

**Process for Periodic (Five-Year)  
Performance Review of  
University of Maryland Extension (UME)  
Tenured Faculty**

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 developed by the Office of Faculty Affairs to facilitate compliance with and implementation of the USM/UMCP policies and the [Provost’s memorandum](#) dated September 18, 2013.

“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.

In addition to every 5 years, “two consecutive annual 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).

Faculty on sabbatical leave or other long-term leave will be scheduled accordingly. Those planning sabbatical leave will be scheduled before the leave request is approved in order to determine whether sabbatical leave should be granted. Faculty on long-term leave such as FMLA will be rescheduled upon their return to work.

The review will be conducted “consistent with the general principles of peer review” (USM Policy 19.0 II-1.19.3). Each year the Unit P&T Administrator will appoint a faculty committee of peers to conduct the review. The committee will consist of no less than three tenured UME faculty members.

Portfolios being reviewed should include at a minimum:

- A personal statement from the faculty member,
- A current up to date Curriculum Vitae,
- Teaching evaluations, and
- Materials from all annual reviews since the last comprehensive review.

Review criteria will follow UME’s annual review criteria (Scholarship, Teaching and Service), with appropriate ratings of Job Well Done, Needs Improvement, and Exceeds Expectations as suggested in the “peer appraisal” report (UMCP Policy II-1.20(A)).

Those performing at the Exceeds Expectations level will be encouraged to apply for promotion to Principal Agent, and internal and external awards.

Those performing at substandard levels will be required to develop in conjunction with their appropriate Program Leader, a plan of required deliverables and due dates, and also will lose privileges such as sabbatical leave, at the discretion of the Unit P&T Administrator and the Dean.

Timeline:

- In August, faculty up for 5-year review will be notified and the committee members selected by the ADO.
- Following the mandatory Promotion and Tenure Process in the fall, the faculty under review will be required to submit the proper components for the review. (See above.)
- The committee will begin its review and submit their findings by December 1st to the faculty member.
- The faculty member may submit an optional written “response to the review committee within 14 calendar days of receipt of the appraisal.” (UMCP Policy II-1.20(A)).
- The committee’s appraisal and faculty member’s response (if exercised) shall be submitted to the ADO by December 16th.
- The faculty member meets with the Unit P&T Administrator to discuss the final evaluation (UMCP Policy II-1.20(A)).
- If deemed appropriate by the Unit P&T Administrator, the faculty member and appropriate Program Leader will 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 (UMCP Policy II-1.20(A)). Development/outcomes plan must be summarized in a written report signed by both the faculty member and the Program Leader.
- The Unit P&T Administrator issues the final evaluation.
- The final evaluation and development/outcomes plan should be forwarded to the Dean’s office by February 1st. The entire 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.

Appeals Procedures:

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

The Dean must review the portfolio, the peer-authored written report, the faculty member’s optional written response, the Unit P&T Administrator’s final written evaluation, and the faculty member’s written appeal, and meet separately with the faculty member and the Unit P&T Administrator and/or Program Leader to discuss the evaluation.

The Dean should issue a decision on the appeal by April 15th. 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 1st.

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

Updated: August 17, 2015