

University of Maryland Extension (UME)

Appointment, Evaluation and Promotion (AEP) Process

This document provides guidelines for the Professional Track Faculty (PTK) Promotion process.

AEP Committees

Two first-level UME AEP review committees will be formed: 1) Senior Agent/Faculty Specialist Committee and 2) Principal Agent/Faculty Specialist Committee. Membership will be comprised of equal representation of PTK faculty from the five major program areas (4-H, AG, ENR, FCS and FSNE), and the Associate Dean or their designee. Members will be elected by online voting and serve for two years. Initially half of members will serve a three-year term to provide staggering. The Senior Committee will include three representatives from each of the five program areas and its members will be at the Senior or Principal rank. In the event that three members of a program area are not elected, the respective Program Leader will assign a member. The Principal Committee will be made up of two representatives from each of the five program areas and its members will be at the Principal rank. If there are not enough PTK faculty members to fill these roles the committee will be filled by tenured faculty appointed by the Associate Director/Associate Dean (AD)

The AD, in consultation with the APT/AEP Coordinator, will appoint AEP sub-committees of PTK faculty members within the review committees to present a summary of the candidate's role and accomplishments and the draft and final Evaluative Reports.

Voting Procedures

Given the role that PTK faculty play in the educational process across the state, conflicts will likely arise with regard to scheduling the AEP voting process. If and when physical presence is not an option, all reasonable efforts will be made for PTK faculty to participate in the discussion and voting through conference calling and/or web conferencing. Voting will be anonymous and may be done by ballot, e-mail or text to the APT/AEP Coordinator. It should be noted that:

- 1) These voting procedures should not be interpreted to mean that participation through conferencing is optional. Physical presence is preferred. Participation through conferencing and absences must be approved by the AD.
- 2) Discussion is recognized as being very valuable in the AEP consideration. Faculty must attend the discussion phase (either physically or through audio/video conferencing) to vote.
- 3) Announcing the AEP meeting date well in advance will help faculty to avoid scheduling conflicts.
- 4) Packets receiving over a 50% favorable vote at the first-level will be moved forward in the AEP process.
- 5) Faculty voting negatively on a candidate are strongly encouraged to provide an explanation for their vote to ensure a thorough and fair consideration and discussion of a candidate's qualifications.

Presence of the UME Associate Director/ Associate Dean

To facilitate the writing of the Department Chair's Letter, the AD may attend the first-level AEP committee meeting but participation is limited to clarification of AEP process.

Presence of Emeritus Faculty

Emeritus PTK faculty will not be included in the AEP committee discussions or meetings.

Rights of Candidate

The candidate will be kept informed of the process as it occurs at the first-level and the outcome by the AD as per University of Maryland AEP policies.

UME AEP Timeline

It is recommended that candidates considering promotion consult with their Program Leader the year prior to submitting their formal request.

The UME AEP timeline will be set by the AD one year prior to the submission due dates of promotion materials. The timeline will be available to faculty using current UME technology. The AD, in coordination with the APT/AEP Coordinator, is responsible for execution of the timeline.

Since PTK promotion is voluntary, candidates that do not adhere to the timeline will not be considered that year for promotion.

UME AEP committees will adhere to the required timeframes set by UME and the University of Maryland.

Submissions of Materials

Any candidate wishing to be considered for promotion must initiate the process by making a formal request to the AD, through the AEP/APT coordinator (www.extension.umd.edu/faculty-staff) by August 15th of the year they will be submitting their promotion materials.

Candidates going up for promotion must submit:

- Personal Statement* (2-3 pages)
- CV *(university format)
- Teaching Portfolio*

Additional materials that will be added to the promotion packet at the department level include:

- Teaching and Peer Evaluations* (Senior and Principal Agent Associate ranks)
- Job Description* (from PHR)
- Summary and review of Candidate's qualification by Program Leader (2-3 pages)
- Transmittal Form
- PTK Promotion Criteria*

* Documents must be signed by Candidate.

Appeals

PTK faculty can appeal a decision following Section V. Evaluation, Promotion, and Recognition in UM Guidelines.