

## II-1.00 UMCES POLICY ON APPOINTMENT, PROMOTION, AND TENURE OF FACULTY

REVISED FROM THE APPOINTMENT, RANK, AND TENURE POLICY APPROVED BY FACULTY SENATE ON MAY 17, 1989; APPROVED BY THE FACULTY SENATE, AUGUST 28, 2008; APPROVED BY THE PRESIDENT, JUNE 1, 2012; APPROVED BY THE CHANCELLOR, JULY 2, 2012.

This policy complements the University System of Maryland Policy on Appointment, Rank, and Tenure of Faculty (Section II-1.00), adapting that policy in accordance with the institutional mission of the University of Maryland Center for Environmental Science. Within the framework of the System Policy, it specifies the criteria and procedures related to faculty personnel actions that shall apply to the University of Maryland Center for Environmental Science. Subject to the provisions in I.C of Section II-1.00 of the University System Policy, the provisions of this Policy on Appointment, Rank, and Tenure of Faculty shall constitute part of the contractually binding agreement between the Center and the faculty member. Any proposed changes to this University of Maryland Center for Environmental Science Policy on Appointment, Rank, and Tenure of Faculty shall be submitted for initial review and endorsement by the Faculty Senate.

### Purpose of this Policy

This Policy on the Appointment, Promotion, and Tenure of Faculty exists to set the standards for appointment and promotion to the various faculty ranks and to recognize and to encourage the achievement of excellence on the part of the faculty members through the awarding of tenure and through promotion within the faculty ranks. For the purpose of this policy, the terms "Center," "UMCES" and "institution" shall be synonymous and shall mean the University of Maryland Center for Environmental Science and the word "days" shall refer to calendar days.

## I. MINIMUM QUALIFICATIONS FOR APPOINTMENT TO FACULTY RANKS

This section identifies all faculty ranks that may be used at UMCES and provides the qualifications for appointment or promotion to each rank as established in II.C of University System of Maryland Policy II-1.00. Appointments in ranks other than specified in this section are not permitted. The only faculty ranks which may involve a tenure commitment are: Professor, Associate Professor, Assistant Professor, Principal Agent, Senior Agent, and Agent.

### A Faculty with Duties in Research, Service and Instruction<sup>1</sup>

#### 1 Assistant Professor

The appointee shall ordinarily hold the doctorate or recognized terminal degree in the field of specialization, shall have demonstrated superior research abilities, shall show potential for teaching and service commensurate with the mission of UMCES, and shall show promise of having, at the time he or she is reviewed for promotion and tenure in accordance with IV.F of this policy, the qualities described under "Associate Professor" below. Appointees shall be qualified and competent to direct the work of others, including Faculty Research Assistants, graduate students, and other research personnel. Persons appointed to the rank of Assistant Professor shall not be granted tenure in this rank.

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<sup>1</sup> Ranks as defined in USM Policy on Appointment, Rank, and Tenure of Faculty (II-1.00).

2 Associate Professor

In addition to the qualifications required of an Assistant Professor, the appointee shall have had extensive successful experience in a research discipline and shall have demonstrated success in directing the work of others, including Faculty Research Assistants, graduate students, and other research personnel. Competence shall be demonstrated by outstanding scholarly activity and other distinguished professional achievements, including a national recognition of the appointee's contribution to his/her discipline. The appointee shall also show evidence of an ability to provide relevant and effective service to UMCES, the community, and the profession. Appointment to this rank requires written approval of the UMCES President and may carry tenure. Promotion to this rank from a previous position at any University System of Maryland institution shall be with tenure.

3 Professor

In addition to the qualifications required of an Associate Professor, an appointee to the rank of Professor shall have established an outstanding and continuing reputation for scholarly contribution to his/her discipline within the national and international scientific communities. The appointee shall also demonstrate a continuing ability to provide relevant and effective service to UMCES, the community, and the profession. Appointment to this rank requires written approval of the UMCES President and carries tenure.

**B Faculty with Duties Primarily in Research**

**Senior Research Faculty** ranks recognize the need within UMCES for a senior, non-tenured career track defined specifically for research scientists who are established principal investigators who will receive substantial (51 percent or more) salary support from contracts and grants.<sup>2</sup>

1 Assistant Research Professor

Parallel in rank to tenure track Assistant Professor, appointees shall have demonstrated abilities sufficient to achieve full salary support through sponsored projects and to establish and maintain an independent research program. Ordinarily, a doctoral degree in the field of specialization shall be a requirement for appointment to this rank. Appointees shall be qualified and competent to direct the work of others, including Faculty Research Assistants, graduate students, and other research personnel. Appointment to this rank shall be for periods of no more than three (3) years and may be renewed. Except in cases of terminal appointment without option for renewal, an individual at this rank shall be reviewed for promotion to the rank of Associate Research Professor not later than the sixth (6<sup>th</sup>) year of his/her appointment. If a Assistant Research Professor is not promoted, appointments to this rank shall be for periods of no more than three (3) years, and may be renewed.

2 Associate Research Professor

Parallel in rank to tenure track Associate Professor, appointees to this rank shall have had, in

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<sup>2</sup> Senior Research Faculty ranks follow USM Policy on Appointment, Rank, and Tenure of Faculty (II-1.00, II.C.2.f-h).

addition to the qualifications of a Assistant Research Professor, extensive successful experience in preparing, developing, and managing sponsored research projects, and shall have demonstrated success directing the work of others, including Faculty Research Assistants, graduate students, and other research personnel. Academic and research competence shall be demonstrated by outstanding scholarly production and other distinguished professional achievements, as evidenced by national recognition of the appointee's research contribution to his/her discipline. Appointment/promotion to this rank is in no way to be construed as conferring tenure, irrespective of length of service. Appointment to this rank shall be for periods of not more than three (3) years, and may be renewed.

3 Research Professor

Parallel in rank to tenure track Professor, appointees to this rank, in addition to the qualifications of a Research Associate Professor, shall have demonstrated an outstanding reputation for scholarly research contribution to his/her discipline within national and international scientific communities. Appointees shall provide tangible evidence of sound scholarly production in research, publications, and other professional achievements and recognition. Appointment to this rank shall be for periods of not more than five (5) years, and may be renewed. Appointment to this rank is in no way to be construed as conferring tenure, irrespective of length of service.

**Research Support Faculty** ranks provide for the appointment of research personnel with specialized training sufficient to provide technical assistance on research projects and, at the advanced levels, to serve as collaborative researchers and co-Principal Investigators working under the direction or sponsorship of Tenure Track and Senior Research Faculty.<sup>3</sup>

4 Faculty Research Assistant

The appointee shall be capable of assisting in research under the direction of the principal investigator of a research project and shall have ability and training adequate to carry out the particular techniques required, to assemble data, and to use and care for any specialized apparatus.

The following rank levels shall be recognized in appointment and promotion of these Research Support Faculty members:

**Rank level 1:** Faculty Research Assistant—The individual shall possess a baccalaureate degree or its equivalent experience.

**Rank level 2:** Advanced Faculty Research Assistant—The individual shall have served at the rank level 1 for a minimum of four (4) years, or demonstrate equivalent experience at the time of appointment or promotion, or shall have an M.S. or equivalent degree in an appropriate field.

**Rank level 3:** Senior Faculty Research Assistant—An individual promoted to this rank level shall have served at the rank level 2 for a minimum of four (4) years, demonstrate

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<sup>3</sup> Ranks as defined in USM Policy on Appointment, Rank, and Tenure of Faculty (II-1.00, II.C.2).

an ability to exercise substantial research responsibilities, and enjoy a record of reliable, timely, and consistently superior completion of tasks; an individual appointed to this rank level must demonstrate comparable experience and ability to provide technical support at the highest quality at a comparable scientific research institution.

**Rank level 4:** Advanced Senior Faculty Research Assistant—This rank level is reserved for individuals possessing or qualified for appointment to rank level 3 status who have demonstrated a high degree of specialty superior ability and leadership in their assignments and are deemed, as established through letters of evaluation and/or recommendation, qualified to supervise the activities of other Faculty Research Assistants comprising a technical support group.

5 Assistant Research Scientist

This rank provides for entry-level appointment of faculty with advanced training sufficient to develop collaborative research programs under sponsorship of an Assistant Professor, Associate Professor, Professor, Associate Research Professor, or Research Professor. The appointee shall ordinarily possess a doctorate or terminal degree in his/her field of specialization, and shall be capable of attracting salary support by initiating and performing individual research in conjunction with the program(s) of his/her faculty sponsor(s). The appointee shall be qualified and competent to direct the work of other Research Support Faculty at UMCES. The appointee may initiate proposals and conduct research projects as a co-Principal Investigator with one (1) or more Tenure Track or Senior Research Faculty at any UMCES Laboratory. Subject to the availability of salary support from external grants and contracts, appointment to this rank shall expire at or before the end of the fiscal year in which the appointment is made, and may be renewed. Except in cases of terminal appointment without option for renewal, an individual at this rank shall be reviewed for promotion to the rank of Associate Research Scientist not later than the sixth (6<sup>th</sup>) year of appointment.

6 Associate Research Scientist

In addition to the qualifications for Assistant Research Scientist, an appointee to this rank shall have extensive successful research experience and shall be capable of managing major projects in conjunction with the research program(s) of Tenure Track and Senior Research Faculty of parallel equivalent or senior rank. The appointee may initiate proposals and serve as a co-Principal Investigator on external grants and contracts awarded to UMCES and, under exceptional circumstances with advance approval by the appropriate Laboratory Director, may serve as an independent principal investigator on specified projects. Subject to the availability of salary support from external contracts and grants, appointment to this rank shall expire at or before the end of the fiscal year in which the appointment is made, and may be renewed. Appointment to this rank is in no way to be construed as conferring tenure, irrespective of length of service.

7 Senior Research Scientist

In addition to the qualifications for Associate Research Scientist, an appointee to this rank shall have demonstrated a degree of proficiency sufficient to establish an excellent reputation for

original and productive research within the national and international scientific community. The appointee's research program shall be pursued in conjunction with that of a sponsoring Professor or Research Professor at the same UMCES Laboratory. The appointee may initiate proposals and serve as a co-Principal Investigator on external grants and contracts awarded to UMCES and, with advance approval by the appropriate Laboratory Director, may serve as an independent Principal Investigator on specified projects. Subject to the availability of salary support from external grants and contracts, appointment to this rank shall be for a term of up to three (3) years, and may be renewed. Appointment to this rank is in no way to be construed as conferring tenure, irrespective of length of service.

### C Field Faculty<sup>4</sup>

#### 1 Associate Agent

The appointee shall hold at least a bachelor's degree, with an educational background related to the specific position. Although no previous extension work experience is required, the individual should demonstrate an ability to work with people and evidence of creative ability to plan and implement appropriate extension programs. Qualification for and willingness to pursue graduate study is highly desirable. This appointment is made on an annual basis, with reappointment possible for a maximum of six (6) years. Attainment of a Master's degree in a field of study appropriate to the duties and responsibilities of the position is required before promotion to Agent can be considered.

#### 2 Agent

The appointee must hold a Master's or equivalent college degree. Although no previous extension work experience is required, the individual must show evidence of academic ability and leadership skills, with an educational background appropriate to the specific responsibilities of the position. The individual shall show promise of having, at the time he or she is reviewed for promotion and tenure in accordance with IV.F of this policy, the qualities described under "Senior Agent" below

#### 3 Senior Agent

In addition to all of the qualifications of an Agent, the appointee must have demonstrated achievement in program development, and shown originality and creative ability in designing new programs, teaching effectiveness, and evidence of service to the community, University System of Maryland (or former institution), and profession. Appointment/promotion to this rank requires written approval by the President and may carry tenure.

#### 4 Principal Agent

In addition to the minimum qualifications of a Senior Agent, the appointee must have demonstrated leadership ability and evidence of service to the community, University System of Maryland (or former institution), and profession. The individual shall have received

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<sup>4</sup> Ranks defined in USM Policy on Appointment, Rank, and Tenure of Faculty (II-1.00, II.C.3).

recognition for his/her contributions to field service programs by possessing a reputation among State, regional, and/or national colleagues backed by tangible evidence of distinguished achievement in creative program development. Appointment/promotion to this rank requires written approval by the President carries tenure.

#### D Additional Faculty Ranks

##### 1 Adjunct Appointments

The Adjunct title before any rank shall designate the appointment of outstanding persons simultaneously employed outside of UMCES, including those holding academic appointment on another campus, center, or institute within the University System of Maryland, and those employed in a professional capacity outside of the System. The appointee shall have expertise in a discipline appropriate to the mission of UMCES and the recognition and accomplishments sufficient to gain the endorsement from a majority of faculty members at the Laboratory unit to which he/she is appointed and approval by the appropriate Laboratory Director. Subject to prior approval by the appropriate Laboratory Director, Adjunct appointees may submit proposals and serve as co-Principal Investigators on sponsored research projects with at least one (1) regular UMCES faculty member at the Laboratory unit in which the appointment resides, and may derive a portion of salary support therefrom. Irrespective of the individual's status outside of UMCES, Adjunct appointments do not carry tenure within the Center.

##### 2 Affiliate Appointments

The Affiliate title before any rank officially recognizes the affiliation of a faculty member or other UMCES employee with an UMCES Laboratory when the individual's appointment and salary lie within another UMCES unit, including Center Administration and the Maryland Sea Grant College. Minimum requirements for affiliate appointment shall be a terminal degree in the appointee's discipline and expertise and interests appropriate to the programs and the mission of the UMCES unit to which the affiliate appointment is made. The nature of the affiliation shall be specified in writing, and the appointment shall be made upon the recommendation of the majority of the faculty of the Laboratory and approval of the Laboratory Director with which the appointee is to be affiliated and with the consent of the head of his or her primary unit. The rank of affiliation shall be commensurate with the appointee's qualifications.

##### 3 Visiting Faculty

The prefix Visiting, which may be applied before any academic title, denotes a short-term, full-time appointment without tenure of a person who is normally permanently employed elsewhere, outside the University System of Maryland. Subject to prior approval by the appropriate Laboratory Director, Visiting Faculty appointees may submit proposals and serve as co-Principal Investigators on sponsored research projects with at least one (1) regular UMCES faculty member at the Laboratory unit in which the appointment resides, and may derive a portion of salary support therefrom. Visiting Faculty may be appointed to other Tenure Track and Non-Tenure Track faculty positions only through established search and

appointment procedures that may be initiated only before or after the Visiting appointment period. Upon mutual agreement of the faculty member and UMCES, years of service in a Visiting appointment may be taken into account in determining the time of a promotion and/or tenure review.

#### 4 Emeritus Faculty Appointments

Emeritus status is a distinct honor within the University of Maryland Center for Environmental Science, which may be conferred upon faculty members or academic administrators who retire from UMCES after years of outstanding research, teaching, or professional and University service. Emeritus appointments are not automatic upon retirement, but shall be based upon meritorious performance consistent with that expected of other senior members of the faculty and administration. Except under unusual circumstances, a faculty member being considered for Emeritus status shall have been a full-time member of the faculty and shall have held the rank of Professor, Research Professor, Principal Agent, or senior academic administrator at time of retirement.

## II. CRITERIA FOR APPOINTMENT AND PROMOTION

As stipulated in II.B of Section II-1.00 of the University System of Maryland Policy, the criteria for promotion and tenure within the University System of Maryland are: (1) teaching effectiveness, including student advising; (2) research, scholarship, and, in appropriate areas, creative activities or other activities that result in the generation and application of intellectual property through technology transfer; and (3) relevant service to the community, profession, and institution. The relative weight of these criteria is appropriately determined by the mission of UMCES and the activities considered within the criteria shall be necessarily flexible and expansive. The assessment of these activities during the promotion and tenure process shall give appropriate recognition, consistent with the institution's mission, to faculty accomplishments and innovations that are collaborative, interdisciplinary, and interinstitutional.

The criteria for appointment, tenure, and promotion reflect the mission of the University of Maryland Center for Environmental Science: to advance knowledge through scientific discovery, integration, application, and teaching, leading toward a holistic understanding of the environment and its natural resources.<sup>5</sup> The Center operates under several legislative mandates to “conduct a comprehensive program to develop and apply predictive ecology for Maryland to the improvement and preservation of the physical environment.” Fundamental scientific discovery and integration of knowledge are core functions of UMCES and support the application of results to environmental management challenges and the education of the next generation of scientists and resource managers. In the context of this mission the following specific criteria shall be considered in appointment and promotion:

### A. Scientific Discovery

Novel contribution to the stock of human knowledge through research is a criterion central to the UMCES mission and to maintaining the intellectual climate of the Center. Assessments shall emphasize the outcomes of research in advancing knowledge.

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<sup>5</sup> UMCES Mission Statement approved in 2012 by the University System of Maryland Board of Regents and Maryland Higher Education Commission.

B. Integration

Making connections across the disciplines is particularly important in environmental science, thus placing the specialties in larger context, illuminating data in a revealing way, and educating non-specialists. Integration seeks to interpret, draw together, and bring new insight to bear on original research, thus fitting one's own research—or the research of others—into larger intellectual patterns.

C. Application

Application is a part of the Center's statutory mandate that is equal and interdependent with research. This criterion involves the responsible application of knowledge to problems and needs of society, including through technology transfer. It recognizes that new intellectual understandings can arise out of the very acts of application.

D. Teaching and Advisement

Superior teaching and academic advisement, particularly at the graduate level, are important criteria in appointment and promotion for faculty members with duties in both research and teaching (I.A). Effectiveness in teaching a broader public audience is a criterion for Field Faculty (I.C). The general test to be applied is that the faculty member be engaged regularly and effectively in teaching and advisement activities of high quality and significance. The evaluation should normally include opinions of students and colleagues.

The relative importance of these criteria may vary among the different faculty ranks identified in Section I and among different faculty members, or different stages of their career, but each of the categories shall be considered in every decision. The criteria for appointment to a faculty rank or tenure shall be the same as for promotion to that rank (or for granting of tenure at the rank of Associate Professor), even in the case of an individual being considered for an administrative appointment.

Upon appointment, the responsible Laboratory Director shall discuss these criteria for tenure and promotion with the faculty member. Faculty members shall be notified promptly in writing of any changes in these criteria. Decisions on promotion of tenured faculty members shall be based on the academic merit of the candidate as evaluated using the relevant criteria. Decisions on the renewal of untenured appointments and on promotion decisions involving the granting of tenure shall be based on the academic merit of the candidate as evaluated using the relevant criteria and on the academic needs of the Center. Considerations relating to the present or future institutional value of the candidate's particular field of expertise, or other larger objectives, may be legitimately considered in the context of a tenure decision. In no case, however, may institutional considerations affecting a particular candidate be changed following the Intermediate Review of that candidate.

III. APPOINTMENT OF FACULTY

This section sets forth the required procedures for the search and appointment of faculty members in both Tenure Track and Non-Tenure Track ranks defined in Section I. It establishes important faculty rights and privileges and is therefore an important component of the UMCES *Faculty Handbook* as defined in III.A.4.



## A General Policies<sup>6</sup>

- 1 As a Center of the University System of Maryland, UMCES is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, age, national origin, sex, or handicap in its search, appointment, and promotion procedures. All recommendations for appointment resulting from advertised positions shall be accompanied by a completed UMCES Affirmative Action Recruitment Summary Form (EXHIBIT II-1.00-1).  
  
Failure to complete this form shall be grounds for automatic denial of a recommended appointment. All procedures of search and appointment at any rank shall be subject to review by the designated Affirmative Action Officer at the appropriate UMCES Laboratory.
- 2 Final authority to approve all appointments made at the Center's Laboratories and Center Administration resides with the President of UMCES. The President may delegate to the appropriate Laboratory Director authority to approve appointments to those positions having entire support from funds derived from external grant and contract awards.
- 3 A term appointment is one which is made for a specific period of time.<sup>7</sup> Full-time appointments may be term appointments, and part-time appointments are always term appointments. Extension of the specified date of termination shall require formal approval by the President of UMCES and is not automatic or routinely assured.
- 4 All faculty appointments shall be made to a designated rank effective on a specific date. A standard Appointment Agreement, approved by the Office of the Attorney General for form and legal sufficiency in setting forth the conditions of employment, shall be signed by both the President or his/her authorized designee and the appointee. Any appointment at less than full time shall be so designated, and the conditions pertaining thereto specified, in the signed Appointment Agreement. A copy of the relevant UMCES Policies and Procedures Manual that set forth faculty rights and responsibilities, to which are appended all System-wide policies and procedures approved by the Board of Regents, shall be provided the appointee prior to his/her signing of the Appointment Agreement. These documents shall constitute the UMCES *Faculty Handbook*, so-called, and may be compiled and provided the appointee in handbook format, provided that such compilation identifies the UMCES Policies and Procedures Manual as the official statement of institutional policy. The Appointment Agreement, together with the policies reproduced in the designated portions of the UMCES *Faculty Handbook*, shall constitute a contractually binding Appointment Agreement between UMCES and the appointee.
- 5 A term of service may be terminated by the appointee through resignation, but no resignation shall become effective until the termination of the appointment period in which the resignation is offered. Exceptions to this requirement shall require written agreement between the appointee and the President of UMCES or his/her designee.
- 6 a. The President may terminate the appointment of a tenured or tenure-track appointee for moral turpitude, professional or scholarly misconduct, incompetence, or willful neglect of duty, provided that the charges be stated in writing, that the appointee be furnished a copy

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<sup>6</sup> Implementation of USM Policy on Appointment, Rank, and Tenure of Faculty (II-1.00).

<sup>7</sup> Term appointments defined in University System of Maryland Policies and Procedures (II-1.00, II.A).



thereof, and that the appointee be given an opportunity prior to such termination to request a hearing by an impartial hearing officer appointed by the President or a duly appointed faculty board of review. With the consent of the President, the appointee may elect a hearing by the President rather than by an impartial hearing officer appointed by the President or a faculty board of review appointed by the UMCES Faculty Senate. Upon receipt of notice of termination, the appointee shall have thirty (30) calendar days to request a hearing. The hearing shall be held no sooner than thirty (30) calendar days after receipt of such a request. The date of the hearing shall be set by mutual agreement of the appointee and the hearing officer or faculty board of review. If a hearing officer or a faculty board of review is appointed, the hearing officer or board shall make a recommendation to the President for action to be taken. The recommendation shall be based only on the evidence of record in the proceeding. Either party to the hearing may request an opportunity for oral argument before the President prior to action on the recommendation. If the President does not accept the recommendation of the hearing officer or board of review, the reasons shall be communicated promptly in writing to the appointee and the hearing officer or board. In the event that the President elects to terminate the appointment, the appointee may appeal to the Board of Regents, which shall render a final decision.

- b. Under exceptional circumstances and following consultation with the chair of the Faculty Senate, the President may direct that the appointee be relieved of some or all of his or her University duties, without loss of compensation and without prejudice, pending a final decision in the termination proceedings. (In case of emergency involving threat to life, the President may act to suspend temporarily prior to consultation.)
- c. The appointee may elect to be represented by counsel of his or her choice throughout the termination proceedings.

- 7 If an appointment is terminated in the manner prescribed in III.A.6, the President may, at his or her discretion, relieve the appointee of assigned duties immediately or allow the appointee to continue in the position for a specified period of time. The appointee's compensation shall continue for a period of one (1) year commencing on the date on which the appointee receives notice of termination. A faculty member whose appointment is terminated for cause involving moral turpitude or professional or scholarly misconduct shall receive no notice or further compensation beyond the date of final action by the President or Board of Regents.
- 8 UMCES may terminate any appointment because of the discontinuance of the laboratory or program in which the appointment was made; or because of the lack of appropriations or other funds with which to support the appointment. Such decisions must be made in accordance with UMCES Policies and Procedures Manual II-8.00. The President shall give a full-time appointee holding tenure notice of such termination at least one (1) year before the date on which the appointment is terminated.
- 9 All appointments shall comply with the U.S. Immigration Reform and Control Act of 1986. The Office of Human Resources in Center Administration shall be responsible for verifying the right to work in this country of all persons hired by UMCES. The President of UMCES shall be authorized to terminate the appointment of an individual who does not secure a visa permitting continued employment with the institution. UMCES shall not discriminate in recruiting, hiring, or discharging individuals on the basis of national origin or citizenship status.

- 10 The appointment of any non-tenured faculty member, fifty percent (50%) or more of whose compensation is derived from sponsored research grants or contracts may be subject to termination upon expiration of such sources of compensation.
- 11 Compensation for appointments is subject to modification in the event of reduction in State appropriations or in other income from which compensation may be paid.

## B Tenure Track Professorial and Field Faculty Appointment

### 1 Definition of Position Vacancies

The Laboratory Directors shall define the academic position vacancies of their respective units in terms of category, anticipated rank(s), and area(s) of professional expertise. A Laboratory Director shall seek the advice of his/her faculty as part of this process. All positions shall be consistent with the mission of UMCES, the program of the Laboratory in which each will be filled, and available financial resources. Final approval of a defined position shall be made by the President of UMCES in consultation with the appropriate Laboratory Director. Faculty positions which are vacated by resignation, retirement, or other personnel action are not necessarily filled by new appointees of the same category, rank, and discipline.

### 2 Search Procedures

A Faculty Search Committee shall be appointed by the appropriate Laboratory Director for the purpose of identifying qualified candidates for each approved position.

A Faculty Search Committee shall consist of at least two (2) faculty members from the searching Laboratory and at least one (1) faculty member from another UMCES Laboratory. At the discretion of the Laboratory Director, a Faculty Search Committee may also include one (1) or more individual(s) from another campus, center, or institute of the University System of Maryland, or from an institution or agency outside of the University System of Maryland. Every effort shall be made to effect representation of female and minority UMCES faculty on any Faculty Search Committee. At least one (1) member shall be of academic rank equivalent or superior to the anticipated rank of the position occupant, and only members having this rank may chair a Faculty Search Committee. The Faculty Search Committee shall include one (1) or more individuals familiar with the discipline(s) of the search.

The Laboratory Director shall charge the Committee in writing, outlining the nature of the position, method and expected duration of search, and professional criteria to be applied in candidate evaluation. The Charge to the Committee shall include a directive that Affirmative Action Policy of the University System of Maryland is to be followed throughout the search process. The Charge to the Committee shall be accompanied by a copy of Section III.B of the UMCES Policies and Procedures Manual II-1.00.

The Faculty Search Committee shall act on behalf of the Laboratory Director in defining minimum qualifications and duties for an approved position, advertising that position, and compiling candidate application files. The Faculty Search Committee shall be aware of and observe all Affirmative Action policies and procedures of the University System of Maryland, and may contact the Affirmative Action Officer of the appropriate Laboratory unit for current regulations. At least one (1) advertisement shall reach a nationwide audience of individuals

having professional expertise in the desired discipline(s) for the position. Notes on telephone and private conversations which enter into the Faculty Search Committee's deliberations shall be kept as part of the Committee's file on each candidate. Records shall be kept of each meeting, including time, place, attendance, and topic(s) of discussion.

A Faculty Search Committee is not authorized to offer, formally or informally, a position to any nominee or candidate, although it may make the general conditions of an offer known so as to ascertain the likelihood of a candidate's interest in the position under consideration.

The application file of each candidate shall contain, at a minimum, the following documents before it is deemed complete:

- a letter of application;
- current curriculum vitae stating the individual's professional qualifications and scholarly achievement;
- list of publications (if not included in the above);
- a minimum of three (3) letters of recommendation from individuals, not related to the candidate, who are familiar with the candidate's professional qualifications, activities, and abilities;
- transcripts of graduate school records or other verification of highest degree earned.

Application files shall be confidential, to the extent permitted by law. Subject to prior approval of the Laboratory Director, the Chair of the Faculty Search Committee may elect to make information from all application files available for examination by UMCES Laboratory faculty, such information to consist of the following documents, if such have not been submitted in confidence:

- letter of application;
- additional letters of elaboration or explanation submitted by applicants;
- letters of recommendation;
- curriculum vitae.

At the conclusion of the advertised application period, the Faculty Search Committee shall evaluate the files of all applicants, and its Chair shall prepare a summary (confidential, to the extent permitted by law) of its nominations for interview to the appropriate Laboratory Director. Applicants shall be evaluated in terms of the criteria identified in Section I of these Appointment, Promotion and Tenure Policies and specifically on the quality of their scholarly activities as evidenced by performance of significant original research, quality and record of publications, evaluations by professional references, and other professional factors which are defined in writing by the Laboratory Director in the Charge to the Faculty Search Committee. All nominees shall satisfy the minimum qualifications for position category and rank as established in the appropriate subsection of Section I.A or I.C. If appropriate, the Faculty Search Committee or its Chair may solicit opinions from UMCES Laboratory faculty members

who have reviewed selected information from application files as provided under the section above.

The summary shall include a review of the Committee's commentary, identification of consensus (if any) of faculty opinion, supportive documentation, and complete files for each of the nominees. The Chair of the Faculty Search Committee shall meet with the Laboratory Director to determine candidates to be invited for interview, and the Committee shall conduct and coordinate the interview process. The interview process shall include meetings with members of the Faculty Search Committee, a meeting with the Laboratory Director and as many Laboratory faculty members as feasible, a tour of Laboratory facilities, and a professional seminar before Laboratory faculty and students, to which persons outside the UMCES community may be invited. It is desirable, but not required, that each candidate meets with the President of UMCES as part of the interview process.

After all interviews have been completed, the Chair of the Faculty Search Committee shall prepare a confidential written recommendation to the Laboratory Director, such recommendation to describe the perceived strengths and weaknesses of each invited candidate and to justify any ranking of candidates in order of preference. The recommendation shall include a summary of the recruitment process, complete with copies of all advertised announcements and job descriptions.

The Laboratory Director shall also seek advice from the Laboratory faculty concerning perceived strengths and weaknesses of the invited candidates. Documents not submitted in confidence and included in the candidates' dossiers may be inspected by the faculty as part of this process. The Laboratory Director shall reach a final decision regarding the offering of an appointment. If the Laboratory Director decides that none of the candidates is suitable, he/she may recommend to the Chair of the Faculty Search Committee that one or more additional candidate(s) be invited for interview, re-open the search through appointment of a new Faculty Search Committee, or discontinue the search process altogether. A recommended appointment shall be subjected to open vote of the Laboratory Tenure Track and Senior Research Faculty at an announced faculty meeting.

Before an appointment is offered to any candidate, the Laboratory Director shall make a final recommendation in writing to the President of UMCES. The recommendation shall include appropriate supporting material and the results of the Laboratory faculty vote. This recommendation shall be accompanied by a complete UMCES *Affirmative Action Recruitment Summary Form*, and it shall not be accepted in the absence thereof. The President shall inform the Laboratory Director of final approval or disapproval of the recommendation. If the recommendation is not approved, the Laboratory Director shall confer with the Chair of the Faculty Search Committee to establish future action(s) relative to the search and the remaining list of candidates.

The Chair of the Faculty Search Committee shall notify all unsuccessful applicants in writing of the status of their application in a timely and expeditious manner.

### 3 Appointments

**Associate Agent:** Appointment to the rank of Associate Agent shall terminate at the conclusion of the fiscal year for which the appointment is made and may be renewed. An individual may hold appointment at this rank for a maximum of six (6) years, but shall be eligible for promotion to the rank of Agent upon receipt of the M.S. degree in an appropriate field of specialization.

**Assistant Professor or Agent:** Appointments to these ranks normally shall be for an initial period of three (3) years, except that if the appointment period is less than three (3) years the particular conditions shall be specified in the Appointment Agreement and such conditions shall be consistent with System-wide policy as approved by the Board of Regents. The first year of the initial appointment shall be a probationary year, and the appointment may be terminated at the end of that fiscal year if the individual is so notified by **1 March**. Subject to the outcome of reviews during and after the probationary year, appointment at these ranks may be renewed for additional one (1)-, two (2)-, or three (3)-year terms up to a total of six (6) consecutive years in rank. An Assistant Professor or Agent whose appointment is extended to a full six (6) years shall be entitled, no later than the sixth (6<sup>th</sup>) year, to a formal review for tenure. A full-time appointee who has completed six (6) consecutive years of service at UMCES as an Assistant Professor or Agent, but who has not been granted tenure, shall be granted an additional and terminal one (1)- year appointment.

**Associate Professor or Senior Agent:** Except as provided below, full-time appointments or promotions to the ranks of Associate Professor or Senior Agent shall carry immediate tenure. Full-time appointments to these ranks without tenure may be for an initial period of two (2) to four (4) years, after which time they shall terminate unless the individual is notified in writing, following appropriate review during penultimate year of the appointment period, that he or she has been granted tenure.

**Professor or Principal Agent:** Full-time appointments to these ranks shall carry immediate tenure.

## C Senior Research Faculty Appointments<sup>8</sup>

### 1 Definition of Position Vacancies

The Laboratory Directors shall, as necessary and in consultation with the faculty at their respective Laboratory units, define these positions in terms of anticipated rank(s) and area(s) of professional expertise. Positions vacated by resignation, retirement, or other personnel action do not have to be filled by new appointees, nor do they have to be filled by appointees of the same rank and discipline.

### 2 Appointment Procedures

Appointments to these ranks shall be as a result of advertised search procedures or through transfer of qualified UMCES faculty members holding Research Scientist rank. Search procedures for Senior Research Faculty shall be conducted by a Faculty Search Committee appointed by the Laboratory Director, and shall comply in all respects with the search and

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<sup>8</sup> Search and appointment procedures follow the University System of Maryland Policies and Procedures (II-1.00, I.A).

appointment procedures for Tenure Track Research and Field Faculty as set forth in UMCES Policies and Procedures Manual, Section III.B.2.

Transfer of a Research Scientist to Senior Research Faculty rank shall require written nomination by the individual's faculty supervisor or other faculty sponsor, agreement to initiate the process by the appropriate Laboratory Director, and a favorable external review of the nominee conducted according to procedures specified below. An Evaluation Committee consisting of three (3) UMCES faculty members of Tenure Track or Senior Research Faculty rank equal or superior to that of the nominee, such Committee not to include the nominee's supervisor or faculty sponsor, shall procure not less than five (5) written evaluations of the nominee's research, at least three (3) of which shall be from qualified individuals outside of UMCES. A written recommendation is to be submitted to the appropriate Laboratory Director. An Evaluation Committee's report may also identify the specific rank of any recommended appointment. A recommended transfer of appointment shall be endorsed by a majority affirmative vote of the Laboratory's Tenure Track and Senior Research Faculty obtained at a regularly scheduled faculty meeting.

The Affirmative Action Policy of the University System of Maryland shall be followed throughout the search or promotion process. The Laboratory Director shall review all pertinent information and reach a final decision regarding appointment or appointment transfer to Senior Research Faculty rank. A positive recommendation shall be submitted in writing to the President of UMCES for approval, such recommendation to be accompanied by appropriate supporting materials and the results of the faculty vote. If the appointment is the result of an advertised search, the written recommendation shall be accompanied by a signed UMCES Affirmative Action Recruitment Summary Form (EXHIBIT II-1.00-1), and shall not be accepted in the absence thereof.

### 3 Terms of Appointment

Appointments at Senior Research Faculty ranks shall be for periods of up to three (3) years (Assistant Research Professor, Associate Research Professor) or up to five (5) years (Research Professor), subject to the availability of salary support from sponsored research projects. Appointments may be renewed, subject to the availability of said support.

The proportion of salary support derived from State of Maryland General Funds shall not exceed 49% during any fiscal year. Commitments for General Fund support shall be subject to appropriations. Appointments may be terminated if there is a lack of salary support for sponsored research projects.

An individual may be offered a terminal appointment or reappointment, without an option for renewal; however, such an appointment cannot be made or renewed for a term that exceeds the end of the fiscal year in which salary support from sponsored project(s) awarded to the appointee is exhausted. In the event that the appointee receives one (1) or more additional sponsored awards providing salary support, the Laboratory Director may extend the period of terminal appointment up to the maximum period allowed according to rank.

Non-terminal appointees at these ranks, with continuing extramural salary support from contracts and grants, shall be reviewed for promotion/reappointment during the last full year of appointment if appropriate. If, as a result of such review, there is a decision not to renew

the appointment, the individual shall be offered a terminal appointment for a specified period of at least one (1) additional fiscal year from the expiration date of their current appointment, or until the projected termination of salary support from sponsored projects, whichever comes first.

#### D Research Support Faculty Appointments

##### 1 Faculty Research Assistant

Positions at any rank level within this rank may be defined by the Principal Investigators of extramural contracts and grants, by the Laboratory Directors, or by the President and Vice President for Administration of UMCES. The Laboratory Director shall act on behalf of the President in approving Faculty Research Assistant positions within his/her unit, and shall require written assurance from project Principal Investigator(s) as to availability of sufficient funds. Signature of the appropriate Laboratory Director and the President of UMCES on a proposal constitutes authorization for the filling of all such positions defined in the resulting award.

In any single fiscal year, salaries for Faculty Research Assistants originally appointed to serve extramural grants and contracts shall not be derived wholly from State-appropriated General Funds.

It shall be the responsibility of the individual(s) who defined an approved position at these ranks to conduct a search for qualified candidates. Affirmative Action policies of the University System of Maryland shall be followed throughout the search and evaluation process. All such positions shall be advertised, and candidate selection shall be made from the resulting pool of qualified applications. Completed application files for all candidates shall, at the minimum, consist of the following documents:

- current curriculum vitae providing the individual's professional qualifications;
- if such exist, one (1) or more examples of publications or abstracts;
- two (2) letters of recommendation from individuals not related to the candidate who are familiar with the individual's professional qualifications, activities, and abilities;
- transcript(s) of undergraduate and/or graduate school records which certify the highest degree earned.

Candidates may be invited for interview as part of the evaluation process. The documents in the completed application file, records of information gleaned from personal or telephone contact with previous employers, the impression of professional competence and expertise generated by personal interview (if any), and strength of background relative to the duties of the defined position shall constitute the principal bases of candidate evaluation. Candidates who are recommended for appointment shall meet the minimum criteria for these ranks.

In the case of positions that principally serve extramural contracts and grants, the project Principal Investigator(s) shall make written recommendations of candidates for appointment to the appropriate Laboratory Director for approval. This recommendation shall be accompanied by a completed UMCES Affirmative Action Recruitment Summary Form (EXHIBIT



II-1.00-1), and it shall not be accepted in the absence thereof. The recommendation shall state the project title and identification number, funding agency, name(s) of Principal Investigator(s), name and rank level of recommended candidate, salary, and funding initiation and termination dates.

In the case of positions that principally serve other UMCES functions, the Laboratory Director(s) shall forward written recommendations to the Vice President for Administration for approval. This recommendation shall be accompanied by a completed UMCES Affirmative Action Recruitment Summary Form (EXHIBIT II-1.00-1), and it shall not be accepted in the absence thereof. The recommendation shall state the duties of the position, name of supervisor, name of candidate, rank level of appointment, salary, initiation date, and term of appointment.

All initial appointments shall be made for a term not to exceed the end of the fiscal year in which the appointment is made. An incumbent shall be notified in writing of his/her reappointment status on an annual basis by the appropriate Laboratory Director or, if appropriate, by the Vice President for Administration. Such notification is not required if a particular appointment termination date is specified in the individual's Appointment Agreement. Consideration for reappointment shall be based on merit, budgetary considerations, and program needs as defined by the program supervisor. Reappointments shall not exceed the period of extramural support provided by the terms of the contract or grant under which the individual was hired, or the period of program support for those individuals serving other UMCES activities.

## 2 Assistant, Associate, and Senior Research Scientist

Positions at these ranks shall be defined by Tenure Track and Senior Research Faculty who are willing to sponsor a qualified appointee at the post-doctoral level through the sharing of resources, research space, and Laboratory facilities. Positions specifically identified as post-doctoral fellows to be supported by Maryland State General Funds shall be agreed upon by a majority of a Laboratory's Tenure Track and Senior Research Faculty. All such positions must be endorsed by the appropriate Laboratory Director prior to the initiation of a search or promotion process.

Appointments to Research Scientist ranks shall be made as a result of an advertised search procedure. The appropriate Laboratory Director shall approve the search procedures to be conducted by the faculty sponsor. Affirmative Action Policy of the University System of Maryland shall be followed throughout the search or promotion process. The Laboratory Director shall approve any appointment to Research Scientist rank and shall ensure that it is accompanied by a signed UMCES Affirmative Action Recruitment Summary Form (EXHIBIT II-1.00-1).

Appointments at the ranks of Assistant and Associate Research Scientist shall be for periods not to exceed the current fiscal year, while those at the rank of Senior Research Scientist shall not exceed three (3) fiscal years. Subject to the availability of salary support, such appointments may be renewed for periods not to exceed limits defined above. The proportion of salary support derived from State of Maryland General Funds shall not exceed 49% during

any fiscal year, except those appointments specifically identified as post-doctoral fellows to be supported by up to 100% State funds.

Appointment renewal shall require continued endorsement by a sponsoring faculty member and approval of the appropriate Laboratory Director. Even if funding is available, if it is the intent not to renew an individual's appointment at Research Scientist rank the appointee shall be notified in writing by the Laboratory Director at least thirty (30) calendar days in advance of the expiration date established in the current Appointment Agreement. Failure of such notification shall result in the individual being offered a terminal one (1)-month reappointment.

Specific post-doctoral appointments to 100% State funded for a period normally not to exceed a two (2) year period, but under exceptional circumstances may be extended with this level of State support for an additional year. The appointment of former post-doctoral fellows may be renewed after expiration of 100% State support, but any such reappointment shall be subject to the limitations of State funding specified in the section above.

#### E Adjunct and Affiliate Faculty Appointments

##### 1 Nominations

Nominations of individuals for Adjunct or Affiliate faculty status shall be made in writing to the President of UMCES by the appropriate Laboratory Director. Nominations shall have the demonstrated support of a majority of the Tenure Track and Senior Research Faculty at the Laboratory in which the position is to reside. Nominees shall satisfy minimum qualifications for Adjunct or Affiliate status. If nominations are approved by the President, the Laboratory Director shall be authorized to make the appropriate appointment.

##### 2 Term of Appointments

Appointments to Adjunct faculty status shall not extend beyond the fiscal year during which the appointment becomes effective. An Adjunct appointment may be renewed indefinitely by the Laboratory Director. The number of Adjunct appointments to the faculty of any UMCES Laboratory normally shall not exceed 50 percent (50%) of the number of tenured faculty at that facility.

Affiliate appointments are for two (2)-year terms and normally expire at the end of the fiscal year following that of the initial appointment. An Affiliate appointment may be renewed indefinitely by the Laboratory Director, provided that the individual retains full-time employment within UMCES.

Each Laboratory Director shall inform the President of UMCES in writing of the status of all Adjunct and Affiliate appointments for the following fiscal year by **1 June** of each fiscal year.

##### 3 Adjunct and Affiliate faculty are prohibited from appointment to tenure track ranks at the Laboratory of Adjunct or Affiliate appointment except through established search and appointment procedures.

#### F Visiting Faculty Appointments

- 1 A visiting appointment is made by the Laboratory Director within which the position is to reside.
- 2 A visiting appointment shall be made for not more than one (1) year, and normally terminates at the end of the fiscal year in which the appointment is made. A Laboratory Director may renew a Visiting appointment for up to two (2) additional years. The Visiting Faculty appointment shall terminate without further option for reappointment at the end of the period specified in the renewal. If a Visiting appointment is renewed for any reason, the individual shall be notified in writing that tenure within the University System of Maryland cannot be obtained in this manner.

#### G Temporary Appointments

##### 1 Acting Appointments

The President of UMCES may appoint qualified members of the UMCES faculty to the position of Laboratory Director on an acting, temporary basis. A copy of the letter of appointment from the President shall be provided to the Chancellor of the University System of Maryland at the time that the acting appointment becomes effective.

##### 2 “If and when needed” Appointments

A Laboratory Director may authorize “if and when needed” appointments within his/her UMCES unit, subject to demonstrated need, budgetary considerations, and policies established by the University System of Maryland. The appointment shall not exceed the fiscal year in which it becomes effective. An “if and when needed” appointment may be renewed. An “if and when needed” appointment may be terminated at any time by the Laboratory Director.

#### IV. PROMOTION, TENURE AND EMERITUS REVIEW

##### A General Policies<sup>9</sup>

- 1 All actions involving promotion and tenure shall comply with Affirmative Action Policy of the University System of Maryland.
- 2 Promotion from one academic rank to another shall be based upon meritorious performance. Achievements that were used to justify an individual’s original appointment, or to justify subsequent promotion, must be complemented in substantial ways to merit promotion to a higher rank. Promotion in rank, and the award of tenure, is in no case automatic.
- 3 Decisions relating to promotion and tenure shall involve the participation of internal and external professional colleagues in offering appraisals and in making recommendations.
- 4 The President of UMCES shall exercise final authority over promotion and tenure decisions within any UMCES unit.

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<sup>9</sup> Implementation of University System of Maryland Policy on Appointment, Rank, and Tenure of Faculty (II-1.00, I.C).

- 5 Tenure Track Field Faculty ranks shall be governed by the same policies and procedures as the corresponding Tenure Track Research Faculty ranks. Adjustments in salary or advancement in rank may be made under the terms of any currently effective Appointment Agreement between UMCES and the individual and, except where a definite termination date is a condition of appointment, the conditions pertaining to the rank as modified shall become effective as of the date of the modification.

**B Tenure Eligibility by Rank**

- 1 Appointment to the following ranks may render the individual eligible for tenure: Assistant Professor, Associate Professor, Professor, Agent, Senior Agent, and Principal Agent.
- 2 Except as provided below, promotion from the rank of Assistant Professor to Associate Professor, or from the rank of Agent to Senior Agent, shall confer tenure on the individual. Such a promotion may be made without conferring tenure if, by no later than the sixth (6<sup>th</sup>) year of continuous full-time service to UMCES following initial appointment as an Assistant Professor or Agent, the faculty member receives a formal review for tenure pursuant to IV.F.3.a. If promotion does not confer tenure, the exception shall be made in writing at the time of appointment to the advanced rank, and the year of tenure review established pursuant to III.B.3.
- 3 Appointment to the following ranks or categories do not render the individual eligible for tenure: Associate Agent, Assistant Research Professor, Associate Research Professor, Research Professor, Assistant Research Scientist, Associate Research Scientist, Senior Research Scientist, Faculty Research Assistant, Adjunct Appointment at any rank, Affiliate Appointment at any rank, and Visiting Appointment at any rank.

**C Promotion and Tenure Committees**

- 1 Promotion/Tenure Committee or Promotion Committee

A Promotion/Tenure Committee (for promotions involving award of tenure) or Promotion Committee (for promotions of tenured Tenure Track Faculty, Senior Research Faculty, or Research Support Faculty in Research Scientist ranks) shall assemble and examine all documentation and other information pertinent to the promotion review of a faculty member and shall formulate a written decision, addressed to the Laboratory Director, as a result of its deliberations. A separate Committee shall be convened by the Laboratory Director for each mandatory faculty review or in response to a decision to initiate early faculty review for promotion/tenure. The Committee shall not confer with the faculty member under review, and its composition and activities shall remain confidential, to the extent permitted by law.

The Committee shall be composed of at least three (3) tenured faculty members from the University System of Maryland. At least one (1) member shall be from the same UMCES Laboratory as the individual being reviewed. If the candidate has been reassigned to a different Laboratory, after having served for at least three (3) calendar years in an immediately preceding Laboratory assignment, at least one (1) member shall be from the preceding Laboratory unless said program has been discontinued. At least one (1) member of the Committee shall be from a different UMCES Laboratory or from another institution of the

University System of Maryland. All members shall be of superior rank to the faculty member under review. The Chair, normally an UMCES faculty member, shall be appointed by the Laboratory Director who has convened the Committee.

In the case of a Research Scientist being reviewed for promotion, the candidate's Faculty Sponsor shall be a member of the Committee, but shall not serve as Chair of the Committee. Laboratory Directors and the President of UMCES shall not serve on any Promotion/Tenure or Promotion Committee.

## 2 Appeals Panel

The promotion/tenure Appeals Panel shall be appointed by the President of UMCES on or before **1 February** of each fiscal year. The Appeals Panel shall consist of one (1) tenured faculty member at the rank of Professor or Principal Agent from each UMCES Laboratory. Laboratory Directors and the President may not serve on an UMCES Appeals Panel. Faculty appointment to an UMCES Appeals Panel shall terminate on **31 January** of the fiscal year following that of appointment. A faculty member may serve on consecutive Appeals Panels only if circumstances limit the availability of qualified individuals within his/her Laboratory unit. Members of an Appeals Panel shall elect their own Chair. The Appeals Panel shall review all appeals cases originating from promotion/tenure decisions made during the fiscal year in which it was appointed. All deliberations of the Appeals Panel shall be confidential, to the extent permitted by law.

## D Promotion and Tenure Review Schedules

### 1 Mandatory reviews

Mandatory reviews for UMCES Faculty shall take place on a fiscal year basis at times specified in the Appointment Agreement between UMCES and the appointee. The standard mandatory review schedule for Assistant Professors and Agents is as follows:

- probational review during the first year of appointment;
- intermediate review during the third year of appointment;
- promotion/tenure review during the sixth year (6<sup>th</sup>) of appointment.

An Associate Professor or Senior Agent who is appointed without tenure shall receive a mandatory review for tenure not later than the fiscal year prior to that in which the appointment is scheduled to terminate. There shall be no mandatory promotion review for tenured faculty to the rank of Professor and Principal Agent.

A mandatory promotion review of a Assistant Research Professor or Assistant Research Scientist shall take place not later than the individual's sixth (6<sup>th</sup>) year of appointment at this rank, except that such review shall not take place if the individual is under terminal appointment without option for renewal.

There shall be no mandatory review for tenured faculty for promotion to the ranks of Professor and Principal Agents. Candidates for review for promotion to these ranks shall be

identified in written nomination addressed to the appropriate Laboratory Director according to procedures established for early promotion, below.

## 2 Exceptions to mandatory review schedules

Early review for promotion and tenure at any rank is regarded as exceptional and normally is based upon prior service in rank at another academic institution and/or superior research productivity. Any member of the UMCES Faculty, including the candidate, the Laboratory Directors, and the President, may nominate an individual for early promotion/tenure. Nominations shall be made in writing and addressed to the Laboratory Director for consideration and action. A nominee for early promotion/tenure may remove himself/herself from consideration at any time before or during the review process, if such be initiated. Evaluation of a nomination for early review shall be based on the quality of work performed at a previous institution and/or UMCES, and not on the length of time spent in rank at a previous institution. Because of the exceptional nature of early promotion review, potential nominees are urged to consult with their respective Laboratory Directors prior to permitting initiation of this process.

Under extraordinary circumstances, and by mutual agreement among the individual, the appropriate Laboratory Director, and the President of UMCES, a promotional review involving consideration for tenure may be deferred for a specified period of time. A faculty member may request a one (1)-year extension of time for tenure consideration based on personal circumstances that substantially impede normal professional development of the faculty member, such as childbirth or adoption, personal illness or injury, care of ill or injured dependents, or death of a spouse, family member or other closely affiliated individual. Such request shall be directed to the Laboratory Director and made at least one (1) year prior to the date on which a final notification of grant or denial of tenure must be made under Center policies. The Laboratory Director may ask for suitable supporting material from the applicant and shall afford the applicant an opportunity for a personal discussion of the extension request. The Laboratory Director will forward the request with his or her recommendation to the President, who shall make the final decision. If the request is granted, a written agreement, establishing a date on which the deferred review is to commence and signed by the appointee, Laboratory Director and President, shall be placed in the applicant's promotion file, but all documentation regarding the rationale shall be kept separate and shall be confidential, to the extent permitted by law.

For appointments commencing later than **30 September**, the time of mandatory review for promotion normally shall be deferred by one (1) full fiscal year beyond the normal year of mandatory review for such an appointment and incorporated in the Appointment Agreement.

Whether or not authorized leave time granted to an untenured faculty member is to be counted within the time of service shall be established by mutual consent between the appointee and the appropriate Laboratory Director. A written record of the arrangement shall be signed by both parties and entered into the faculty member's personnel file no later than the date on which the leave commences. If no agreement is established and recorded, leave time shall not be counted as fulfilling the time requirement for promotion review.

Other exceptions to mandatory review schedules shall require mutual written consent of the individual in question and the appropriate Laboratory Director. Such consent, signed by the principals, shall describe in detail the reasons for the exception and the date for initiation of review, and shall be placed in the individual's personnel file until the review has been initiated.

E Associate Agent: Promotion

- 1 Upon recommendation of the individual's Laboratory Director and approval by the President of UMCES, an Associate Agent shall be promoted to Agent upon receipt of a Master's or equivalent degree. This promotion shall not be construed in any way as conferring tenure upon the individual. The length of service at the Associate Agent rank shall not be counted as part of time toward mandatory tenure review.

F Assistant Professor and Agent: Review and Promotion

1 Probationary review

Review of an Assistant Professor or Agent during the first year of appointment shall be performed by the individual's Laboratory Director and shall conform in all aspects to the Affirmative Action Policy of the University System of Maryland. The Laboratory Director shall consult with other UMCES faculty members of superior rank regarding their perceptions of the individual's research and contribution to the UMCES academic community.

The President of UMCES shall be informed in writing of the decision regarding continuation of an Assistant Professor's or Agent's appointment prior to notification of the individual under review.

The first year of the initial appointment shall be a probationary year, and the appointment may be terminated at the end of that fiscal year if the individual is so notified by **1 March**. If an individual is not notified in writing by this deadline, UMCES shall not terminate his/her appointment at the end of the probationary year, except that an initial terminal appointment shall terminate as stipulated. Written notification of intent not to renew an initial appointment after the first year shall be made not less than one (1) year prior to the date of termination. A copy of the written notification shall be placed in the individual's personnel file. If an individual receives timely notification of intent not to continue the term of appointment, said appointment shall terminate at the end of the fiscal year of the probationary review.

2 Intermediate review

If an individual's initial appointment is continued beyond the probationary year, the intermediate review normally shall take place during the third fiscal year of appointment unless a different time has been specified in the Appointment Agreement between UMCES and the appointee. The appointee shall be notified by **30 June** of the second fiscal year of appointment if it is the intention of UMCES not to renew the appointment, thereby obviating the need for an intermediate review. The term of an individual so notified shall automatically expire on the date specified in the current Appointment Agreement. If an individual is notified of the intention of UMCES not to renew his or her appointment after **30 June** of the second

fiscal year of appointment, the term of appointment shall be extended automatically for one (1) additional year and shall terminate at the end of that additional year.

Intermediate review of an Assistant Professor or Agent shall be conducted by the individual's Laboratory Director and shall conform in all aspects to the Affirmative Action Policy of the University System of Maryland. In addition to assessing the individual's performance relative to the minimum criteria established as requirements for the position, intermediate reviews shall also assess the individual's potential for an effective long-term professional association with UMCES and the University System of Maryland.

The Laboratory Director shall confer privately with the faculty member under review, and with every tenured Tenure Track and Senior Research Faculty member having superior or equivalent rank within the Laboratory unit, concerning the appointee's professional achievement, his/her prospects as an active and contributing member of the UMCES academic community, and any perceived obstacles which might be addressed in facilitating the development of his/her career at UMCES. The Laboratory Director may seek professional evaluations (confidential, to the extent permitted by law) from other colleagues of superior academic rank within and outside the appointee's Laboratory unit and UMCES.

The Laboratory Director shall forward his/her Intermediate Review recommendation, and the candidate's complete review dossier to the President of UMCES by **31 May**. The President of UMCES shall review each case and formulate a recommendation based upon all materials forwarded by the Laboratory Director.

The deadline for written notification from President to an Assistant Professor or Agent regarding reappointment or non-reappointment after an intermediate review shall be **30 June** of the fiscal year of the review. The written notification shall provide a summary of the perceived strengths and weaknesses of the individual and, in the case of reappointment, provide constructive suggestions to foster the development of the strongest academic program possible. A copy of the written notification shall be placed in the individual's personnel file. Failure to notify the individual in writing by this deadline shall result in automatic reappointment for an additional one (1)-year term.

- 3 Promotion/Tenure Review of Assistant Professor or Agent, and Tenure Review of Associate Professor or Senior Agent
- 4 Subject to the possibility of early review or exceptions provided in IV.D.2, review of an Assistant Professor or Agent for promotion/tenure shall be mandatory during the sixth (6<sup>th</sup>) year of appointment at these ranks. Mandatory tenure review of an untenured Associate Professor or Senior Agent shall take place during the penultimate year of initial appointment at these ranks.
- 5 The review process shall conform in all aspects to the Affirmative Action Policy of the University System of Maryland.
- 6 The Laboratory Directors shall be responsible for initiating and coordinating this process by identifying all Assistant Professors and Agents who will be undergoing mandatory or early promotion/tenure review.





7 Not later than **1 October** of the fiscal year of the review, each Laboratory Director shall notify in writing all identified candidates for review prior to formal initiation of the formal review process, such notification to include the following:

- statement that a review is to be initiated;
- invitation to meet prior to initiation of the review to discuss the process, the materials which may be submitted by the candidate for transmittal to the Promotion/Tenure Committee, and identification of professional colleagues who may be contacted for evaluation;
- copy of Section IV of the UMCES Policies and Procedures Manual II-1.00 pertaining to promotion and tenure.

Candidates are urged to discuss all aspects of the review in a private meeting with their respective Laboratory Director after notification has been received. In order to maintain confidentiality of the review process, the Laboratory Director may solicit materials and documents for forwarding to a Promotion/Tenure Committee.

8 Not later than **1 November**, the Laboratory Director shall convene a Promotion/Tenure Committee for each candidate for promotion/tenure or tenure within his/her unit, and appoint a Chair for each Committee. The Laboratory Director shall formally charge each Promotion/Tenure Committee in writing, such charge to include or be accompanied by the following:

- the name of the individual to be reviewed, and the purpose of the review relative to promotional rank and award of tenure;
- a statement establishing confidentiality of the Committee's membership and of the entire review procedure, to the extent permitted by law;
- guidelines to ensure that the review conforms to the Affirmative Action Policy of the University System of Maryland, including the name of the Laboratory unit's Affirmative Action Officer who may be contacted for the most recent regulations;
- copy of Section IV of the UMCES Policies and Procedures Manual II-1.00 pertaining to promotion and tenure;
- a statement regarding the importance of scholarly credentials as primary criteria for promotion/tenure in the context of the mission of UMCES;
- guidelines for identification of additional criteria which may be considered regarding the candidate's role as a contributing member of the UMCES academic community including, but not limited to, instances of professional leadership, performance of graduate student training and the offering of courses, participation in cooperative programs with other UMCES Laboratories and University System of Maryland campuses, centers, and institutes, development of special service activities, etc.;
- materials provided by the candidate for transmittal to the Committee.



The Charge to the Promotion/Tenure Committee shall be included in each candidate's review dossier.

- 9 The Promotion/Tenure Committee shall obtain and compile all information pertinent to the evaluation of a candidate for promotion/tenure. The following documents must be obtained:
- complete curriculum vitae certified by the candidate as true and correct;
  - written statement, signed by the candidate, identifying significant strengths, activities, professional interests, present and future research/service programs, and any other information believed to be of value to the Committee in its deliberations—such statement may be in the form of a letter of transmittal accompanying materials provided to the Committee by the candidate [see Section below];
  - copies of all annual merit ratings and statements;
  - five (5) letters of evaluation (confidential, to the extent permitted by law) obtained from professionals outside of UMCES, at least two (2) of these submitted by individuals not professionally associated with the University System of Maryland;
  - letters of evaluation (confidential, to the extent permitted by law) obtained as the result of requests to all tenured faculty of rank superior to that of the candidate under review, at the candidate's UMCES Laboratory unit

The Promotion/Tenure Committee may seek additional information from knowledgeable individuals of superior academic rank (or non-academic equivalent) within and without UMCES and the University System of Maryland, which information shall be confidential to the extent permitted by law. The faculty member under review may provide to the Laboratory Director not later than **1 November**, for transmittal to the Promotion/Tenure Committee, additional pertinent information as he/she may wish to have considered, including, but not limited to, the following:

- letter of transmittal;
  - copies of books, articles, reviews, or other published work, and lists of references made to the candidate's research and publications;
  - letters of evaluation (confidential, to the extent permitted by law) obtained as the result of requests to all tenured faculty of rank superior to that of the candidate under review, at the candidate's UMCES Laboratory unit.
  - evaluations of teaching and graduate student supervision and list of placement and performance of graduate students trained under his/her supervision;
  - list or examples of other significant professional recognition, awards and/or accomplishments.
- 10 After assembling pertinent information, the Promotion/Tenure Committee shall evaluate the candidate for promotion/tenure. Criteria for evaluation include those delineated in the written Charge to the Committee from the Laboratory Director. The Committee shall also establish that the candidate satisfies all minimum qualifications associated with the rank, if

any, to which promotion is being considered. The Committee shall also ensure that all deliberations are consistent with the Affirmative Action Policy of the University System of Maryland. All deliberations of the Committee, including any votes taken, and all records of such deliberations and votes, shall be confidential, to the extent permitted by law.

- 11 The Promotion/Tenure Committee shall arrive at a final decision for or against promotion/tenure of the candidate. The decision of the Promotion/Tenure Committee shall be provided in a written report prepared by its Chair, such report to be received by the appropriate Laboratory Director not later than **1 March** of the fiscal year of the review. The report shall contain a thorough explanation of the Committee's decision, a summary of the perceived strengths and weaknesses of the candidate's case for promotion/tenure, and, if the decision is not unanimous, it shall include a similar explanation and summary in the form of an unsigned minority statement prepared by the dissenting Committee member(s) and certified by the Chair. The report shall be accompanied by all written correspondence associated with the review, including all letters of evaluation received, all records of information obtained through interviews and telephone conversations, visits, etc., and the original Charge to the Committee. Once the report of a Promotion/Tenure Committee has been submitted to the appropriate Laboratory Director, no new information shall be introduced into the review process at any level, and the Committee shall be formally disbanded.
- 12 If the Promotion/Tenure Committee recommends against promotion and tenure by unanimous vote of its members, the Laboratory Director shall so inform the candidate in writing and the review process shall be terminated. If the Promotion/Tenure Committee recommends against promotion and tenure by other than unanimous vote of its members, the Laboratory Director shall not so inform the candidate at that time, and the review process shall continue.
- 13 The Laboratory Director shall formulate a separate written recommendation for each candidate receiving a positive recommendation for promotion/tenure in his/her Laboratory, or for whom the promotion/tenure review process is otherwise to continue.
- 14 The Laboratory Director shall forward his/her recommendation, the written recommendation of the Promotion/Tenure Committee, and the candidate's entire review dossier to the President of UMCES not later than **1 April** of the fiscal year of review. The President shall review the entire case and formulate a recommendation based upon all materials forwarded by the Laboratory Director.
- 15 The President shall inform the appropriate Laboratory Director in writing regarding a final decision for or against promotion/tenure. The Laboratory Director shall promptly notify the candidate in writing of the final promotion/tenure decision and terminate the review process.
- 16 A candidate for promotion/tenure shall be notified in writing of a decision on or before **30 June** of the fiscal year of the review. Procedural errors which result in a candidate not receiving written notification of the decision to grant or deny tenure by this date shall result in an automatic granting of tenure to the individual.
- 17 A full-time appointee who has completed six (6) years of service at the rank of Assistant Professor/Agent, but who has not been granted tenure, shall be given an additional and

terminal one (1)-year renewal of appointment. Only exceptional circumstances shall render the individual eligible for further consideration for promotion/tenure.<sup>10</sup>

**G Associate Professor and Senior Agent: Review and Promotion**

- 1 Initiation of review of an Associate Professor or Senior Agent for promotion to Professor or Principal Agent shall require nomination made by or on behalf of the faculty member. Nominations shall be in writing and shall be addressed to the nominee's Laboratory Director for a decision and initiation of action. Nominations may be submitted by any member of the UMCES Faculty, including the candidate, the Laboratory Directors, and the President of UMCES. A nominee for promotion may remove himself/herself from consideration at any time before or during the review process, if such be initiated. The review process shall conform in all aspects to the Affirmative Action Policy of the University System of Maryland.
- 2 Not later than **1 October** of the fiscal year of the review, each Laboratory Director shall notify in writing all identified candidates for review prior to formal initiation of the formal review process, such notification to include the following:
  - statement that a promotion review is to be initiated;
  - invitation to meet prior to initiation of the review to discuss the process, the materials which may be submitted by the candidate for transmittal to the Promotion Committee, and identification of professional colleagues who may be contacted for evaluation;
  - copy of Section IV.G of the UMCES Policies and Procedures Manual II-1.00 pertaining to faculty evaluation for promotion of tenured faculty.

Candidates for promotion are urged to discuss all aspects of the review in a private meeting with their respective Laboratory Director after notification has been received. In order to maintain confidentiality of the review process, the Laboratory Director may solicit materials and documents for forwarding to a Promotion Committee.

- 3 Not later than **1 November**, the Laboratory Director shall convene a Promotion Committee for each candidate for promotion to Professor or Principal Agent within his/her unit, and appoint a Chair for each Committee. The Laboratory Director shall formally charge each Promotion Committee in writing, such charge to include or be accompanied by the following:
  - the name of the individual to be reviewed, and the purpose of the review relative to promotion to terminal faculty rank;
  - a statement establishing confidentiality of the Committee's membership and of the entire review procedure, to the extent permitted by law;
  - guidelines to ensure that the review conforms to the Affirmative Action Policy of the University System of Maryland, including the name of the Laboratory unit's Affirmative Action Officer who may be contacted for the most recent regulations;

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<sup>10</sup> University System of Maryland Policy (II-1.00, I.C.3).

- copy of Section IV.G of the UMCES Policies and Procedures Manual II-1.00 pertaining to evaluation procedures for tenured faculty promotion;
- a statement regarding the importance of scholarly credentials as primary criteria for promotion in the context of the mission of UMCES, with special consideration given to evidence of scholarly leadership both within and beyond the UMCES academic community;
- guidelines for identification of additional criteria which may be considered regarding the candidate's role as a leading contributor to national and international scientific communities including, but not limited to, examples of professional recognition, placement and quality of graduate students trained under his/her supervision, innovative teaching and/outreach programs, etc.
- materials provided by the candidate for transmittal to the Committee.

The Charge to the Promotion Committee shall be included in each candidate's review dossier.

- 4 The Promotion Committee shall obtain and compile all information pertinent to the evaluation of the Associate Professor or Senior Agent as a candidate for promotion. The following documents must be obtained:

- complete curriculum vitae certified by the candidate as true and correct;
- written statement, signed by the candidate, identifying significant strengths, activities, professional interests, present and future research/service programs, and any other information believed to be of value to the Committee in its deliberations—such statement may be in the form of a letter of transmittal accompanying materials provided to the Committee by the candidate [see Section below];
- copies of all annual merit ratings and statements;
- six (6) letters of evaluation (confidential, to the extent permitted by law) obtained from professionals outside of UMCES, at least four (4) of these submitted by individuals not professionally associated with the University System of Maryland;
- letters of evaluation (confidential, to the extent permitted by law) obtained as the result of requests to all Professors and Principal Agents at the candidate's UMCES Laboratory unit.

The Promotion Committee may seek additional information from knowledgeable individuals holding terminal faculty ranks (or their non-academic equivalent) within and without UMCES and the University System of Maryland, which information shall be held confidentially, to the extent permitted by law.

The faculty member under review may provide to the Laboratory Director not later than **1 November**, for transmittal to the Promotion Committee, additional pertinent information as he/she may wish to have considered, including, but not limited to, the following:

- letter of transmittal;

- copies of books, articles, reviews, or other published work, and lists of references made to the candidate's research and publications;
  - list of activities performed in public service, and activities performed in service to UMCES, the University System of Maryland, and the national and international scientific communities;
  - evaluations of teaching and graduate student supervision and list of placement and performance of graduate students trained under his/her supervision;
  - list or examples of other significant professional recognition, awards, and/or accomplishments.
- 5 After assembling pertinent information, the Promotion Committee shall evaluate the candidate for promotion. Criteria for evaluation include those delineated in the written Charge to the Committee from the Laboratory Director. The Committee shall also establish that the candidate satisfies all minimum qualifications associated with the rank of Professor or Principal Agent. The Committee shall also ensure that all deliberations are consistent with the Affirmative Action Policy of the University System of Maryland. All deliberations of the Committee, including any votes taken, and all records of such deliberations and votes, shall be confidential, to the extent permitted by law.
- 6 The Promotion Committee shall arrive at a final decision for or against promotion of the candidate. The decision of the Promotion Committee shall be provided in a written report prepared by its Chair, such report to be received by the appropriate Laboratory Director not later than **1 March** of the fiscal year of the review. The report shall contain a thorough explanation of the Committee's decision, a summary of the perceived strengths and weaknesses of the candidate's case for promotion, and, if the decision is not unanimous, it shall include a similar explanation and summary in the form of an unsigned minority statement prepared by the dissenting Committee member(s) and certified by the Chair. The report shall be accompanied by all written correspondence associated with the review, including all letters of evaluation received, all records of information obtained through interviews and telephone conversations, visits, etc., and the original Charge to the Committee. Once the report of a Promotion Committee has been submitted to the appropriate Laboratory Director, no new information shall be introduced into the review process at any level, and the Committee shall be formally disbanded.
- 7 If the Promotion Committee recommends against promotion by unanimous vote of its members, the Laboratory Director shall so inform the candidate in writing and the review process shall be terminated. If the Promotion Committee recommends against promotion by other than unanimous vote of its members, the Laboratory Director shall not so inform the candidate at that time, and the review process shall continue.
- 8 The Laboratory Director shall formulate a separate written recommendation for each Associate Professor and Senior Agent receiving a positive recommendation for promotion in his/her Laboratory, or for whom the promotion process is otherwise to continue.
- 9 The Laboratory Director shall forward his/her recommendation, the written recommendation of the Promotion Committee, and the candidate's entire review dossier to the President of

UMCES not later than **1 April** of the fiscal year of review. The President shall review the entire case and formulate a recommendation based upon all materials forwarded by the Laboratory Director.

- 10 The President shall inform the appropriate Laboratory Director in writing regarding a final decision for or against promotion. The Laboratory Director shall promptly notify the candidate in writing of the final promotion decision and terminate the review process.
- 11 A candidate for promotion shall be notified in writing of a decision on or before **30 June** of the fiscal year of the review. Procedural errors which result in a candidate not receiving notification of the decision by this date shall result in an automatic promotion of the candidate.
- 12 If promotion is denied, the individual's tenured appointment shall continue at his/her present rank.

#### H Senior Research Faculty: Reviews and Promotion

- 1 Senior Research Faculty at all ranks shall be subject to automatic reappointment review during the fiscal year in which their current appointment is scheduled to expire. At the ranks of Assistant Research Professor or Associate Research Professor, these may also constitute reviews for promotion in rank. The schedules for promotional reappointment review shall approximate those for promotion in rank for parallel Tenure Track Faculty. At the rank of Senior Research Scientist, or in other situations where promotion is not involved, these shall constitute a review of the individual's research program(s) relative to the established priorities of the appropriate UMCES Laboratory unit. The review process shall conform in all aspects to the Affirmative Action Policy of the University System of Maryland. Exceptions to the automatic reappointment review schedule shall be as follows:

An individual whose appointment has been extended, commensurate with III.C.3, as the result of procurement of additional salary support from one (1) or more sponsored projects, shall have the scheduled review automatically postponed until the last fiscal year of the new appointment term.

There shall be no review initiated if the individual has a terminal appointment without the option for appointment renewal.

- 2 Reappointment reviews involving promotion in rank
- 3 Not later than **1 October** of the fiscal year of the review, each Laboratory Director shall notify in writing all identified candidates for promotional reappointment prior to formal initiation of the formal review process, such notification to include the following:
  - statement that a promotional reappointment review is to be initiated;
  - invitation to meet prior to initiation of the review to discuss the process, the materials which may be submitted by the candidate for transmittal to the Promotion

Committee, and identification of professional colleagues who may be contacted for evaluation;

- copy of Section IV.H of the UMCES Policies and Procedures Manual pertaining to reappointment and promotion of Senior Research Faculty.

Candidates are urged to discuss all aspects of the review in a private meeting with their respective Laboratory Director after notification has been received. In order to maintain confidentiality of the review process (to the extent permitted by law), the Laboratory Director may solicit materials and documents for forwarding to a Promotion Committee.

- 4 Not later than **1 November**, the Laboratory Director shall convene a Promotion Committee for each candidate for promotional reappointment to Associate Research Professor or Research Professor within his/her unit, and appoint a Chair for each Committee. The Laboratory Director shall formally charge each Promotion Committee in writing, such charge to include or be accompanied by the following:

- the name of the individual to be reviewed, and the purpose of the review relative to promotional rank;
- a statement establishing confidentiality of the Committee's membership and of the entire review procedure, to extent permitted by law;
- guidelines to ensure that the review conforms to the Affirmative Action Policy of the University System of Maryland, including the name of the Laboratory unit's Affirmative Action Officer who may be contacted for the most recent regulations;
- copy of Section IV.H of the UMCES Policies and Procedures Manual pertaining to reappointment and promotion of Senior Research Faculty;
- a statement regarding the importance of research productivity and recognized leadership within the national and/or international scientific community as primary criteria for reappointment and promotion of Senior Research Faculty;
- guidelines for identification of additional criteria which may be considered regarding the candidate's role as a contributing member of the UMCES academic community including, but not limited to, instances of professional leadership, performance of graduate student training and the offering of courses, participation in cooperative programs with other UMCES Laboratories and University System of Maryland campuses, centers, and institutes, development of special service activities, etc.;
- materials provided by the candidate for transmittal to the Committee.

The Charge to the Promotion Committee shall be included in each candidate's review dossier.

- 5 The Promotion Committee shall obtain and compile all information pertinent to the evaluation of the Assistant Research Professor or Associate Research Professor as a candidate for reappointment with promotion. The following documents must be obtained:

- complete curriculum vitae certified by the candidate as true and correct;



- written statement, signed by the candidate, identifying significant strengths, activities, professional interests, present and future research/service programs, and any other information believed to be of value to the Committee in its deliberations—such statement may be in the form of a letter of transmittal accompanying materials provided to the Committee by the candidate [see Section below];
- copies of all annual merit ratings and statements;
- five (5) letters of evaluation (confidential, to the extent permitted by law) obtained from professionals outside of UMCES, at least three (3) of these submitted by individuals not professionally associated with the University System of Maryland;

The Promotion Committee shall also invite letters of evaluation (confidential, to the extent permitted by law) from UMCES Faculty of superior Tenure Track and Senior Research Faculty rank.

The faculty member under review may provide to the Laboratory Director not later than **1 November**, for transmittal to the Promotion Committee, additional pertinent information as he/she may wish to have considered, including, but not limited to, the following:

- letter of transmittal;
- copies of books, articles, reviews, or other published work, and lists of references made to the candidate's research and publications;
- list of activities performed in public service, and activities performed in service to UMCES and the University System of Maryland, and the national and international scientific communities;
- evaluations of teaching and graduate student supervision and list of placement and performance of graduate students trained under his/her supervision;
- list or examples of other significant professional recognition, awards, and/or accomplishments.

- 6 After assembling pertinent information, the Promotion Committee shall evaluate the candidate for reappointment with promotion. Criteria for evaluation include those delineated in the written Charge to the Committee from the Laboratory Director, especially on the candidate's research program and its contribution to the mission of UMCES, to the University System of Maryland as a public institution, and to the advancement of knowledge within the national and/or international scientific communities. The Committee shall also establish that the candidate satisfies all minimum qualifications associated with the rank of Associate Research Professor or Research Professor. The Committee shall also ensure that all deliberations are consistent with the Affirmative Action Policy of the University System of Maryland. All deliberations of the Committee, including any votes taken, and all records of such deliberations and votes, shall be confidential, to the extent permitted by law.
- 7 The Promotion Committee shall arrive at a final decision for or against a decision to reappoint the candidate with promotion in rank. The decision of the Promotion Committee shall be provided in a written report prepared by its Chair, such report to be received by the

appropriate Laboratory Director not later than **1 March** of the fiscal year of the review. The report shall contain a thorough explanation of the Committee's decision, a summary of the perceived strengths and weaknesses of the candidate's case for reappointment with promotion and, if the decision is not unanimous, it shall include a similar explanation and summary in the form of an unsigned minority statement prepared by the dissenting Committee member(s) and certified by the Chair. The report shall be accompanied by all written correspondence associated with the review, including all letters of evaluation received, all records of information obtained through interviews and telephone conversations, visits, etc., and the original Charge to the Committee. Once the report of a Promotion Committee has been submitted to the appropriate Laboratory Director, no new information shall be introduced into the review process at any level, and the Committee shall be formally disbanded.

- 8 If the Promotion Committee unanimously recommends against promotion, the Laboratory Director shall so inform the candidate in writing and the promotional review process shall be terminated. The Laboratory Director shall then make a recommendation to the President regarding reappointment of the candidate without promotion in their current rank and forward both documents, along with the candidate's complete review dossier, to the President of UMCES. The President shall review all materials and establish a final decision regarding reappointment. The President's final decision shall be conveyed in writing to the Laboratory Director, who shall then inform the candidate in writing and terminate the review process.
- 9 If the Laboratory Director concurs with a negative majority recommendation of the Promotion Committee, he/she shall so convey that opinion in the form of a decision in writing to the President of UMCES, and the promotional review process shall be terminated. The Laboratory Director shall then make a recommendation to the President regarding reappointment of the candidate without promotion in their current rank and forward both documents, along with the candidate's complete review dossier, to the President of UMCES. The President shall review all materials and establish a final decision regarding both reappointment and, if appropriate, promotion in rank. The President's final decision shall be conveyed in writing to the Laboratory Director, who shall then inform the candidate in writing and terminate the review process.
- 10 If the Laboratory Director does not concur with the majority recommendation of the Promotion Committee, or if the unanimous or majority recommendation of the Committee is positive, or if the recommendation involves reappointment without promotion, he/she shall formulate a separate recommendation and forward both documents, along with the candidate's complete review dossier to the President of UMCES. The President shall review all materials and establish a final decision regarding both reappointment and, if appropriate, promotion in rank. The President's final decision shall be conveyed in writing to the Laboratory Director, who shall then inform the candidate in writing and terminate the review process.
- 11 The Laboratory Director shall promptly convey the final decision to the candidate on or before **30 June** of the fiscal year of review. Failure to meet this deadline shall result in automatic promotion of the candidate with automatic reappointment, with option for appointment renewal, to the end of the following fiscal year.

- 12 If either reappointment or promotion is denied, the candidate may be offered appointment renewal at his/her present rank. If reappointment is denied, the offer shall be for a terminal appointment of at least one (1) additional year, or until the projected expiration of salary support from sponsored programs, whichever comes first.
- 13 Promotion to Associate Research Professor or Research Professor is not to be construed as awarding tenure to any individual holding Senior Research Faculty rank.
- 14 Reviews not involving promotion in rank
- 15 Review of a Senior Research Faculty member that does not involve promotion in rank shall be conducted by the Laboratory Director in consultation with the tenured faculty at the individual's Laboratory unit. This review shall concentrate on the continuing effectiveness of the individual's research activities to the established mission and research program of the UMCES Laboratory unit. The review process shall conform in all aspects to the Affirmative Action Policy of the University System of Maryland.
- 16 The review shall commence with formal written notification from the Laboratory Director to the individual stating the purpose of the review and the date on or before which the results will be transmitted. The notification shall invite submission of information on behalf of the individual, such information to include, but not be limited to, the following:
  - complete curriculum vitae certified by the individual as true and correct;
  - written statement, which may be included in a letter of transmittal, identifying present research, anticipated changes in research activities, and the relationship of these to the Laboratory's established goals and planned program development;
  - copies of publications and reports made since any previous review or, if appropriate, since initial appointment;
  - names of professional colleagues, including those outside of the University System of Maryland, who may be contacted for an evaluation of the individual's research activities;
  - evaluations prepared by graduate students supervised, and a list of placement and performance of graduate students trained under the individual's supervision.

The Laboratory Director shall meet with the individual in person to discuss the review, outline Laboratory program priorities, and otherwise provide information pertinent to a continuing Senior Research Faculty appointment with UMCES.
- 17 The Laboratory Director shall make all transmitted materials available for inspection (confidential, to the extent permitted by law) by the tenured faculty at his/her Laboratory unit.
- 18 The Laboratory Director shall meet with the tenured faculty in closed session to review each individual case for reappointment and develop a consensus decision for the Laboratory unit. If a consensus cannot be achieved, the conflicting opinions shall be summarized by appropriate individuals and these opinions shall be forwarded, along with the candidate's review dossier, to the President of UMCES for a binding decision by **1 April**.

- 19 The Laboratory Director shall convey the final decision in writing to the candidate, and offer appropriate reappointment, no later than **30 June** of the fiscal year of the review. Failure to so notify the individual by this deadline shall result in the offering of reappointment, with option for renewal, to the end of the following fiscal year or until the termination of salary support from sponsored research, whichever comes first.

I Research Support Faculty: Review and Promotion

1 Faculty Research Assistant

- 2 A Faculty Research Assistant shall be considered for promotion to the next appropriate Rank Level not later than the individual's fourth (4<sup>th</sup>) year of appointment at UMCES, and at not longer than four (4)-year intervals thereafter. Consideration of promotion based on partial (50%-100% time) employment shall be considered on a case-by-case basis. The review process shall conform in all aspects to the Affirmative Action Policy of the University System of Maryland.

- 3 Promotion of a Faculty Research Assistant from Rank Level 1 to Rank Level 2, and from Rank Level 3 to Rank Level 4, shall be based on a recommendation to do so from the individual's faculty supervisor. All such promotions shall require approval by the appropriate Laboratory Director.

- 4 Promotion of a Faculty Research Assistant from Rank Level 2 to Rank Level 3 shall require a formal review process conducted under the auspices of a FRA Promotion Review Committee.

- 5 Early review for promotion from Rank Level 2 to Rank Level 3 is regarded as exceptional and normally is based upon prior service in rank at another academic institution and/or superior research productivity or a significant change in job responsibilities. A written request for early review must be endorsed by the individual's faculty supervisor and transmitted to the Laboratory Director not later than **15 September** prior to the Classification Review Committee appointment. Evaluation of a Faculty Research Assistant nomination for early review shall be based on the quality of and comprehensiveness of work performed and on job responsibilities. The appropriate Laboratory Director shall decide whether or not to proceed, and, if affirmative, shall be responsible for initiating and coordinating any early review process.

- 6 The FRA Promotion Review Committee shall assemble and examine all documentation and other information pertinent to the promotion review of a Faculty Research Assistant from Rank Level 2 to Rank Level 3 and shall formulate a written decision as a result of its deliberations. A separate Committee shall be appointed at each Laboratory by the Laboratory Director not later than **1 February** of the current fiscal year. This Committee shall review all Faculty Research Assistants eligible for promotion from Rank Level 2 to Rank Level 3 during the following fiscal year, **1 July through 30 June**. The Committee shall be composed of three (3) members, at least two (2) of whom shall be faculty members and one (1) of whom may be a senior Faculty Research Assistant of either Rank Level 3 or Rank Level 4. All members shall be from the same UMCES Laboratory as the individual being reviewed. The faculty members of the Committee shall not supervise a Faculty Research Assistant who will be reviewed for promotion during the same fiscal year. The Committee's senior Faculty Research Assistant

member shall not be subject to review for promotion during the same fiscal year. The Chairperson shall be appointed by the Laboratory Director.

- 7 Not later than **1 October** of the fiscal year of the review, each Laboratory Director shall notify in writing all identified candidates for review, as well as their faculty supervisors, prior to formal initiation of the formal review process, such notification to include the following:
- statement that a review is to be initiated;
  - invitation to meet prior to initiation of the review to discuss the process, the materials which may be submitted by the candidate for transmittal to the Promotion Committee;
  - copy of IV.I of the UMCES Policies and Procedures Manual II-1.00 pertaining to Research Support Faculty Reviews and Promotion.

Candidates are urged to discuss all aspects of the review in a private meeting with their respective supervisor after notification has been received.

The Laboratory Director shall formally charge the FRA Promotion Review Committee in writing, such charge to include or be accompanied by the following:

- the name of the individual to be reviewed, and the purpose of the review relative to promotional rank;
- a statement establishing confidentiality of the Committee's membership and of the entire review procedure, to the extent permitted by law;
- guidelines to ensure that the review conforms to the Affirmative Action Policy of the University System of Maryland, including the name of the Laboratory unit's Affirmative Action Officer who may be contacted for the most recent regulations;
- copy of IV-I of the UMCES Policies and Procedures Manual II-1.00 pertaining to Research Support Faculty reviews and promotion;
- guidelines for identification of additional criteria which may be considered regarding the candidate's role as a contributing member of the UMCES academic community including, but not limited to, instances of professional leadership, performance of graduate student training and the participation in offering of courses, participation in cooperative programs with other UMCES Laboratories and University System of Maryland campuses, centers, and institutes, development of special service activities, etc.;
- materials provided by the candidates for transmittal to the Committee.

The Charge to the Promotion Review Committee shall be included in each candidate's review dossier.

- 8 The candidate is responsible for the submission of all pertinent materials for evaluation to the FRA Promotion Review Committee not later than **1 March** of the fiscal year of review. The following documents must be obtained:

- complete curriculum vitae certified by the candidate and supervisor as true and correct;
- written statement, signed by the candidate, identifying significant strengths, activities, professional interests, present and future research/ service programs, and any other information believed to be of value to the Committee in its deliberations—such statement may be in the form of a letter of transmittal accompanying materials provided to the Committee by the candidate;
- copies of all annual merit ratings and statements since last Promotion Review;
- at least one (1) letter of evaluation (confidential, to the extent permitted by law) obtained from research faculty or FRA; for promotion to any senior Faculty Research Assistant rank level, one (1) additional letter of evaluation (confidential, to the extent permitted by law) obtained from a professional at any UMCES Laboratory unit.

The candidate's supervisor will contribute the following: signature on all of the candidate's submitted annual merit evaluations, indicating total involvement with and approval of these ratings; letter of evaluation requested by the candidate. The FRA Promotion Review Committee may seek additional information from knowledgeable individuals of superior academic rank (or non-academic equivalent) within and outside of UMCES and the University System of Maryland, which information will be confidential, to the extent permitted by law.

- 9 After assembling the candidate's submitted information, the Promotion Review Committee shall perform its evaluation. Criteria for evaluation include those delineated in the written Charge to the Committee from Laboratory Director. The Committee shall also establish that the candidate satisfies all minimum qualifications associated with the rank, if any, to which promotion is being considered. The Committee shall also ensure that all deliberations are consistent with the Affirmative Action Policy of the University System of Maryland. All deliberations of the Committee, including any votes taken, and all records of such deliberations and votes, shall be confidential, to the extent permitted by law.
- 10 The Promotion Review Committee shall arrive at a final recommendation for classification of the candidate. The recommendation of the Promotion Review Committee shall be provided in a written report prepared by its Chair, such report to be received by the appropriate Laboratory Director not later than **1 April** of the fiscal year of the review. The report shall contain a thorough explanation of the Committee's classification recommendation, a summary of the perceived strengths and weaknesses of the candidate's qualifications and, if the decision is not unanimous, it shall include a similar explanation and summary in the form of an unsigned minority statement prepared by the dissenting Committee member(s) and certified by the Chair. The report shall be accompanied by all written correspondence associated with the review, including all letters of evaluation received, all records of information obtained through interviews and telephone conversations, visits, etc., and the original Charge to the Committee. Once the report of the FRA Promotion Review Committee has been submitted to the appropriate Laboratory Director, no new information shall be introduced into the review process at any level, and the Committee shall be formally disbanded.



- 11 After reviewing the report of the FRA Promotion Review Committee, the Laboratory Director shall arrive at a final decision regarding promotion of the individual based on all the facts available to him/her. If the FRA Promotion Review Committee recommends no classification changes by unanimous vote of its members, the Laboratory Director shall accept that recommendation.
- 12 The Laboratory Director shall promptly notify the candidate and supervisor in writing of the final classification decision and terminate the review process. A candidate for review shall be notified in writing of a decision on or before **30 May** of the fiscal year of the review.
- 13 A Faculty Research Assistant shall have recourse to have their case reviewed by a duly constituted UMCES Faculty Grievance Board in the event of alleged procedural errors in the promotion review process. The decision by the Board in such instance shall be final and not provide for further appeal.
- 14 Research Scientist Ranks
- 15 In addition to general programmatic review conducted by the appropriate Laboratory Director as part of the appointment renewal process, appointees at these ranks shall be subject to comprehensive review every three (3) years. In the case of appointees at the ranks of Assistant Research Scientist and Associate Research Scientist, these comprehensive reviews may include consideration for promotion. An Assistant Research Scientist shall receive a promotional review not later than the sixth (6<sup>th</sup>) year of appointment at this rank. Comprehensive/promotional review shall not be required if the conditions of the current Appointment Agreement specify terminal appointment without option for renewal. The review process shall conform in all aspects to the Affirmative Action Policy of the University System of Maryland.
- 16 Comprehensive reviews involving promotion in rank

Not later than **1 October** of the fiscal year of the review, each Laboratory Director shall notify in writing all identified candidates for promotional reappointment and their respective Faculty Sponsors prior to formal initiation of the formal review process, such notification to include the following:

- statement that a promotional reappointment review is to be initiated;
- invitation to meet prior to initiation of the review to discuss the process, the materials which may be submitted in support of promotion, and identification of professional colleagues who may be contacted for evaluation;
- copy of Section IV-J of the UMCES Policies and Procedures Manual II-1.00 pertaining to reappointment and promotion of Research Scientist appointees.

Candidates are urged to discuss all aspects of the review in a private meeting with their respective Laboratory Directors and Faculty Sponsors after notification has been received.



Not later than **1 November**, the Laboratory Director shall convene a Promotion Committee for each candidate, appoint a Chair, and formally charge each Committee in writing, such charge to include or be accompanied by the following:

- the name of the individual to be reviewed, the purpose of the review relative to promotional rank, and the minimum qualifications of the advanced rank for which the candidate is being considered;
- guidelines to ensure that the review conforms to the Affirmative Action Policy of the University System of Maryland, including the name of the Laboratory unit's Affirmative Action Officer who may be contacted for the most recent regulations;
- copy of IV-J of the UMCES Policies and Procedures Manual II-1.00 pertaining to reappointment and promotion of Support Faculty;
- materials provided by the candidate for transmittal to the Committee.

The Charge to the Promotion Committee shall be included in each candidate's review dossier.

The Laboratory Director shall assemble and transmit to the Promotion Committee a dossier of information pertinent to the individual's candidacy for promotion, such dossier to contain, at the minimum, the following documents:

- complete curriculum vitae certified by the candidate as true and correct;
- written statement, signed by the candidate, identifying present and future research programs, significant professional activities, academic interests, and any other information believed to be of value to the review process;
- copies of books, articles, reviews, and other published work, and lists of references made to the candidate's research and publications;
- copies of all annual merit ratings and statements;
- at least three (3) letters of evaluation, one (1) prepared by the candidate's Faculty Sponsor, and the remainder submitted in confidence by individuals familiar with the candidate's research, including one (1) or more from professionals outside of UMCES;

At the request of the Promotion Committee, the Laboratory Director shall solicit and transmit written opinions (confidential, to the extent permitted by law) from other UMCES Faculty members of superior Tenure Track and Non-Tenure Track rank. The Promotion Committee shall discuss the appointee's case for promotional reappointment and arrive at a final recommendation based on the candidate's performance as a researcher, contribution to the sponsor's research program(s), support of the Laboratory's goals and objectives, and potential for continued professional growth. The Promotion Committee shall submit a written report to the Laboratory Director not later than **1 March** of the following calendar year, in which it recommends for or against promotion of the candidate. A positive recommendation for promotion shall be endorsed by majority vote of Tenure Track Faculty present at a scheduled Laboratory Faculty meeting prior to written notification of the final decision from the Laboratory Director to the candidate not later than **30 June**. If the final decision is against promotion, the candidate may be offered reappointment at current rank. Failure to so notify



the individual by this deadline shall result in the offering of reappointment, with option for renewal, to the end of the following fiscal year or until the termination of salary support from sponsored research, whichever comes first. An Assistant Research Scientist denied promotion in the sixth (6<sup>th</sup>) year of appointment at this rank shall be offered reappointment without option for renewal for a period not to exceed six (6) months from the termination date specified in the current Appointment Agreement or the expiration of salary support from sponsored projects, whichever comes first.

17 Comprehensive reviews not involving promotion

The appropriate Laboratory Director shall conduct this review in consultation with the appointee's Faculty Sponsor. The appointee shall be notified of the review process in writing and invited to submit a signed curriculum vitae and written statement identifying past achievements, present and future research priorities, and other information pertinent to his/her service to UMCES and the Laboratory's goals and objectives. The Laboratory Director and Faculty Sponsor shall review the above material and any additional information they may choose to obtain, then meet privately to arrive at a final decision regarding continuation of the individual's appointment based on performance as a researcher, contribution to the sponsor's research program(s), and support of the Laboratory's goals and objectives. Recommendation for continued appointment shall be endorsed by majority vote of Tenure Track Faculty present at a scheduled Laboratory Faculty meeting prior to offering the candidate reappointment.

J Policy on Immediate Tenure<sup>11</sup>

- 1 Appointments at the ranks of Professor and Principal Agent shall carry tenure at the time of employment with UMCES.
- 2 In acting on the recommendations of the Search Committee and Laboratory Director, the President of UMCES may, in those instances where it is deemed desirable, grant tenure effective with the initial appointment of those new appointees at the ranks of Associate Professor and Senior Agent whose special circumstances warrant the granting of immediate tenure. Circumstances which warrant such action include those instances in which the appointees have held tenure at other major universities at or above the ranks of Associate Professor and Senior Agent or their academic equivalents.

K Promotion/Tenure Appeals Procedures<sup>12</sup>

- 1 When a candidate receives written notification that tenure and/or promotion has been denied, the individual may appeal the decision by requesting in writing that the President of UMCES transmit his/her complete review dossier to the Appeals Panel for review.

The Appeals Panel shall review all records associated with the individual's promotion or promotion/tenure review to establish whether or not there is valid cause for appeal, based on one (1) or more of the following grounds:

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<sup>11</sup> Policy based on University System of Maryland Policies and Procedures (II-1.00, I.C.4-5).

<sup>12</sup> Appeal procedures required by University System of Maryland Policies and Procedures (II-1.00, II.B.3).

- procedural error;
- due process violation;
- failure to follow published UMCES guidelines;
- violation of University System of Maryland Affirmative Action Policy.

The Appeals Panel shall not introduce any new information into the candidate's review dossier, nor may it consider any new information regarding the candidate's qualifications that was not available to the Promotion/Tenure or Promotion Committee.

- 2 If the Appeals Panel finds that the procedure of review was improper based on one (1) or more of the grounds listed above, and, if, in the best judgment of the majority of its members, such impropriety could have prejudiced significantly the outcome of the original review, it shall recommend to the President of UMCES that a new Promotion/Tenure or Promotion Committee be convened. The President shall review the recommendation of the Appeals Panel and shall decide whether to accept, accept with modification, or reject such recommendation.

If the President accepts a recommendation that a new Promotion/Tenure or Promotion Committee be convened, he/she shall appoint such a Committee, provide written notification to the individual, and, subject to limitations provided below, the appeals process shall continue as a review for promotion/tenure. The President shall charge the new Committee with correction of any error(s) identified by the Appeals Panel. The new Committee may not solicit new or additional information regarding the candidate, except as required to rectify any error(s) identified in the Charge from the President. Any decision made by the President, including, but not limited to partial acceptance or modification of an Appeals Panel recommendation, or a decision not to continue the appeal process, shall be fully explained through written notification to the individual of the action to be taken.

- 3 The remainder of the appeals process shall be conducted according to review procedures given in that portion of Section III.A.5 appropriate to the rank of the individual. The role of the President of UMCES in appointing and convening an Appeals Panel, and acting on the Panel's recommendations, shall not preclude his/her participation in the new review process, should such be initiated.

#### L Emeritus Faculty Review and Appointment<sup>13, 14</sup>

- 1 Procedures leading to possible award of an Emeritus appointment may be initiated and completed prior to retirement of the individual being considered for such recognition. Under no circumstances shall an Emeritus appointment be awarded to an individual prior to his/her official retirement from the University System of Maryland. Award of an Emeritus appointment shall normally be made no later than two (2) years following the official date of the individual's retirement.

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<sup>13</sup> Implementation of USM Policy on Appointment, Rank, and Tenure of Faculty (II-1.00, II.C.7.h).

<sup>14</sup> Emeritus Faculty Rank defined in I.D.



- 2 Procedures leading to possible award of an Emeritus appointment normally shall be initiated by the Laboratory Director at the UMCES unit of the individual's employment at the time of retirement. The procedures shall be initiated upon receipt of a written nomination submitted on behalf of the individual by any UMCES faculty member employed at the unit, including the Laboratory Director him/herself. If the individual is a retiring Laboratory Director or an academic administrator in Center Administration, procedures shall be initiated by the President of UMCES.
  
- 3 The Laboratory Director or, if appropriate, the President of UMCES, shall appoint an Emeritus Faculty Review Committee to assemble documents and information pertinent to the evaluation of the candidate. The Committee shall consist of three (3) or more faculty of equal or superior equivalent rank from the University System of Maryland, at least two (2) of whom are from UMCES and at least one (1) of whom is not from the unit in which the evaluation procedure has been initiated.

If the individual was employed for a considerable length of time at another institution within the University System of Maryland, one (1) of the Committee members may be appointed from the faculty of that institution. The Chairman shall be elected by the Committee members and shall be a member of the UMCES faculty. A Laboratory Director may serve on an Emeritus Faculty Review Committee, provided that he/she is not the initiator of the review being conducted. The Committee's membership, and all deliberations and reports, shall be confidential to the extent permitted by law and the policies of the University System of Maryland.

The Laboratory Director shall charge the Emeritus Faculty Review Committee, in writing, with the compilation of information in support of the strongest possible recommendation for award of Emeritus appointment to the nominee. The Emeritus Faculty Review Committee shall seek the following documents and information regarding the nominee:

- current certified curriculum vitae;
- list of publications;
- at least five (5) letters of evaluation (confidential, to the extent permitted by law) from recognized leaders in the nominee's field(s) of endeavor, at least three (3) of whom are not UMCES personnel, who are familiar with the nominee's professional activities and University service and who are highly qualified to evaluate his/her status as a contributor to the national and international scientific community, to the University System of Maryland, and to UMCES;
- listing of all intra- and extramural awards, citations, and other instances of recognition for meritorious University and public service.

The Emeritus Faculty Review Committee shall seek additional letters of evaluation (confidential, to the extent permitted by law) from all UMCES faculty and, where appropriate, administrators having equivalent rank equal or superior to that of the nominee.

- 4 Criteria for Evaluation



The Emeritus Faculty Review Committee shall establish that the nominee satisfies criteria for Emeritus status, warrants consideration for exceptional, clearly defined circumstances. The Committee shall use the information it has assembled to establish whether or not the nominee has, in the best judgment of its members, pursued a highly significant professional career while at UMCES, and served as an outstanding collegial member of the scientific community, the University System of Maryland, and UMCES in a manner worthy of recognition by the award of Emeritus appointment.

- 5 The Emeritus Faculty Review Committee shall submit its final recommendation in writing to the initiator of the review process. The report shall contain a thorough explanation of the Committee's recommendation and a summary of the perceived strengths and weaknesses of the candidate's case for Emeritus appointment. If the recommendation is supported by other than unanimous vote of the Committee, a minority report may be submitted. The report shall be accompanied by all written correspondence associated with the review process. If the review was initiated at a Laboratory unit, the Laboratory Director shall formulate a separate recommendation and forward this along with the nominee's complete review dossier to the President of UMCES.
- 6 The President of UMCES shall review the recommendation of the Emeritus Faculty Review Committee, the recommendation of the Laboratory Director, and all assembled documentation and shall formulate a final decision on behalf of the Center. The President shall notify the nominee of the final decision in writing, with copies to the Laboratory Directors and Vice Presidents. The President shall also inform the Chancellor of the University System of Maryland of all Emeritus faculty appointments made within the Center each fiscal year.