

**Plan of Organization
of
The Fischell Department of Bioengineering**

**A. James Clark School of Engineering
University of Maryland, College Park**

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Preamble

The Fischell Department of Bioengineering at the University of Maryland aims to provide a quality engineering education and to conduct research at the forefront of the field. Our educational programs produce highly capable graduates with the fundamental knowledge and creativity, in both the biological sciences and engineering, which will prepare them for leadership roles in the greater society.

The Department provides students with an graduate and undergraduate programs that have sufficient breadth in both fundamental and specialized engineering topics to ensure our graduates meet the current and future needs of humanity. In the area of research, the Department conducts a wide range of scientific research and establishes partnerships with government and industry, both in Maryland and elsewhere, to accomplish these goals.

Article I - Organization and Administration

The Fischell Department of Bioengineering carries out educational instruction, training and research in the field of Bioengineering. The Department is composed of faculty (regular, affiliated and adjunct), instructional/ research staff, support staff, graduate and undergraduate students.

A faculty member is defined as one who holds at least a 40% tenured appointment or tenure-track faculty academic position in the Department at the rank of Assistant Professor, Associate Professor, or Professor.

Instructional/research staff members are defined as those who hold full-time non-tenure track teaching and/or research positions. These persons may be lecturers, instructors, visiting faculty, faculty research assistants and associates.

Affiliate faculty members are expected to be *actively* involved in research and/or educational programs in the Department. The exact roles and the expectations for “active” involvement must be addressed upon appointment and renewal. Affiliate faculty are appointed as per guidelines specified in Article V. Their appointment is for one year, which is renewable.

Adjunct faculty members are expected to be *actively* involved in the research and educational programs in the Department. The exact roles and the expectations for “active” involvement must be addressed upon appointment and renewal. Appointments are per guidelines specified in Article V. The appointment period is one year which can be renewed.

Staff members are those who hold non-academic appointments. These include full-time employees such as exempt, non-exempt, and contract staff in administrative and technical support roles.

Undergraduate students are full-time students officially registered at the University and enrolled in an undergraduate program of the Department or special students enrolled for at least nine (9) semester hours of courses offered by the Department.

Graduate students are those students officially registered at the University and enrolled in either the Masters or PhD Bioengineering graduate program or are graduate students advised by faculty members of the Department.

The Chairperson shall be a member of the University's tenured faculty. The Chairperson is appointed by the Dean of the College of Engineering to a five-year, renewable term in accordance with established University rules and procedures. The Chairperson reports to the Dean of the College of Engineering.

The Chairperson is the chief administrative officer of the Department and has responsibilities and powers assigned by the University. These include, but are not limited to, responsibility for the academic programs and the welfare of the students, the Department's budget, appointment of department staff, submission of recommendations concerning faculty appointments, tenure and promotion, relations with the College, University, government, industry and alumni, and allocation and control of space and facilities.

The Chairperson is advised by the Faculty Assembly. With the advice of the Faculty Assembly, the Chairperson shall appoint all administrative officers and support staff to committees and create ad-hoc committees as needed to assist in carrying out the assigned responsibilities. The Chairperson may appoint Associate Chairpersons to help manage specific academic programs. These positions shall include, but are not limited to Associate Chairpersons for Graduate and for Undergraduate Studies.

Article II - Faculty Assembly

A. Membership

The Faculty Assembly will consist of the Chairperson and all Department faculty as defined in Article I.

B. Officers

The officers of the Faculty Assembly shall be the Chairperson and Secretary. The Department Chairperson shall be the Chairperson of the Faculty Assembly. The Secretary shall be elected annually and shall serve not more than two consecutive one-year terms. The terms of office shall begin at the start of the academic year.

The Secretary shall post a membership list of all ad-hoc committees.

C. Meetings

The Faculty Assembly shall hold at least two regular meetings each semester at a time and place designated by the Department Chairperson. Additional meetings may be called by the Department Chairperson, or upon written request to the Department Chairperson by at least one-third of the Faculty Assembly. All members of the Faculty Assembly shall be notified of any upcoming meeting one week prior to the meeting. Minutes of each meeting shall be sent by the Secretary to each member of the Faculty Assembly within two weeks after the meeting. Greater than 50% of the members of the Faculty Assembly must be present to constitute a quorum. Guests may be invited to meetings of the Faculty Assembly by the Department Chairperson or members of the Faculty Assembly, but cannot vote on matters discussed by the Faculty Assembly.

Under special circumstances, 1/3 of the faculty can meet and call a Faculty Assembly meeting independent of the department chair. Under this special circumstance, the Chair of the Faculty Assembly should be elected from within the faculty and will serve for a year to handle this and any subsequent cases.

D. Functions

The functions of the Faculty Assembly shall include the following:

1. To act as the electorate and referendum body of the faculty of the Fischell Department of Bioengineering;
2. To consider and vote on amendments to the Plan of Organization of the Fischell Department of Bioengineering, as specified in Article VII;
3. To identify matters of concern to the Fischell Department of Bioengineering that shall be included in the agenda of their next regular meeting;
4. To advise the Department Chairperson either upon request or by its own initiative, on any matter of concern to the Department;
5. To receive information of general interest from the Department Chairperson;
6. To elect members to standing and ad-hoc committees of the Department other than those designated by the Chairperson;
7. To advise the Department Chairperson and the Dean regarding all appointments, promotions and grants of tenure.

E. Elections

An annual election meeting shall be held before the end of the Spring semester. Greater than 50% of the members of the Faculty Assembly shall constitute a quorum.

Nominations for all elected positions for standing and ad-hoc committees shall be from the floor. The ballot shall be prepared immediately and circulated to all voting members present. Election results shall be validated and reported by the Secretary of the Faculty Assembly. Special elections including those needed to fill vacant elected positions shall be scheduled by the Department Chairperson.

1. Committees

Standing committees are defined by this Plan of Organization. Department standing committees are advisory to the Department Chairperson and the Fischell Department Faculty Assembly. Ad-hoc committees can be established to perform special tasks, as needed.

The standing committees are:

- a. *Undergraduate Program Committee*: This committee consists of the Associate Chair for Undergraduate Studies, three elected faculty members and Bioengineering Undergraduate Program Coordinator. The committee shall work for accreditation on an on-going basis and make recommendations to the faculty and the Chairperson for improvements. The committee shall ensure that the ABET requirements are satisfied and that the necessary material for ABET reviews is collected. The committee shall also explore new ways to connect the undergraduate program with constituencies and

address other undergraduate issues, such as special requests for course substitution or transfer, student retention, and scheduling classes to meet student needs for graduation.

- b. *Graduate Program Steering Committee*: This committee consists of the Associate Chair for Graduate Studies, the Bioengineering Graduate Program Director, the Bioengineering Graduate Program Coordinator and elected faculty as described in the Bioengineering Program Plan of Organization. The committee shall oversee recruitment and admissions of graduate students, progress of each student towards degrees, TA responsibilities and fulfillment, and the assignment of assistantships and fellowships when available. This committee shall conduct the graduate qualifying exam and address other graduate issues such as proposal review for new graduate courses and scheduling of graduate classes.
- c. *APT-Sub-Committee*: For the membership of this sub-committee, see Article V.
- d. *Committee on Human Relations and Welfare*: This committee is concerned with matters of departmental compliance with the Human Relations Codes and Affirmative Action Plans of the University and resolution of individual grievances within the Department. For the membership of this committee, see Article VII.
- e. *Faculty Merit Pay Committee*: This committee consists of five elected faculty (at least one from each rank). The committee reviews and evaluates the Faculty Review Forms, which are submitted by the faculty at the end of every calendar year. This evaluation is then provided to the Chairperson for interpretation. The committee should follow the guidelines provided in the “Merit Pay Distribution Plan” (Appendix A) developed by the faculty of the Department and which is available in the Chairperson’s office.

2. Representatives

- a. Senate Representatives. One faculty member represents the Department at University Senate meetings.
- b. Engineering Council. One faculty member serves as a member of the College of Engineering Council. The term is for two years.
- c. College Appointments Promotion and Tenure (APT) Committee. One representative and one alternate at each rank of Associate Professor and Professor participate. The term is for three years. Election of these members should be carried out following the guidelines of the College Plan of Organization.
- d. College Program Curricula and Courses (PCC) Committee. One Department representative faculty member serves. The term is two years and can be renewed.
- e. The Biological and Chemical Hygiene (BACH) Committee. One Department faculty representative to the campus BACH committee when required. The term is three years.

F. Order of Business

The business of each meeting of the Faculty Assembly shall be conducted in the following order: (1) call to order; (2) approval of minutes of the previous meeting; (3) report of the

Department Chairperson on departmental and Advisory Committee activities; (4) reports of ad hoc committees; (5) unfinished business; (6) new business; (7) adjournment. Parliamentary procedure shall follow the latest edition of Robert's Rules of Order.

G. Voting

Voting on all items of business, except APT (see Article V), which come before the Faculty Assembly shall normally be by voice or show-of-hand. Written ballots may be adopted by a simple majority of members present and voting.

Approval of motions requires a simple majority of those eligible to vote. Absentee ballots will be accepted by the Department Chairperson provided that the motion has been circulated at least one week before the meeting and remains unchanged. Those eligible to vote on any particular issue are defined as, "those present and voting plus those submitting absentee ballots." Special exceptions to this voting rule may be determined by the Faculty Assembly as needed. Approval of an exception will be by written-ballot and will require a two-thirds majority of the voting members of the Faculty Assembly.

Article III- Other Department Assemblies

A. Membership

The staff assembly, undergraduate student assembly and graduate student assembly consist, respectively, of all the staff, undergraduate students and graduate students as specified in Article I of this Plan of Organization.

B. Functions

The staff, undergraduate student and graduate student assemblies of the Department shall act as the electorate in Department, College and Campus elections in which the members of the constituent assembly are entitled to vote, and to select, where applicable, their own candidates for any such election.

C. Organization and Meetings

Each Department constituent assembly (staff assembly, undergraduate student assembly and graduate student assembly) shall be entitled to formulate and operate under its own plan of organization. Any such plan of organization shall be filed with the Department Chairperson.

The staff, graduate and undergraduate student assemblies need not hold regularly scheduled meetings. Upon petition of 20 percent of the membership of any one assembly, the Department Chairperson shall call and attend a meeting if the assembly has no Chairperson at that time. The place, date and time of these meetings shall be announced by the Department Chairperson at least two weeks prior to the meetings.

Article IV – Other Faculty Appointments

Individuals may be added to the faculty by appointment as Affiliate or Adjunct members and as Research members as specified in University guidelines. Individuals may be added to the faculty by appointment as Faculty Research Associates and Faculty Research Assistants. There is no

Department faculty vote for such research positions rather, individuals in these positions are hired at the discretion of regular tenure-track, tenured, affiliate, adjunct, or research faculty.

A. Affiliate

For consideration of appointments to the Department Faculty at the rank of Affiliate Assistant Professor, Affiliate Associate Professor, and Affiliate Professor, all full-time tenured and tenure-track faculty in the Department shall vote. The rank, Assistant Professor, Associate Professor, or Professor, shall be consistent with University policies, guidelines, and current status of nominee. The expectations of the nominated affiliate faculty member shall be specified in a nomination letter, which is to be sponsored by at least one member of the Faculty Assembly. The letter and complete c.v. are needed for review and vote. The result of this vote shall be forwarded to the Department Chairperson and to the Dean.

B. Adjunct

For consideration of appointments to the Department Faculty at the rank of Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor, all full-time tenured and tenure-track faculty in the Department shall vote. The rank, Assistant Professor, Associate Professor, or Professor, shall be consistent with University policies, guidelines, and current status of nominee. The expectations of the nominated adjunct faculty member shall be specified in a nomination letter, which is to be sponsored by at least one member of the Faculty Assembly. The letter and complete c.v. are needed for review and vote. The result of this vote shall be forwarded to the Department Chairperson and to the Dean.

C. Research

For consideration of appointments to the Department Faculty at the rank of Research Assistant Professor, Research Associate Professor, and Research Professor, all full-time tenured and tenure-track faculty in the Department shall vote. The rank, Assistant Professor, Associate Professor, or Professor, shall be consistent with University policies, guidelines, and current status of nominee. The expectations of the nominated research faculty member are that the faculty member will be engaged in research activities of the department, they shall be specified in a nomination letter, which is to be sponsored by at least one member of the Faculty Assembly. The letter and complete c.v. are needed for review and vote. The result of this vote shall be forwarded to the Department Chairperson and to the Dean.

D. Voting

Appointments involving tenure are covered in Article V. Each meeting of the Faculty Assembly called for voting on appointments that do not involve tenure shall be conducted in the following order: 1) call to order; 2) review, discuss and vote on new appointments to the rank of Assistant Professor; 3) announcement of results of vote; 4) review, discuss and vote on Associate Professor candidates; 5) announcement of results of vote; 6) review, discuss and vote on Professor candidates; 7) announcement of results of vote; and 8) adjournment.

Article V - Appointments, Promotion and Tenure (APT) Procedures

All members of the faculty who are candidates for promotion and tenure and those individuals who are being considered for appointment in a tenure track or tenured position shall be evaluated on their teaching, research, and service accomplishments. The APT Committee shall elect its

Chairperson and devise its rules of procedure in accordance with College, Campus and System Guidelines.

A. Membership of the APT committee

With the exception of the candidates for promotion and/or tenure, who do not participate in discussion or voting of their own cases, the eligible members for voting shall be as follows:

1. For consideration of new appointments to the Department Faculty at the rank of Assistant Professor, all full-time tenured and tenure-track faculty in the Department shall vote. The result of this vote shall be forwarded to the Department Chairperson and to the Dean;
2. For consideration of new appointments or promotions within the Department Faculty to the rank of Associate Professor, with or without tenure, all full-time tenured faculty in the Department holding the rank of Associate Professor or Professor shall vote. The result of this vote shall be forwarded to the Department Chairperson and to the Dean;
3. For consideration of new appointments or promotions within the Department Faculty to the rank of Professor with tenure, all full-time tenured faculty in the Department holding the rank of Professor shall vote. The result of this vote shall be forwarded to the Department Chairperson and to the Dean;
4. Each meeting of the Faculty Assembly called for voting on appointments, promotion and tenure shall be conducted in the following order: 1) call to order; 2) review, discuss and vote on new appointments to the rank of Assistant Professor; 3) announcement of results of vote; 4) review, discuss and vote on Associate Professor candidates; 5) announcement of results of vote; 6) review, discuss and vote on Professor candidates; 7) announcement of results of vote; and 8) adjournment;
5. Faculty who are currently on official leave of absence from the University are not eligible to vote on promotion cases.

If more than one candidate is being considered at the same rank, the order of the meeting shall be such that voting shall be completed for all candidates at that rank, prior to announcement of the results of the secret ballot voting.

B. Membership of APT Sub-Committee

The APT committee shall elect two APT sub-committees, one sub-committee for the Assistant to Associate promotion and the other for the Associate to Full promotion cases. The department chair in consultation with the candidate's mentor shall nominate individual members of the two APT sub-committees.

Each APT Sub-Committee shall consist of at least three, but not more than five, faculty members elected by the Faculty Assembly, excluding APT candidates.

C. Meetings

The Sub-Committees shall meet as required to consider new appointments and/or promotions with the Department.

The APT Committee shall be called by the Chairperson of the Committee for meeting as required. At least one week's notice shall be given prior to each meeting of the Committee.

The Department Chairperson may be present at the APT meetings to answer specific questions about the candidate. However, time should be allowed for discussion without the Department Chairperson present.

D. Functions

The functions of the APT-Sub-Committees, as defined by the College of Engineering and University APT guidelines, shall be to solicit relevant information and peer review letters of assessment of the candidates, and to assemble and organize a dossier about a candidate and present the candidate to the APT committee.

E. Voting

The APT committee Chairperson shall designate responsibility for the tabulation of the results of all voting prior to each meeting. The voting procedure will be as follows: 1) after the presentation of a report on the candidate's merits, the committee will discuss the candidate's case until all the faculty present express their opinion/ concern on the candidate; 2) the formal and final vote will be conducted via secret written ballot; 3) absentee ballots received by the Sub-committee Chairperson prior to the meeting shall be included in the results of the formal vote.

A passing vote for the promotion/appointment of the candidate requires greater than 50% positive votes of the total votes.

F. Quorum of the APT Committee

In order to constitute a quorum of the APT Committee meetings, at least 2/3 of the eligible faculty (as defined in Article V.A) must be in attendance.

G. Pre-tenure Reviews

The Fischell Department of Bioengineering shall implement the current A. James Clark School of Engineering APT policy, which stipulates that the initial contract for Assistant Professors shall be for one to three years with written notification if the contract will not be renewed. The Department will implement the following:

1. Each tenure-track faculty member must receive annual written reviews from the Chairperson of the Department;
2. Each tenure-track faculty member shall undergo a formal contract renewal review at the end of the faculty member's second year of the contract, the written results of which will be forwarded to the faculty member and the Dean. The reviews shall remain part of the faculty member's file. In the case of contract renewal, the result of the review shall be a written assessment of progress toward tenure, including specific recommendations regarding areas of identified weakness. If the review results in a decision not to renew the contract, a written explanation of the reasons for the decision must be prepared.

3. These reviews shall provide early feedback about the faculty member's progress in the areas of teaching, and creative and/or research contributions, advice and guidance regarding actions that might further career goals, along with any recommendations for changes in activities and focus.

H. Review of Tenured Faculty

Each tenured Associate Professor must receive a formal intermediate review of the progress towards meeting the criteria for promotion to the rank of Professor no later than the fifth year of a tenured Associate Professor's appointment and every five years thereafter. Post tenure review guidelines provided by the campus supersede Department guidelines. See Appendix C for details.

I. Mentoring

Each Assistant Professor and untenured Associate Professor will be mentored by one or more members of the senior faculty, other than the Chairperson of the Department. The mentors for each faculty will be assigned by the Chairperson. Mentors should encourage, support and assist these faculty members and be available for consultation on matters of professional development. Favorable informal assessments and positive comments by mentors are purely advisory to the faculty member and do not guarantee a favorable tenure and/or promotion decision. In addition, the Department Chairperson will perform annual informal reviews of the accomplishments of all Assistant Professors and untenured Associate Professors, including input from the assigned mentors.

Article VI - Ad-Hoc Committees

Ad-Hoc Committees shall be created by the Chairperson for specific tasks, and shall cease operation when those tasks are completed.

A. Membership

Members of the Ad-Hoc Committees shall be selected by the Chairperson.

B. Meetings

Ad-Hoc Committees shall develop their own internal procedures consistent with their missions and meet as often as necessary.

Article VII - Human Relations and Welfare

Matters of departmental compliance with the Human Relations Codes and Affirmative Action Plans of the University and resolution of individual grievances within the Department are coordinated by the Committee on Human Relations and Welfare, which is a standing departmental committee. The functions of the committee specifically include the following: To review annually the Department's Affirmative Action Plan and forward appropriate recommendations to the Department Chair to seek ways of resolving grievances brought to its attention, following the established campus policies and cognizant organizations; to seek ways and means by which the Department can ensure that employment within the Department is open **to all qualified persons, regardless of sex, color, creed, national origin, or physical handicap**, and that practices which

may create barriers to equal education and employment opportunities be eliminated; to make appropriate recommendations in support of the Department's Affirmative Action Plan.

The membership of the committee consists of the Department Chair and/or his/her representative(s) and four elected representatives of the Department, including at least one each of its staff, students, and faculty. The department's Equal Employment and Education Opportunity (EEEE) officer is an ex-officio member of the Human Relations and Welfare Committee.

Article VIII - Amendments

Proposed amendments of the Plan of Organization may be introduced by the Department Chairperson, or by a written petition signed by at least one-fourth of the faculty in the Department. The Plan of Organization will be reviewed once every four years. The proposed amendments to the Plan of Organization shall be placed on the agenda of the next regular meeting of the Faculty Assembly, provided that the Faculty is given two weeks written notice of the text of the proposed amendment.

Approval of a recommended amendment by a two-thirds, written-ballot vote of the voting members of the faculty assembly present shall constitute adoption of the amendment. Absentee Ballots shall be valid provided that the amendment as circulated remains unchanged by action of the Faculty Assembly in the meeting.

Article IX - Ratification of Plan

The amended plan of organization becomes effective when it has been approved by a two-thirds majority vote at a meeting of the Faculty Assembly.

Appendix A. Merit Pay Distribution Plan

1. Introduction

The UMCP Organizational Plan requires that each Department develop a merit plan and a Department Merit Pay Committee (MPC). The MPC will evaluate and rank all tenured and tenure-track Faculty in order to advise to the Department Chairperson.

The assessment will reflect quality and quantity of performance in the areas of teaching, research, service, and impact. Performance in the areas of teaching and research are weighed equally and each more heavily than service or impact. It is noted that part of the educational mission is graduate student training, and this is evaluated as part of teaching.

2. Composition of the Department Salary Committee

- a. The MPC shall be composed of five faculty members, at least one from each rank. Insofar as possible, the MPC's composition shall also reflect the gender and racial distribution and the various scholarly interests of the department. It is recognized that this distribution may not be achievable on a year by year basis, but over a period of years, a reasonable degree of representativeness should be achieved.
- b. The members of the MPC shall be elected by the entire faculty and will serve a one year term, with the exception of one member, selected by the committee, who will serve a second year as Chair of the committee. Each year the Department Chairperson shall review the makeup of the MPC over the previous five years to assure appropriate representation has been achieved and if it has not, the Chairperson is to take appropriate action with faculty approval via subsequent voting, to rectify the situation.

3. Responsibilities of MPC

- a. The MPC will evaluate the performance during the current year of each faculty member in the areas of teaching, research and service.
- b. For each faculty member, the MPC will determine a performance rating explicit in each category as identified in a Summary of Faculty Performance Form (Appendix B).
- c. The performance rating for each faculty member will be given to the Department Chairperson.

4. The Evaluation Process

- a. The MPC will be provided by the Department Chairperson with the faculty review forms from the current year as well as the teaching evaluation scores for the two most recent semesters for which they are available. The Chairperson will also provide a complete CV for each faculty member. The evaluation should reflect performance over at least the immediate past three years. For years when merit pay is not available, the achievements of the faculty members will be taken into consideration in which merit pay is available for that year (or years) during the next year in which merit pay is available. Faculty members may append the faculty review forms with additional documentation of performance.

- b. Each faculty member shall be evaluated independently by each of the five members of the MPC in each of the four areas of teaching, research, service, and impact
- c. In each of the four areas, the relevant activities will be evaluated.
- d. The MPC chair completes the Summary form based on the committee outcomes.

5. Role of the Department Chairperson

- a. The Chairperson shall assign the merit pool based on the following: (i) the performance rating for the current year; (ii) additional factors not counted by the MPC. The additional factors may include: leadership in new initiatives, honors and awards, departmental citizenship, new research areas developed, new facilities developed, special projects for the Department; (iii) A portion of the merit pool may be reserved to address inequities as they may arise. The responsibility for correcting inequities is left to the Department Chairperson.
- b. Following the assignment of merit increments, the Chairperson shall provide feedback to the MPC describing how the merit increments were determined.
- c. Each faculty member shall be informed in writing by the Chairperson of the ratings provided by the MPC and amount of his/her merit raise. This letter will indicate that the MPC and Chairperson have followed the Plan or indicate areas where they have deviated from the plan. Faculty members have the right to appeal the merit pay decision via a formal letter to the Chairperson.
- d. The Chairperson shall annually evaluate the salary structure of the department and consult with the appropriate administrators (Dean or the Provost) to address salary compression or salary inequities that have developed in the unit.

6. Relevant Activities in Each Area

- a. Teaching Activities
 - (i) Classroom instruction. Evaluation should take into account student evaluations, normalized according to level. The number of classes and load required for each course should be considered.
 - (ii) Educational development: development of new courses, significant revisions, publication of textbooks.
 - (iii) Undergraduate advising, non research graduate student advising and student recruitment.
 - (iv) Advising of undergraduates and graduates on research.
- b. Research Activities
 - (i) Publication and presentation of research results.
 - (ii) Grants and contracts. Competitiveness of the award process and extent of peer review and importance.
 - (iii) Completion of M.S. and Ph.D. theses by research advises.
 - (iv) Graduate student research advisement and participation on thesis committees.
- c. Service
 - (i) Department service.
 - (ii) College service.

(iii) Campus service.

(iv) Community and professional service.

Appendix B

Summary of Faculty Performance Fischell Department of Bioengineering University of Maryland, College Park

Year:
Faculty Name:

MAJOR STRENGTHS:

AREAS NEEDING IMPROVEMENT:

MAJOR CONTRIBUTION(s):

NOTABLE IMPACT:

OVERALL PERFORMANCE (check one in each column)

	Research	Teaching	Service	Impact
Meritorious				
Average				
Needs Improvement				

Committee Chair (signature):

Date:

Appendix C

GUIDELINES FOR IMPLEMENTING THE CURRENT POST-TENURE FACULTY EVALUATION POLICY

In 1995, the University adopted Policy II-1.20(A) on the Periodic Evaluation of Faculty Performance, to facilitate the continued professional development of tenured faculty members. This policy was revised in 1998 in accordance with the requirements of the USM Policy on the Comprehensive Review of Tenured Faculty (19.0 II-1.19). The purpose of comprehensive “post-tenure” review is to enhance the professional and scholarly productivity of the tenured faculty, recognizing both meritorious performance and/or problematic situations as they may emerge. Such “post-tenure” reviews supplement other periodic evaluative reviews, such as annual merit reviews. The present guidelines have been adapted from the Provost’s memorandum dated September 18, 2013, with added procedures relevant to the Clark School of Engineering process.

Frequency of evaluations:

“Comprehensive post-tenure reviews” of each tenured faculty member must occur no less frequently than every 5 years (USM Policy 19.0 II-1.19.5). Units can stagger comprehensive reviews so that all reviews do not coincide in the same year. Faculty with longer service since their last tenure or promotion review should be reviewed first.

“Periodic reviews” may consist of standard merit reviews (normally spanning 3 years of data) or any other relevant evaluative review leading to contract renewal. Units may determine the frequency of such “periodic” reviews, to conduct them either annually or bi-annually.

In addition to every 5 years, “two consecutive [periodic] reviews that indicate that a faculty member is materially deficient in meeting expectations shall occasion an immediate comprehensive review” (USM Policy 19.0 II-1.19.5).

Required Elements of Post-Tenure Comprehensive Review Procedures:

Description of Timeline for Evaluations

No less frequently than every 5 years, or if two consecutive periodic reviews (which for BIOE are the annual reviews performed by the Merit Pay Committee) indicate that the faculty member does not meet expectations.

If the faculty member has an approved sabbatical or other leaves then the comprehensive review shall be delayed for the period of the leave.

Who Conducts the Review

The review should be conducted “consistent with the general principles of peer review” (USM Policy 19.0 II-1.19.3).

The composition of the department’s faculty committee conducting the review shall consist of at least 3 tenured faculty at or above the rank of the faculty member being reviewed. The review committee shall be elected representatives of the Faculty Assembly as specified by the department’s Plan of Organization.

If there are fewer than three (3) eligible faculty members in the department, the dean at his/her discretion shall appoint one or more eligible faculty members from related units as voting members of the post-tenure review committee, to ensure that the review committee shall contain at least three (3) persons.

Description of the Comprehensive Post-Tenure Review Portfolio

The portfolio shall include:

- a personal statement from the faculty member, no longer than 4 pages
- a current signed CV
- All Faculty Activity Reports (FAR) reports for the past 5 years
- teaching evaluations as provided by the courseevalum website

Criteria for Outstanding, Satisfactory, and Unsatisfactory performance

These metrics are available as an Appendix to the Plan of Organization and may be amended from time to time by the Faculty Assembly.

Description of Evaluative Report

A written “peer appraisal” report and overall categorical rating, such as outstanding, satisfactory, and unsatisfactory, are recommended.

Description of the Process and Timeframes

- Portfolio of materials is submitted to peer review committee.
- Peer review committee submits peer-authored written report to faculty member.
- Faculty member submits optional written response to the review committee within 14 calendar days of receipt of the appraisal.
- The faculty portfolio, including the optional written response, is submitted to the department Chair.
- Faculty member meets with Chair to discuss final evaluation.
- If deemed appropriate by the Chair, faculty member and administrator discuss and agree on a firm written development plan, with timetable, for enhancing meritorious work and a procedure for evaluation of progress at fixed intervals. Development/outcomes plan must be summarized in a written report signed by both the faculty member and the administrator.
- Chair issues final evaluation.
- The final evaluation and development/outcomes plan should be forwarded to the Dean’s office by February 1. The portfolio is made available for the Dean’s review, upon request.
- Notification of the outcome of the review should be sent to the Office of Faculty Affairs by the Dean by May 1.

Appeal Procedures

In the event the faculty member disagrees with the final evaluation, a written appeal may be filed with the Dean by March 15.

The Dean must review the portfolio, the peer-authored written report, the faculty member's optional written response, the Chair's final written evaluation, and the faculty member's written appeal, and meet separately with the faculty member and the administrator to discuss the evaluation.

The Dean should issue a decision on the appeal by April 15. No further appeal can be granted.

Following completion of the appeal, if any, a notification of completion of the review should be sent to the Office of Faculty Affairs by the Dean by May 1.

Notice of Where Evaluation Reports are Maintained

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