



Comprehensive Review of Tenured Faculty

(Approved by the President on January 5, 1998)

I. POLICY

The Board of Regents of the University System of Maryland (US) requires that each institution shall establish a policy on the comprehensive review of tenured faculty, and procedures to implement such a policy. This policy (II-1.19, approved by the Board of Regents, July 23, 1996) establishes a requirement for the comprehensive review, at regular intervals, of faculty on indefinite tenure appointments. Comprehensive review of faculty shall be part of a larger faculty development program at each institution, designed to enhance the professional abilities of the faculty as teachers and scholars and members of the academic community.

II. GENERAL PRINCIPLES/CRITERIA

- A. Each tenured faculty member shall be subject to an annual review by the Center Director that assesses the faculty member's performance.
- B. The annual review shall be a formative process for future faculty development, for enhancing the learning environment of students, and for improving the scholarly program to which the faculty member contributes.
- C. The annual review begins with the submission by March 1 of each year of an annual activities report or updated curriculum vitae identifying activities of the past year to the Center Director by the faculty member. The Center Director will prepare a written analysis of the accomplishment and achievements of the faculty member based upon the annual activities report and personal observation. The faculty member may respond to the written analysis, adding information or making suggestions, in writing. The faculty member and the Center director will meet, usually during the month of March, to discuss the Center Directors analysis and any suggestions and/or rebuttals from the faculty member and plans for the coming year. The Center Director will prepare the final annual written evaluation and plan for the coming year. The Center Director should explicitly indicate that the faculty members performance has met or exceeded expectations or is below expectations.
- D. The annual review shall include an evaluation of research/scholarship, contributions to economic development, education and training, and service.
- E. Two consecutive annual reviews that indicate that a faculty member is materially deficient in meeting expectations shall occasion an immediate comprehensive review. (See below, III. Comprehensive Review.)
- F. While the faculty member shall be a principal provider of the review materials, multiple sources of information can be used as the basis for the annual and comprehensive evaluations.
- G. A favorable annual review shall be conveyed to the faculty member, and, where possible, shall be considered in decisions on promotion, merit pay, and other rewards.

UMBI Policies and Procedures

- H. If a faculty member's performance is judged as not meeting expectations after two consecutive annual reviews, a specific development plan shall be worked out among the Vice President for Academic Affairs, Center Director, and the individual faculty member, consistent with the overall faculty development programs and resources of the individual campus. This plan shall include a procedure for evaluation of progress at fixed intervals and shall be signed by all parties.
- I. The faculty member being reviewed shall have access to summary written reports and shall have ample opportunity to respond to such reports in a formal way.
- J. The Center Director will send in April to the Vice President for Academic Affairs a list of all faculty who have met or exceeded expectations and a copy of the final evaluation of faculty who failed to meet expectations.

III. COMPREHENSIVE REVIEW

- A. Every five years, the Center Director will meet with the Vice President for Academic Affairs or designee to review the most recent five annual evaluations of a tenured faculty member. The faculty member will be notified of this five-year review and invited to submit additional information. Faculty members who have met or exceeded expectations for each of the past five years will be advised of the date of the next comprehensive review.
- B. Faculty members who have failed to meet expectations at least once during the past five years will be reviewed by a Comprehensive Review Committee, appointed by the Vice President for Academic Affairs upon the recommendation of the Center Director.
- C. A Comprehensive Review Committee consisting of five members shall be appointed by the Vice President for Academic Affairs. All of the Committee members should be tenured faculty at or above the rank for which the candidate. UMBI administrative officers will not be eligible to serve on the Comprehensive Review Committee. No more than three Committee members can be from the candidates assigned Center; the other two Committee members shall be from another UMBI Center, a related department within USM, or from an external research agency such as USDA or NIST.
- D. After the Comprehensive Review Committee is appointed, the Center Director will convene the first meeting of the Committee to outline its charge, define committee responsibilities, and set the time-table for completion of the process.
- E. The Comprehensive Review Committee shall collect the following information on the candidate, which will become the "dossier":
 - 1. A personal statement from the candidate outlining professional activities, goals, and accomplishments.
 - 2. A complete up-to-date curriculum vitae (including papers published in refereed journals, book chapters, symposium proceedings and abstracts, research findings, patents, major achievements, and services) submitted and certified by the candidate as true and complete.
 - 3. Three selected reprints of his or her scholarly research work published during the past five years.
 - 4. Five letters of external review from scientists of national and international reputation in the candidate's field of expertise. The letter from the Comprehensive Review Committee to the external referees should be

reviewed by the office of the Vice President for Academic Affairs for uniformity.

- F. The Comprehensive Review Committee, taking careful measure of all dossier materials and external letters of review, and after full discussion, shall prepare recommendations for a faculty improvement plan if warranted.
- G. The Center Director shall make a written recommendation to the Vice President for Academic Affairs pertaining to the recommended faculty improvement plan, the cost of implementing the plan, and possible fund sources.
- H. The Center Director shall meet with the candidate to convey the Comprehensive Review Committee recommendation and the Center Director's recommendation as soon as possible after the recommendation is discussed with the Vice President for Academic Affairs.
- I. The Comprehensive Review Committee's report, the Center Director's report and the letters from external reviewers are to be held in strictest confidence and are not to be shared with the candidates or any individual unspecified in the review process without specific approval by the Vice President for Academic Affairs.

REVIEWED AND RECOMMENDED:

S. Gaylen Bradley Vice President, Academic Affairs

APPROVED:

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