

CLAS Procedure for Administrative Post-Tenure Compensation Review for Non-Represented Faculty Members [rev. 7-24-24]

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. This is because chairs/directors remain non-represented during their leave, returning to AFUM only after the leave ends.

Faculty members should submit the following:

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/>.

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>. Reports will be viewed online; hard copies should not 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 faculty member should also include a pdf of their faculty activity reports (covering the four year period) for peer committee review.

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