on the employment dates of faculty at the rank of Agent. The APT/AEP Coordinator will coordinate the work of the committee(s).
4. The three-year review committee will have a maximum of six weeks to complete their review after which time the chair will send the three-year review feedback form and a brief letter outlining the committee's recommendation for each candidate to the APT/AEP Coordinator.
5. The APT/AEP Coordinator will forward the committee's review and recommendations to the Associate Dean/Associate Director, the candidate's Program Leader and mentor.

6. The Associate Dean/Associate Director will meet (in person or via conference call) with the candidate's Program Leader and mentor to discuss the committee's review and recommendations, after which the Associate Dean/Associate Director will make the final decision concerning renewal/nonrenewal of the candidate's contract.
7. The Associate Dean/Associate Director will inform the APT/AEP Coordinator, the candidate's Program Leader and mentor of the renewal/nonrenewal decision. The Associate Dean/Associate Director will notify the faculty member in writing of the renewal/nonrenewal decision and provide feedback from the review committee.
8. Within 2 months of receiving the results of the review, the candidate should schedule a meeting with their mentor to discuss the review and recommendations.

If the results of the review deem it necessary, the candidate may be asked to meet with their Program Leader and mentor to discuss the recommendations and develop an action plan including benchmarks. This plan is developed by the candidate with input from their Program Leader and mentor. The candidate sends this final plan to their Program Leader with copies to the APT/AEP Coordinator and Associate Dean/Associate Director. This needs to be submitted within 45 days after their initial meeting with the candidate's Program Leader.

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