

## **Requirements and Expectations for Promotion and Tenure in the Department of Coastal Sciences**

The guidelines and criteria outlined in the section on Performance Evaluation form the basis for the decision to grant or decline tenure and/or promotion to the faculty in the Department of Coastal Sciences. These guidelines are intended to provide additional guidance to the tenure and promotion policies already supplied by the College of Science and Technology and the University.

### **Appointment or promotion to the rank of assistant professor**

Appointment or promotion to the rank of assistant professor requires evidence of promise in research, as indicated by publications derived from doctoral and post-doctoral research, teaching, and service.

### **Three Year Review for Untenured Faculty**

Each non-tenured faculty member holding a tenure-track position will undergo a comprehensive review of progress toward tenure during the third year of full-time service in the Department of Coastal Sciences (COA). This review, to be conducted as part of the candidate's annual review, will involve the Department's tenured faculty, Department Chair, College of Marine Sciences (CoMS) Dean and USM vice presidents. A positive review will signify that the candidate is making satisfactory progress toward tenure; a negative review may result in a terminal contract for the fourth year.

### **Requirements for Tenure**

Tenure and promotion are separate processes governed by the same procedure. That is, tenure and promotion evaluations and decisions are made separately, but they are based upon the information provided to the T&P committee in the Tenure/Promotion Dossier (volumes I and II). Criteria for tenure normally will be identical with those required for promotion to associate professor. Successful candidates for tenure must exhibit sustained quality performance in each of the three university missions of research, teaching and service. It is expected that each candidate will have demonstrated a high level of performance in research and in at least one of the other two categories. Candidates can apply for tenure during their sixth complete year at USM/COA. For those candidates given some amount of prior credit toward tenure, application can be made during the year in which USM/COA service and prior credit is equal to six years. See further requirements under the section, promotion from Assistant to Associate Professor.

### **Promotion from Assistant to Associate Professor**

Promotion through successive academic ranks implies an increasing measure of academic and scholarly maturity as evidenced by sustained quality performance in each of the three areas that constitute the mission of the university. Promotion to associate professor requires demonstration of high levels of performance in research and in at least one of the other two categories, as judged by the criteria described in the "Guidelines for Performance Evaluation" document. In addition, the candidate for either tenure or promotion must be recognized by peers as having made a major contribution to his or her specific field of expertise, as indicated in explicit evaluation by at least five external reviewers. For applications for promotion these reviewers must be at least at associate professor professional level. Applications for tenure and promotion to associate professor are generally considered at the same time, and can be made during the sixth year in residence at USM/COA.

### **Promotion to Professor**

Candidates for the rank of professor are teacher-scholars with a well-established national/international standing in their discipline and a strong record of contribution to the university and marine/coastal science community. Successful candidates will have a record of sustained high level performance in each of the three areas of the university mission. It is expected that candidates will have spent at least five years at the associate professor rank prior to applying for promotion to professor. Candidates will be expected to have graduated at least three students with graduate degrees, one of which must be at the Ph.D. level. In addition, the candidate must be recognized by peers as having made a major contribution to his or her specific field of expertise, as indicated in explicit evaluation by at least five external reviewers.

### **Schedule for Promotion and Tenure Decisions**


Candidates for promotion and tenure should be prepared to develop their materials according to the following time table, beginning during the academic year prior to that in which tenure/promotion evaluation will occur.

Early May - Candidates for promotion and/or tenure should submit a letter of intent and a draft CV, in CoST/CoMS tenure/promotion format, to the COA Tenure and Promotion Committee. This is intended to be an aid to the candidate in the tenure/promotion dossier preparation process.

The Department Tenure Committee is composed of members of the department who are tenured. The Department Promotion Committee is composed of members of the department who hold a rank higher than that of the candidate. The Departmental Tenure or Promotion Committee may select a smaller number of qualified faculty to conduct an initial review of the candidate's qualifications and to make an advisory report. All tenured faculty members in the department shall be given the opportunity to vote on the candidate's application for tenure. All faculty members in the department holding a rank higher than that of the candidate shall be given the opportunity to vote on applications for promotion. Candidates for promotion to full professor can withdraw his/her package after receiving the departmental recommendation report.

Mid-September - Final copies of the Tenure and Promotion Dossier, volumes I and II, are due to the COA T&P Committee.

Mid-October - Departmental T&P Committee shall notify the candidates of their recommendations by October 20. Evaluations and recommendations by the T&P committees, plus the dossiers will be submitted to the Departmental Chair for the transmission to the College Advisory Committee, which shall review the recommendation of the departmental committee and report to the CoMS Dean, advising him that the recommendation be confirmed, or that the recommendation be not confirmed.

  
Certified Chairman By-Laws Committee