

**Plan of Governance
Appendix B**

Policy on Appointment, Promotion, and Tenure of Tenure-Track Faculty (TTK)

**Department of Environmental Science and Technology
University of Maryland College Park**

**Updated August 10, 2007
Revised October 16, 2013
Updated February 24, 2016
Updated April 13, 2022**

This policy complements the most recent University of Maryland System and the College Park Campus Policies on Appointment, Rank, and Tenure of Faculty in accordance with the institutional mission of the Department of Environmental Science & Technology.

I. TERMINOLOGICAL NOTE

The procedures, type of appointments, etc., referenced in this document follow the terminology described in the University of Maryland, College Park Appointment, Promotion and Tenure Procedure Manual, which can be found in the University Faculty Handbook and on the UMD web site (<http://www.faculty.umd.edu/policies/>).

II. DEPARTMENTAL CRITERIA FOR APPOINTMENT AND PROMOTION

Mission of the Department of Environmental Science and Technology

The mission of the Department of Environmental Science and Technology (ENST) is to promote understanding and conscientious management of natural, agricultural and urban ecosystems and the interactions among air, water, soil, living organisms, and people. We will contribute to a sustainable future and enhanced environmental quality through conservation and management of our natural resources, study of human impacts on ecosystem structure and function, design and implementation of technology for enhanced environmental quality, and investigation of effects of environmental conditions on human health. We aspire to build the human capital and knowledge base needed to meet these goals through excellence in scientific discovery, education and outreach programs.

The departmental criteria for appointment, promotion, and tenure shall reflect the research, educational, and outreach mission and future needs of the ENST Department and the University of Maryland to provide: (1) an undergraduate program ranked among the best in the nation, (2) a nationally and internationally renowned graduate program, and (3) public service to the state and nation through education of our citizenry that embodies current applications of the best traditions of our land-grant university heritage.

The ENST APT policy emphasizes that in the case of initial appointment, periodic reviews, and re-appointments prior to the mandated review for promotion and tenure, every effort shall be practiced by the departmental faculty members to fill and maintain positions with individuals of the highest qualifications who show sustained progress and continued potential for promotion and tenure. Search, appointment, promotion, and tenure procedures within the ENST Department

shall comply with institutional policies, including affirmative action guidelines specified in the University Faculty Handbook.

Faculty Recruitment and Appointment

The first step in recruiting a departmental faculty member is the formation of the search committee and preparation and announcement of the position description. The search committee shall be appointed by the departmental faculty. The search committee should be sufficiently diverse to meet affirmative action guidelines and should include members familiar with the nature of the position to be filled. The search committee elects a chair among the committee members. The search committee shall prepare a position description highlighting the minimum requirements and realistic expectations. Such expectations in the case of a tenure-track position shall emphasize the importance of developing independent research and extension programs, as applicable, supported by external funds. The position description should be approved by the faculty and then advertised widely in professional and scientific media. The search committee shall review the applicants and invite qualified candidates for onsite interviews. Depending on the nature of the position, candidates should be asked to present professional, scientific, and/or teaching seminars. The search committee shall rank the interviewed candidates and report their findings to the departmental faculty members. The departmental faculty will meet discuss the candidates and make recommendations for hiring to the department chair.

An offer of appointment can be made only with the approval of the President or his/her designee. Full-time appointments to the rank of Associate Professor or Professor require the written approval of the President. All faculty appointments are made to a designated rank effective on a specific date.

The appointment letter shall be prepared in accordance with the campus guidelines as specified in the University Faculty Handbook. The University publishes in a designated section of the University Faculty Handbook all duly approved System and University policies and procedures which set forth faculty rights and responsibilities. Subject to the provisions of the System and Campus Policy on Appointment, Rank, and Tenure of Faculty, the terms described in the letter of appointment, together with the policies reproduced in the designated portions of the University Faculty Handbook, shall constitute a contractually binding agreement between the University and the appointee. Adjustments in salary or advancement in rank may be made according to the System and Campus policies specified in the University Faculty Handbook.

Subject to any special conditions specified in the letter of appointment, appointments to the rank of Assistant Professor shall be for an initial term of one to three years. 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 appointee is so notified by March 1. In the event that the initial appointment is for two years, the appointment may be terminated if the appointee is so notified by December 15 of the second year. After the second year of the initial appointment, the appointee shall be given one full year's notice if it is the intention of the department and University not to renew the appointment. If the appointee does not receive timely notification of non-renewal, the initial appointment shall be extended for one additional year. An initial appointment may be renewed for an additional one, two, or three years. Except as set forth in the System and Campus guidelines, an appointment to any term beyond the initial appointment shall terminate at the

conclusion of that additional term unless the appointee is notified in writing that it is to be renewed for another term allowable under University System policies or the appointee is granted tenure. Such appointments may be terminated at any time in accordance with the University System and Campus policies.

Upon appointment, the department chair shall provide the new faculty member the most recent departmental, college, and university APT guidelines. The department chair shall make the new faculty aware of the importance of the APT guidelines and advise the faculty to read and understand these guidelines within the first semester of their initial appointment. Each faculty member shall be notified promptly in writing by the department chair of any changes in the unit's criteria and/or procedures. The criteria for appointment to a faculty rank shall be the same whether or not the faculty has or is being considered for an administrative appointment.

Any exceptional arrangement that requires a modification of criteria for tenure and/or promotion shall be specified in a written agreement from the time of appointment up to the third-year review for untenured candidates, or at any time following the award of tenure, and shall be approved by the departmental faculty, department chair, AGNR Dean, and by the Provost. If approved at all levels, these modified criteria will serve as the criteria for tenure and/or promotion for the faculty member.

Faculty Promotion, Tenure and Emeritus Review

During the first semester of appointment, the faculty member will identify a Mentoring Committee in consultation with the Department Chair. Mentoring is crucial to faculty success, and is required by the University of Maryland. Mentoring policies and procedures adopted by the ENST Department are presented in Appendix M of the Plan of Governance, and University of Maryland Policy on Mentoring is available at <https://faculty.umd.edu/main/leadership-development/faculty-mentoring>.

At the end of the initial three year appointment, the faculty shall vote to extend the appointment for another period up to a three year maximum. This vote is crucial to ensure extending the appointment of those applicants with highest potential to be promoted with tenure. The pre-tenure faculty member shall submit to the department chair a current CV and a summary of currently active scholarly activities which will be evaluated during the review process. The department chair, in consultation with the department faculty, shall provide the pre-tenure faculty member with a letter that summarizes the faculty's discussion and vote regarding extension of the initial appointment. An Assistant Professor whose appointment is extended to a full six years shall receive, no later than the sixth year, a formal review for tenure.

Full-time appointments or promotions to the rank of Associate Professor or Professor require the written approval of the President. Promotions to the rank of Associate Professor or Professor carry immediate tenure. New appointments to the rank of Professor carry immediate tenure. New appointments to the rank of Associate Professor may carry tenure. If immediate tenure is not offered, such appointments shall be for an initial period of three years and shall terminate at the end of that period unless the appointee is notified in writing that he or she has been granted tenure. An Associate Professor who is appointed without tenure shall receive a formal review for

tenure. No later than one year prior to the expiration of the appointment, the formal review must be completed, and written notice must be given that tenure has been granted or denied.

Faculty review committees shall be an essential part of the review and recommendation process for all full-time faculty. The department chair serves as the administrator of the departmental review level. Both the faculty review committees and the administrator shall impose the highest standards of quality and shall ensure that all candidates receive fair and impartial treatment.

The burden of evaluating the qualifications and suitability of the candidate for promotion and tenure is greatest at the department level, and thus, great weight is given at the higher levels of review to the judgments and recommendations of the departmental evaluation and to the principle of peer review.

The criteria for promotion to a faculty rank or tenure shall be the same whether or not the faculty has or is being considered for an administrative appointment. Initial and renewal of appointment as well as recommendation for promotion and award of tenure within the ENST Department shall be based on meritorious performance towards the institutional needs and goals and shall in no case be a consequence of length of service alone.

The meritorious performance that the ENST Department shall consider in the review of progress and recommendation for promotion and tenure falls within four major areas: 1) research and scholarship, 2) teaching and advising, 3) extension and outreach, and 4) professional service. The relative importance of these criteria may vary among appointments, but each of the categories shall be considered in every case as appropriate for the candidate's appointment and position description. Considerations relating to the present or future programmatic value of the candidate's expertise, or other larger institutional objectives, may be considered in reviewing progress towards promotion and tenure, but in no case shall the year of the promotion and tenure review be the first occasion on which these considerations are raised. The ENST Chair or AGNR Dean is responsible for advising untenured faculty on any and all programmatic considerations related to the tenure recommendation at the earliest opportunity during annual assessments of progress towards promotion and tenure. The ENST Department should develop long-range projections of programmatic needs to maintain the principal of fairness when reviewing promotion and tenure cases.

A. Research and Scholarship

Research, scholarship, and creative activities are primary functions of our institution, and thus, shall be given high priority in the review towards, and recommendation for, promotion and tenure. This category shall be considered most critical by the pre-tenure faculty members in prioritizing their activities, as well as documenting such activities in the promotion and tenure dossiers.

A faculty member's contributions will vary depending on the departmental priorities, but all faculty members must be engaged continuously and effectively in research, scholarship, and creative activities of distinction. These activities must be clear components of a well-defined and focused program for which the faculty member shall provide independent leadership.

Productivity in research, scholarship, and creative activities shall be determined by evaluating both quality and quantity of the scholarly product. Collaborative and multidisciplinary works are encouraged and valued. Leadership roles in such efforts should be identifiable and documented. The position description shall define the broad direction of the individual's scholarship and research program. Research or other activities of a classified or proprietary nature shall not be considered as scholarly contributions.

Assistant Professors being considered for promotion to the rank of Associate Professor with tenure shall have demonstrated significant scholarship in their field of expertise. Evidence of research and scholarship would normally include the: (1) quality and quantity of original research and/or review papers published in refereed journals, refereed conferenced proceedings, books, and invited book chapters, etc; (2) presentation of invited or submitted papers at regional and national, or international scientific and or professional meetings, and (3) ability to generate research funding necessary to sustain a productive research program. Evidence might also include such things as the reception of awards, success in competitions, and contributions through non-literary creative projects. Under consideration for promotion, Assistant Professors shall show promise of continued productivity.

When considering promotion from the rank of Associate Professor to that of Professor, the appointee shall have established a national and, where appropriate, international reputation, having made distinguished contributions in scholarship consonant with the rank of professor.

B. Teaching and Advising

Quantitative and qualitative documentation of strong teaching, academic advising, and student mentoring are essential considerations in the promotion and tenure review for faculty members with teaching appointments. Faculty members' contribution to the teaching, advising, and mentoring activities of the department will vary, depending on the departmental needs and faculty's appointment and expertise. However, all faculty members with a teaching appointment must be engaged regularly and effectively in teaching, training and/or instructional activities towards fulfilling the mission of the department and the university.

The candidate's current position description broadly defines the direction of their teaching and advising responsibilities. Academic advising and student mentoring are critical activities and the quality and quantity of such activities shall be important considerations for promotion and tenure recommendations. Every effort shall be made to recognize excellence in teaching and advisement. Criteria for evaluation of teaching and advising published in the most recent University Faculty Handbook shall be followed. The responsibility for the evaluation of teaching performance rests on the departmental faculty, through conducting student and peer evaluations, whose criteria shall be developed and disseminated by the departmental faculty.

When considering promotion from the rank of Associate Professor to that of Professor, the appointee shall have established a distinguished record of teaching consonant with the rank of professor.

Faculty members are strongly advised to develop a Teaching Portfolio that includes sections on teaching goals and philosophy, courses developed, courses taught, summary of teaching evaluations, teaching awards, etc. The teaching portfolio can be a helpful part of the dossier used in the review for promotion and tenure.

C. Extension and Outreach

Consideration of this section depends on the nature of the faculty appointment but is an essential component for all Extension positions. Outstanding and effective Extension, outreach, continuing education, and technology transfer programs connect the University to local, regional, national, and international communities including stakeholders, alumni, and citizenry. Audiences and venues are expected to be diverse and it is incumbent upon faculty members to generate quantitative and qualitative documentation of strong educational program development and effective program delivery. The current position description is the guiding document that broadly defines the extent and direction of the individual's participation in the Department's Extension education programs.

For promotion to the rank of Associate Professor, the candidate must show evidence of having developed a long-term creative and innovative Extension program with significant impact in Maryland and potential for national application. The faculty member should support interdisciplinary programs. Evidence of conducting high quality educational events and ability to develop adapt and/or utilize appropriate teaching materials and publications to support the extension program are expected. Extension programs developed must illustrate originality and creative delivery of educational materials. The candidate should be recognized as a leader within the State and have developed appropriate publications and other teaching materials to advance the University, University of Maryland Extension (UME), and the profession. The candidate should be the recipient of competitive grants and other financial resources to develop and deliver effective Extension programs and participate in professional improvement opportunities.

For promotion to the rank of Professor, the candidate must satisfy all of the expectations of the Associate Professor rank and show evidence of having developed innovative educational programs and documentation of national prominence in their subject matter area. The candidate shall be an outstanding educator as evaluated by clientele and peers. The candidate's Extension program must have significant and measurable impacts on the target audience. The appointee to the rank of Professor shall have achieved national recognition for program excellence and/or effectiveness and evidence of being a highly respected leader with a national reputation among colleagues. The appointee should show continued participation in national professional improvement opportunities.

D. Professional Service

In addition to a demonstrated excellence in research, scholarship, creative activities, teaching, and Extension education, a candidate for promotion and tenure should have demonstrated a commitment to the University and the profession through participation in service activities. Such participation may take several different forms: service to the University; to the profession; to higher education; to the community; to school systems; and to government agencies. Service

activity is expected of all faculty members, but service shall not substitute for teaching, advising, and student mentoring activities, extension and outreach education programming, or for achievement in research, scholarship, or creativity. Service activity should not be expected of junior faculty to the point that it interferes with the development of their research, teaching or Extension education programs.

Candidates for promotion from the rank of Associate Professor to that of Professor, should show evidence of a continuing record of relevant and effective professional service.

III. DEPARTMENTAL APT REVIEW PROCEDURES

The departmental APT committee shall consist of all eligible members of the faculty. Eligible members are those full-time permanent tenured faculty members, excluding the department chair, who are at or above the rank to which the candidate seeks promotion or appointment. For purposes of voting, a quorum shall be defined as fifty percent, or more, of eligible members of the faculty. The APT chair must be a full professor elected annually by majority vote of the entire departmental faculty. The APT chair serves as the spokesperson for the departmental APT committee.

The review committee may establish an advisory subcommittee, but the final recommendation shall be based on the vote of the entire eligible faculty participating in the review process. Faculty members from outside the department with expertise similar to that of the candidate being reviewed, but of a higher rank, may be invited to participate in discussions, but they cannot vote. If there are fewer than three eligible faculty members, the AGNR Dean shall appoint eligible faculty members from other units to ensure that the review committee shall contain at least three members.

The department chair shall participate in the review and clarify issues when asked, but cannot vote. The department chair shall not serve as the APT chair. The department chair shall submit an independent recommendation, which shall be considered together with all other relevant materials by higher review levels. Requests for information from higher review levels will be transmitted to both the APT committee chair and the department chair.

The APT committee shall solicit letters of evaluation from six to eight recognized authorities in the field, having the ranks above the current rank of the candidate. No more than one-half of the requested letters shall be from persons nominated by the candidate. A sample letter of solicitation is available in the UMCP APT Manual and should serve as the basis for the APT committee letter of solicitation. A sample copy of the solicitation letter shall be kept for submission with the candidate's APT packet. A log shall be kept of when and to whom letters of solicitation were sent and when letters of evaluation were received. A summary statement of the evaluators' qualifications shall be prepared by the APT committee with clear notation of the evaluators chosen by the department and the candidate.

If a candidate for promotion has a significant portion of their previous professional effort involved in collaborative and/or inter-disciplinary research activities where the professional contributions and leadership role of the candidate is difficult to ascertain, the APT committee

may choose to solicit letters of clarification from collaborators or co-investigators to more clearly define the candidate's professional contributions in these collaborative and/or interdisciplinary research activities. A sample letter for APT committee consideration is attached as Exhibit 1.

A tenure-track or tenured faculty member may request a formal review for promotion and tenure at any time. The candidates for promotion should meet as a group with the APT committee chair and department chair prior to May 1st of each year to receive and review the current departmental, College, and Campus APT guidelines. The current Campus APT manual disseminated by the Provost Office shall be the guide for dossier preparation and review procedures. During this meeting, a clear timetable must be developed describing what materials must be supplied by the candidates to the APT committee and when these materials must be submitted. At this time, a schedule for solicitation and receipt of external reviews will be established as well as a decision regarding the amount of material and the specific materials to be sent to external referees. Also, at this time, a date must be established as to when the department APT committee voting meeting will occur, which must allow adequate time for contemplative preparation of all materials required by the second-level review committee.

All eligible APT committee members must review the complete dossiers, supporting materials and letters of evaluation from external reviewers that have been assembled by or on behalf of the candidates for promotion and tenure prior to participation in the APT committee discussion, deliberation, and voting. Eligible members who cannot be physically present at the time of discussion, deliberation, and vote may cast a written proxy ballot that must be received by the APT committee chair prior to the APT committee vote. Proxy ballots will be combined with the general pool of ballots prior to counting the votes of all eligible APT committee members.

Eligible members whose authorized sabbatical leave or approved leave of absence limits their access to secured review materials, shall be excluded from participation in APT committee discussion, deliberation, and voting.

The departmental APT committee shall prepare a concise Summary Statement of Professional Achievements for each candidate. This statement shall be factual representation of the candidate's activities and achievements in research, scholarship, teaching, advisement, extension, and services. The statement shall be shown to the candidate at least two weeks before the formal review and vote. The candidate has the right and responsibility to review this Statement and submit a response to it for the consideration of the APT voting members. The existence of such a response must be noted in the departmental Summary Statement of Professional Achievements. The Summary Statement of Professional Achievements and a possible response to it by the candidate are not to be sent to external reviewers.

The departmental APT chair with assistance of APT committee members shall prepare a written report evaluating the candidate's performance in research and scholarship, teaching and advisement, extension and outreach, and professional service as appropriate for the candidate's appointment and position description. This report should evaluate the candidate's performance in light of the ENST Departmental mission and should clearly state and justify the candidate's performance in meeting departmental criteria for research and scholarship, teaching and

advisement, extension and outreach, and professional service. This report will be provided to the APT committee, the department chair, and for forwarding to higher levels of review.

The departmental APT chair shall prepare a written report stating the APT committee's vote and recommendation on whether or not to promote and grant tenure, and explaining the basis for the faculty's recommendation insofar as that basis has been made known in the discussions taking place among the members of the committee. This discussion report will be provided to the department chair for his or her information and for forwarding to higher levels of review. Faculty members participating in the department's deliberation who wish to express a dissenting view are free to do so, and any such written statement shall be provided to the department chair prior to the deadline for sending materials forward for review at the next level and included in the materials sent forward to the next level of review. These reports and statements shall be made available to all eligible departmental faculty. The APT committee's evaluative report and discussion report may be combined into a single document with clearly defined sections if the APT committee feels such a presentation more effectively communicates the departmental deliberations and recommendation for higher level review.

The recommendation of the department chair shall likewise be in writing. The department chair's recommendation shall be transmitted to the AGNR college level of review and shall be made available to all eligible members of the departmental faculty.

The promotion and tenure case shall go to the AGNR college review level if fifty percent, or more, of all ballots cast is favorable or the recommendation of the department chair is favorable. If both faculty and department chair recommendations are negative, the case shall be reviewed further only by the AGNR Dean to ensure that the candidate received procedural and substantive due process, as defined by the UMCP Campus APT Manual. If the dean believes that the candidate has not received due process, he or she shall direct the department to reconsider the review.

Promotion for Emeritus Faculty Members

Promotion procedures for emeritus faculty members will follow policies as specified in the UMCP APT Manual and University System of Maryland Guidelines.

Higher Levels of Reviews beyond the Departmental Level

Related policies are specified in the AGNR College, UMCP APT Manual, and University System of Maryland Guidelines.

Resignation and Termination

Related policies are specified in the UMCP APT Manual and University System of Maryland Guidelines.

Appeals of Denial of Promotion and Tenure

Policies related to denial of promotion and tenure and appeals processes are specified in the University System and UMCP APT Manual.

IV. APPROVALS

Approved by majority vote of faculty in attendance at ENST faculty meeting held March 16, 2007.

Modifications approved by faculty vote (email poll) on August 10, 2007.

Further modifications approved by faculty vote on Oct 16, 2013.

Modifications approved by faculty vote on April 13, 2022.