IV. PERFORMANCE EVALUATIONS

Performance evaluations of faculty of the Department for purposes of annual evaluation, promotion, tenure and continuing contract recommendations shall be in accord with criteria described below and consistent with the applicable Agreement between the University of Maine System and Associated Faculties of the University of Maine System. The peer committee for all such recommendations shall be the Personnel Subcommittee of the Department of Geosciences.

1. In its consideration of a faculty member for annual review, tenure, continuing contract promotion, promotion, reappointment and post-tenure review the peer committee shall:

   a. have access to the faculty member's personnel file, including any supplementary materials provided by the faculty member, and

   b. provide the faculty member with an opportunity to meet with and address the committee.

The peer committee may request from the faculty member supporting documents, or other information pertaining to assignments of the faculty member.

2. Evaluation Criteria:

   Recognizing that the mission of the University is teaching, research and public service, the Department may evaluate faculty using the following criteria, which are listed in alphabetical order:

   1. Course and curricular development, whether disciplinary or interdisciplinary;
   2. Departmental, college, campus and University assignments and service;
   3. Instruction, including service learning and internships, disciplinary and interdisciplinary;
   4. Professional activities, including disciplinary and interdisciplinary professional associations and consulting, whether compensated or uncompensated;
   5. Public service in discipline, whether compensated or uncompensated;
   6. Publications and papers in disciplinary and interdisciplinary venues, domestic and foreign;
   7. Research, including applied research, whether funded or unfunded; inclusion of undergraduates in research efforts
   8. Scholarly writing, whether published or unpublished;
   9. Service to the wider community;
   10. Student advising.

These evaluation criteria shall be the sole criteria relating to professional performance used in personnel recommendations or as otherwise provided in the
applicable Agreement between the University of Maine System and Associated Faculties of the University of Maine System. Evaluation criteria shall remain in force until such time as revisions have been developed and approved.

3. Evaluation of teaching is regarded as a very important factor to be considered. Effective teaching is necessary for promotion and tenure. The peer committee shall review teaching materials such as syllabi, assignments, tests, summaries of student evaluations, and such other materials as they deem appropriate. The peer committee shall note new course development and the number of students taught during the period evaluated. Student course evaluations shall be considered during performance evaluation. Representative summaries of student evaluations shall be prepared by Departmental administrative staff who are not students, and shall be verified by the Chair. For tenure and promotion, the candidate may request a departmental peer observe and prepare a brief written report on classroom instruction; the candidate may provide a teaching portfolio in supplemental materials.

4. Scholarship is highly valued and is a necessary component for promotion and tenure. Scholarship comprises original research and scholarly publication. Faculty shall be evaluated on their distinctive disciplinary and interdisciplinary contributions through scholarly publications, research, and/or creative work. Contributions are distinctive when they are original, when they address a general and public body of knowledge or creative work, and when they are presented to professional communities including those beyond the local (i.e. regional, national, or international).

The Department values authorship or co-authorship of published scholarly books or textbooks, peer-reviewed journal articles, and chapters in scholarly books as well as authorship or co-authorship of derivative textbooks, editorship of scholarly books or textbooks, authorship of research monographs, professional reports including maps, bibliographies, book reviews, academic conference papers, teaching materials, or other scholarly works, all of which are valued as research and scholarship.

Because there are many different types of scholarship accepted within the discipline of Geosciences, and because they may be presented in many different combinations to a peer committee by different candidates, the Department deems it unwise to attempt to specify in advance how many of what type of scholarship would demonstrate an adequate level of performance for all candidates. Evaluations of performance shall be made on a case-by-case basis, considering the previous record of the person evaluated, and previous advice given concerning plans for future activity. An assessment of previous performance in terms of expectations for promotion and/or tenure shall be communicated to the person evaluated during each performance review and to the Dean in the form of the required letter of recommendation from the peer committee.

While it is expected that all faculty members will participate in each of the three spheres of professional activity (teaching, scholarship and university and public service), we realize that each faculty member has their own strengths and interests, and may emphasize some spheres more than others.

Evaluation and Faculty Load - As an element of due process and a principle of fairness,
faculty should know the basis on which their accomplishments are to be evaluated. In particular, faculty performance should be evaluated in light of load assignments negotiated between the candidate, the department, and the Dean. If faculty and the Dean negotiate faculty participation in the specific projects or activities, faculty accomplishment in those projects or activities may be given weighted consideration in their overall performance evaluation along with other areas. Individual faculty and the department and Dean share the responsibility of ensuring that such negotiated load assignments are consistent with the standards specified in this document.

5. Service to the department, college, and university; service to a faculty member’s discipline or professional association; and service in a professional capacity to the wider community are expected of faculty members of all ranks. Pre-tenure faculty members should normally carry lighter service. Service comprises committee work or special assignments, the holding of leadership positions, presentation of papers and speeches to outside groups, consulting, interviews with the news media, articles in encyclopedias, journal article reviews, professional newsletters, trade magazines, opinion-editorial pieces, and other work in the individual’s field, and work in community projects in a professional capacity.

6. During performance evaluations of faculty for such things as post-tenure review, the peer committee may conclude performance in the period under review is satisfactory, outstanding, or unsatisfactory in each area for which evaluation criteria are identified, and in overall evaluation.

   a. Satisfactory performance means a record of course and curricular development, advising and instruction with acceptable teaching evaluations by students or peers; evidence of research and scholarly activity, some of which should be published; and active service within the university, professional associations, and the wider community.

   b. Outstanding performance means a more than satisfactory record of course and curricular development, advising and instruction with superior teaching evaluations by students or peers; evidence of research and scholarly achievement published in a book, or peer-reviewed journal; and service leadership in the form of office holding, substantial contributions or special assignments in committees within the university, professional associations, or community organizations.

7. Expectations for ranks. A Ph.D. or appropriate terminal degree is prerequisite for all except a fixed-length, temporary, emergency or part-time appointment. Candidates for tenure-track positions shall have demonstrated promise in teaching and scholarship.

For reappointment beyond the second year, evidence of scholarship, published or unpublished, complete or in progress, must be presented to the peer committee. By the end of the second year the candidate shall have demonstrated satisfactory performance in teaching and service.

For reappointment beyond the fourth year, the peer committee must be able to discern a pattern of significant and continuing intellectual development as evidenced by
scholarship published or accepted in appropriate venues. The overall record must also demonstrate the candidate has a record of satisfactory teaching and active service.

A recommendation for tenure and/or promotion to Associate Professor requires a sustained record of scholarship and a discernible pattern of intellectual development. Ordinarily, such evidence will consist of scholarship, at least some of which was published or presented in peer-reviewed venues. A favorable recommendation also requires a sustained record of high quality teaching and an active record of satisfactory service.

Promotion to the rank of Professor requires a significant disciplinary or interdisciplinary contribution to scholarship and a reputation beyond the local or regional. Such standing requires a substantial body of published scholarship, as recognized by peers. Also required is a sustained pattern of excellence in teaching and an active record of satisfactory service.

8. Performance evaluations shall be scheduled to insure that applicable promotion, tenure, continuing contract status, and reappointment schedules and/or deadlines are met. In arriving at a recommendation for promotion and/or tenure, the peer committee shall consider, among other matters, letters evaluating the work of the applicant. The letters must come from sources both within and outside of the University of Maine System. The chair of the peer committee shall solicit all letters, both internal and external, on behalf of the candidate. The candidate will present the names of five or more persons external to the University of Maine System who are able to comment on the candidate’s scholarship. The committee may add names to the list. The committee will select and request comments from at least four of those on the final list. Three of these letters shall become part of the applicant’s file. The candidate will select the other referees. The peer committee shall forward its performance evaluation and recommendation regarding annual review, tenure, continuing contract or promotion to the Dean in a timely manner. Peer recommendations both majority and minority (if any) must be signed by all of the peer committee members participating in the recommendation. The names of all peer committee members must be listed and a tally of the vote including any abstentions must be recorded.

9. Within one week of receipt of the peer recommendation from the chair of the Personnel Subcommittee, the faculty member may prepare a written response to the recommendation. The response, if any, shall go forward with the recommendation to the Dean.

V. ASSIGNMENT OF OVERLOADS

Overload teaching assignments proposed for full time faculty within the Department shall be forwarded by the Chair to the Dean for consideration and approval as opportunities arise. In accordance with applicable collective bargaining agreements, such opportunities shall be offered first to full-time faculty, and any unclaimed sections shall thereafter be offered to qualified part-time faculty.