

Three-Year (Pre-Tenure) Review Process for UME Tenure-Track Faculty

Extension faculty hired at the rank of Agent are given an initial appointment of three years, with the first year being a probationary year. A three-year review is conducted during the third year of employment in order to assess the faculty member's progress and potential for (1) research, scholarly and creative and/or professional activities, (2) teaching, extension, mentoring and advising, and (3) service. Additional areas of review will include professionalism, collegiality and overall program management.

The initial appointment may be renewed for an additional one, two, or three years; or it may be terminated in accordance with II-1.00(A) University of Maryland Policy & Procedures on Appointment, Promotion, and Tenure of Faculty. The Associate Dean/Associate Director (AD/AD) for UME is responsible for this process and may choose to delegate the facilitation of the process to the APT/AEP Coordinator.

Procedures for the three-year review for Extension faculty:

1. The faculty member will be notified after their two-year anniversary date of the upcoming review process. At that time the faculty member will be asked to provide electronically the following documents to the APT/AEP Coordinator 7 months after their two-year anniversary date:
 - a. Signed Curriculum Vitae (C.V.)
 - b. Signed Personal Statement (2 page maximum)
2. The APT/AEP Coordinator will compiled the following documents for the faculty member's review:
 - a. Teaching Effectiveness Evaluation Summaries
 - b. Year 1 & 2 Annual Reviews
3. The APT/AEP Coordinator will select at least three tenured faculty members from UME to serve on the three-year review committee. There may be more than one committee in the course of a year, depending on the employment dates of faculty at the rank of Agent. The APT/AEP Coordinator will appoint a chair for this committee(s).
4. The three-year review committee will have a maximum of six weeks to complete their review after which time the chair will send the three-year review feedback form and a brief letter for each candidate outlining the committee's recommendation to the APT/AEP Coordinator.
5. The APT/AEP Coordinator will forward the materials to the Associate Dean/Associate Director who will review all the materials and make the final decision concerning renewal/nonrenewal of the contract.

6. The AD/AD will inform the APT/AEP Coordinator, the faculty member's mentor and Program Leader of the decision. The Associate Dean/Associate Director will notify the faculty member in writing of the decision and provide feedback from the review committee.
7. Within 2 months of receiving the results of the review, the mentee should schedule a meeting with their mentor to discuss the review and recommendations.

If the results of the review deem it necessary, the faculty member may be asked to meet with their Program Leader and mentor to discuss the recommendations and develop an action plan including benchmarks. This plan is developed by the faculty member with input from their Program Leader and mentor. The faculty member sends this final plan to their Program Leader with copies to the APT/AEP Coordinator and Associate Director. This needs to be submitted within 45 days after their initial meeting with their Program Leader.

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