

CLAS Procedure for Administrative Post-Tenure Compensation Review for Non-Represented Faculty Members [rev. 7/21/2025]

Per Article 10 of the AFUM-UMS Collective Bargaining agreement, tenured faculty are reviewed every four years for a compensation increase. Most chairs and directors are not represented by AFUM, but as tenured faculty they are still reviewed every four years. The procedure for post-tenure review of chairs and directors is described below.

This review procedure applies to:

- Current chairs/directors who are not members of AFUM due to their administrative appointment.
- Former chairs/directors who are completing their post-tenure review while on a paid administrative leave immediately following their term as chair/director. Chairs/directors remain non-represented during their leave, returning to AFUM only after the leave ends.

Faculty members should submit the following in PDF format:

1. A letter or narrative summarizing their activities and accomplishments in administration, scholarship, teaching, and service (other than as chair or director) during the four-year period of review. The letter should be no longer than four single-spaced pages and must be copied to the personnel file.
2. A current CV.
3. A summary of teaching evaluations, presented in the Teaching Evaluation Template at <https://umaine.edu/las/faculty-resources/human-resources/>. These teaching evaluations must include the CLAS averages, which are available to chairs and directors on the AG SharePoint site.

Faculty members should also ensure that their online annual reports are updated in the Faculty/Staff Profile database at <https://library.umaine.edu/fsprofile/login.aspx>. The Dean's Office will access these reports electronically; hard copies do not need to be submitted.

No peer committee review is expected. However, chairs/directors who were recently appointed to their administrative positions and/or are associate professors intending to seek promotion to professor may request peer committee evaluation of their teaching and research. In such cases, the chair/director should also include a pdf of their faculty activity reports (covering the four-year period) for peer committee review and should submit their materials to the peer committee on the timeline used for represented faculty.

Materials are ordinarily due to the Dean's Office in early April.