

**Process for 5-yr (post-tenure) Review of  
University of Maryland Extension (UME)  
Tenured Faculty**

In 1995, the University adopted Policy II-1.20(A) on the [Periodic Evaluation of Faculty Performance](#), to facilitate the continued professional development of tenured faculty members. This policy was revised in 1998 in accordance with the requirements of the USM [Policy on the Comprehensive Review of Tenured Faculty](#) (19.0 II-1.19). The purpose of a comprehensive “post-tenure” review is to (II-1.20(A)):

1. recognize long-term meritorious performance;
2. improve quality of faculty efforts in teaching, scholarship, and service;
3. increase opportunities for professional development; and
4. uncover impediments to faculty productivity

Such “post-tenure” reviews supplement other periodic evaluative reviews, such as annual merit reviews. The current guidelines are in line with those developed by the Office of Faculty Affairs to facilitate compliance with and implementation of the USM/UMCP policies and the [Provost’s memorandum](#) dated March 1, 2018.

### **Frequency of Evaluations**

Extension faculty at the ranks of Senior or Principal Agent will be reviewed no less frequently than every 5 years, or if two consecutive annual reviews indicate that the faculty member does not meet expectations. If a faculty member is found not to meet expectations in two consecutive periodic reviews, a post-tenure review for the faculty member must be scheduled for the next immediate post-tenure review cycle. (USM Policy 19.0 II-1.19.5).

Faculty on sabbatical leave or other long-term leave will be scheduled accordingly. Those planning sabbatical leave will be scheduled before the leave request is approved in order to determine whether sabbatical leave should be granted. Faculty on long-term leave such as FMLA will be rescheduled upon their return to work.

### **Review Expectations**

Reviews will be conducted “consistent with the general principles of peer review” (USM Policy 19.0 II-1.19.3). Review criteria will follow UME’s annual review criteria (Scholarship, Teaching and Service), with appropriate ratings of Job Well Done, Needs Improvement, and Exceeds Expectations as suggested in the “peer appraisal” report (UMCP Policy II-1.20(A)).

Those performing at the Exceeds Expectations level will be encouraged to apply for promotion to Principal Agent, and internal and external awards.

Those performing at substandard levels will be required to develop in conjunction with their appropriate Program Leader, a plan of required deliverables and due dates, and also will lose privileges such as sabbatical leave, at the discretion of the Unit P&T Administrator and the Dean.

## Procedure for the 5-yr (Post-Tenure) Review for Extension Faculty

1. Faculty will be notified by the AD/AD of their upcoming review. At that time the faculty member will be asked to provide electronically the following documents to the APT/AEP Coordinator:
  - 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 the last 5 years of AFR scores
3. The Associate Director/Associate Dean of UME will appoint a faculty committee of peers to conduct the 5-yr (post-tenure) review. The committee will consist of no less than three tenured UME faculty members at the rank of Principal Agent. The number of committees appointed each year will be based on the number of reviews for that year. The APT/AEP Coordinator will coordinate the work of the committee(s).
4. The 5-year review committee will have four weeks to complete their review after which time the chair will send the 5-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 candidate. If desired, the faculty member may submit an optional written "response to the review committee's report within 14 calendar days of receipt of the appraisal" (UMCP Policy II-1.20(A)) to the APT/AEP Coordinator.
6. The APT/AEP Coordinator will forward the committee's review and candidate's response (if exercised) to the Associate Dean/Associate Director and the candidate's Program Leader.
7. The Associate Dean/Associate Director will meet (in person or via conference call) with the candidate and the candidate's Program Leader the committee's review and recommendations.

If deemed appropriate by the Unit P&T Administrator, the faculty member and appropriate Program Leader will discuss and agree on a "firm written development plan, with timetable, for enhancing meritorious work" and a procedure for evaluation of progress at fixed intervals (UMCP Policy II-1.20(A)). This development plan must be summarized in a written report signed by both the faculty member and the Program Leader within 45 days of the meeting date.

8. The final evaluations and development plans are forwarded to the Dean's office. The entire portfolio is made available for the Dean's review, upon request.
9. Notification of the outcome of the review should be sent to the Office of Faculty Affairs.

## **Appeals Process:**

In the event the faculty member disagrees with the final evaluation, a written appeal may be filed with the Dean.

The Dean must review the portfolio, the peer-authored written report, the faculty member's optional written response, the AD/AD's final written evaluation, and the faculty member's written appeal, and meet separately with the faculty member and the AD/AD and/or Program Leader to discuss the evaluation. The Dean may also elect to meet separately with the AD/AD and post-tenure review committee chair.

The Dean should issue a decision on the appeal by May 1. No further appeal can be granted. Following completion of the appeal, if any, a notification of completion of the review should be sent to the Office of Faculty Affairs by the Dean by June 1st.

All materials relating to the comprehensive post-tenure review are maintained in the faculty member's personnel file in UME. The Dean's office keeps the reports.

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