

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

### **APT Committees**

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 members of UME who are at or above the rank to which the candidates seeks promotion or appointment). The first-level chairs will be appointed by the UME Associate Director for a two-year term. The UME Associate Director is analogous to the Department Chair of University of Maryland academic department.

The UME Associate Director in consultation with the first-level chairs will appoint APT sub-committees of eligible faculty members to work specifically with candidates to prepare promotion and tenure packets. The sub-committees will review and comment on the candidate's draft CV and teaching portfolio and prepare the Summary Statement of Professional Achievements, the Reputation of Publication Outlets, and the draft and final Evaluative Reports (see UME APT Timeline below).

The vote of the entire eligible faculty in UME 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. These procedures can be found at <https://www.faculty.umd.edu/faculty/promotion.html>.

### **Voting Procedures**

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. Voting may occur by e-mail or text to the first-level chair. It should be noted that:

- 1) These voting procedures should not be interpreted to mean that participation through conferencing is optional. Physical presence is preferred. Participation through conferencing and absences must be approved by the UME Associate Director.
- 2) 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.
- 3) Announcing the UME meeting date well in advance will help faculty to avoid scheduling conflicts.
- 4) Packets receiving over a 50% favorable vote at the first-level will be moved forward in the APT process.
- 5) Faculty voting negatively on a candidate are strongly encouraged to provide an explanation for their vote to ensure a thorough and fair consideration and discussion of a candidates qualifications,

### **Presence of the UME Associate 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 Director as per University of Maryland APT policies.

### **UME APT Timeline**

The UME APT timeline will be set by the UME Associate Director one year prior to the submission due dates of dossiers. The timeline will be available to faculty using current UME technology. The UME Associate Director, in coordination with the first-level chairs, is responsible for execution of the timeline.

Mandatory candidates that 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 following 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) that 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.

Presented to UME Faculty 2/26/2018