

College of Liberal Arts and Sciences
Guidance on the Implementation of Revised Departmental Evaluation Criteria [6-6-2023]

This document provides a summary of policies related to the revision and implementation of updated Departmental Evaluation Criteria for faculty performance. Please see **Article 10 – Evaluations** of the AFUM contract for further details.

If Changes are to be made to Departmental Evaluation Criteria (see Article 10.B.3.a)

When revising departmental evaluation criteria, each department, division, or other appropriate unit shall submit their evaluation forms, procedures and criteria to the department, division, or other appropriate unit chairperson or director for transmittal to the chief administrative officer or his/her designee at least 45 days prior to May 1st of any given academic year. Departments are encouraged, but not required, to seek input from the Dean's Office before transmitting their revised criteria.

For Reappointments and Tenure (see Article 10.B.3.f)

For unit members who are serving in probationary appointments at the time the standards and criteria for tenure are changed, the following shall apply:

1. Individuals in the third year of probationary service may elect to be reviewed either under the newly established standards or those standards in place at the date of their initial appointment as a probationary faculty member.
2. Individuals serving in the fourth year of probationary service and above shall be evaluated for tenure based upon the standards and criteria in place at the time of their initial probationary appointment.
3. Individuals serving in the first or second year of probation shall be evaluated under the newly established standards for tenure.

For Post-tenure Review (including non-tenure-track faculty with just-cause status)

The AFUM contract does not specifically address the implementation of revised evaluation criteria for faculty with tenure or just-cause status, who are to be evaluated every fourth year. Departments may follow their own historical practice, if desired. However, to align with the AFUM policy outlined above for reappointments and tenure, the CLAS Dean's office recommends the following guidance:

1. Individuals beginning their third year of the four-year review period at the time revised criteria are put in place (September 1 of the applicable academic year) may elect to be reviewed either under the newly established standards or under those standards in place at the beginning of the review period.
2. Individuals beginning their fourth year of the four-year review period at the time revised criteria are put in place shall be evaluated against the standards and criteria in place at the beginning of the review period.
3. Individuals beginning their first or second year of the four-year review period at the time revised criteria are put in place shall be evaluated under the newly established standards.

For Promotion to Professor (see Article 10.B.3.a)

Recommended departmental criteria for promotion to the rank of full professor shall contain information on when the revised criteria would apply to candidates for promotion to the rank of full professor. In no case shall a candidate for promotion to full professor have less than two years' notice of a change in the criteria.

The AFUM collective bargaining agreement is posted at <https://www.maine.edu/human-resources/labor-relations/>. Criteria are posted at <https://umaine.edu/provost/promotion-and-tenure/>