

## **University of Maryland Extension (UME) Appointment, Promotion, and Tenure (APT) Process**

### **UME APT Structure**

The first-level UME APT review committees (Senior Agent with Tenure and Principal Agent) will consist of all eligible faculty members (i.e. full-time permanent tenured members of UME who are at or above the rank to which the candidates seek promotion or appointment). Initially, the first-level chairs and vice chairs will be appointed by the UME Associate Director/Associate Dean (AD). The UME AD is analogous to the Department Chair of a University of Maryland academic department.

The UME AD, in consultation with the first-level chairs and vice chairs, will appoint APT subcommittees. The assigned mentor of candidates seeking promotion to Senior Agent with tenure will serve as the subcommittee chair. Subcommittee chairs for candidates seeking promotion to Principal Agent will be appointed by the UME AD.

The vote of the entire eligible UME faculty participating in the APT process shall be considered the faculty recommendation of the first-level academic unit. The first-level committee process will be guided by the current UM APT procedures (<https://www.faculty.umd.edu/faculty/promotion.html>) and the major roles outlined below.

- Role of AD and AD's Office - the UME AD and AD coordinator will be responsible for the execution of UME's APT calendar. The office will be the central point of contact and submission of candidate materials.
  - Set annual APT calendar, monitor submissions and verify adherence to timeline
  - Send promotion information notification letters to candidates
  - Train first-level chairs, vice chairs and subcommittee
  - Provide support to candidates
  - External reviewers - vet qualifications, request availability, send candidate materials
  - Gather Clientele and Peer Evaluations
- Role of Chair and Vice Chairs - will be responsible for the execution of UME's APT calendar and manage subcommittees.
  - Manage APT process
  - External reviewers - vet qualifications
  - Manage the work of the subcommittees
  - Manage the discussion and vote of first-level review committees
  - Author candidate's cover letter for Final Evaluative Report
- Role of Subcommittees - support candidates and author departmental dossier documents.
  - Provide 5 names and bios for external reviewer for candidate
  - Provide candidate feedback on CV and Teaching portfolio

- Author candidate's Summary Statement of Professional Achievements
- Author candidate's Reputation of Publications Outlets
- Author candidate's Final Evaluative Report
- Role of Candidates
  - Adhere to annual APT calendar
  - Adhere to the [UMD APT Manual and Guidelines](#)
  - Attend promotion trainings offered by OFA, AGNR and UME
  - Submit all required documentation as described by the UME APT Manual and Guideline along with the names, contact information and biographies of at least 5 external reviewers.

## **UME APT Timeline**

The UME APT timeline will be set and made available by the UME AD by January 1 of the year of submission dates of dossiers. The timeline will be available to faculty using current UME technology. The UME AD and AD's office, in coordination with the first-level chairs and vice chairs, is responsible for execution of the timeline.

Mandatory candidates who do not adhere to the timeline will be considered for promotion during their mandatory year. It should be noted that:

- Unprofessional behavior (missed deadlines) will be noted in a candidate's final report.
- The first-level review committee will not alter their timeline based on a candidate's inability to follow the timeline.
- Non-adherence to the timeline by the candidate may result in missing documents that may adversely affect their promotion and tenure.

Voluntary candidates (early option Senior Agent with Tenure and Principal Agent promotion) who do not adhere to the timeline will not be considered that year for promotion.

UME APT committees will adhere to the required timeframes set by the University of Maryland APT Manual.

## **First-level Committee(s) Review and Discussion Process**

### **Meeting Participation**

Given the role that faculty play in the educational process across the state, as well as regionally and nationally, conflicts will likely arise with regard to scheduling the APT voting process. If and when physical presence is not an option, all reasonable efforts will be made for faculty to participate in the discussion and voting through conference calling and/or web conferencing.

- Physical presence is critical. Exceptions to physical presence through conferencing and absences must be approved by the UME AD.
- Announcing the UME meeting date well in advance will help faculty to avoid scheduling conflicts.

### **Order of Candidates**

The order of candidate discussion will be determined randomly.

### **Meeting Discussion**

Discussion is recognized as being very valuable in the APT consideration. Faculty must be present during the discussion phase (either physically or through audio/video conferencing) to vote. Discussions will be open and unlimited while adhering to university APT documents and the annual *Promotion and Tenure Considerations and Deliberations* memo from the Associate Provost of Faculty Affairs.

All deliberations are confidential and should not be discussed outside of the meeting.

The committee will ensure that there is adequate time for a thorough review of candidates.

### **Voting Procedures**

These voting procedures should not be interpreted to mean that participation through conferencing is optional. Discussion is recognized as being very valuable in the APT consideration. Faculty must attend the discussion phase (either physically or through audio/video conferencing) to vote. Voting will be conducted by anonymous paper or electronic ballot.

The Unit first-level chair and committee may utilize straw votes as a test of opinion at any time during the discussion of a candidate. Once a final vote is made, no further discussion will occur and the resulting decision will be final.

Faculty are expected to provide an explanation for their vote to ensure a thorough and fair consideration and discussion of a candidate's qualifications.

Packets receiving at least an 80% favorable vote at the first-level will be moved forward in the APT process.

### **Presence of the UME Associate Dean/Director**

To facilitate the writing of the Department Chair's Letter, the UME Associate Director will attend the first-level APT committee, but participation is limited to clarification of a candidate's dossier and/or the APT process.

### **Presence of Emeritus Faculty**

Emeritus faculty will not be included in the APT committee discussions or meeting.

### **Rights of Candidate**

The candidate will be kept informed of the process as it occurs at the first-level and the outcome by the UME Associate Dean/Director as per University of Maryland APT policies.