

CRITERIA FOR EVALUATION OF THE NSFA-HONORS PRECEPTOR OF GENOMICS

I. EVALUATION CRITERIA

The NSFA-Honors Preceptor of Genomics will be evaluated on the basis of teaching, scholarship and professional development, and service commensurate with assigned teaching load, with an emphasis on teaching, to include teaching in the classroom as well as other pedagogical activities such as leading educational student field trips and mentoring undergraduate research activities.

The evaluation criteria stated below shall be the sole criteria used in personnel recommendations associated with this position. It is the responsibility of the faculty member to assemble and present evidence to be included in their evaluation. All procedures for evaluation will be in accordance with the "Evaluation" Article of the current University of Maine Agreement with the Associated Faculties of the University of Maine (AFUM). The Department of Molecular and Biomedical Sciences (M&BS) and the Honors College both endorse the following guidelines, to be administered by the Joint Honors-M&BS Peer Committee. The Committee will be constituted as specified in the relevant Memorandum of Understanding and Section II of this document.

The evaluation criteria included herein are based on a teaching-research load division of 75%-25%. Teaching expectations are articulated in the Memorandum of Understanding with assignments specified by the Dean of the Honors College and Chair of M&BS. Supervising graduate students and teaching graduate courses is not expected but is welcomed. Expectations of this position include research, pedagogical development, and other scholarly activity within both units that, at least in part, involves undergraduates and pertains to Genomics.

TEACHING AND PEDAGOGY

Evaluation of teaching will be based on performance in both the Honors College and in M&BS. Classroom and laboratory teaching, contributions to curricular development, advising and mentoring students, advising Honors thesis students, serving on thesis committees, and supervising independent studies, internships, and other related student activities are considered in the evaluation of teaching. Measures used will include student evaluations of teaching, syllabi, and other course materials. Additional measures may include peer evaluations of teaching; written statements from students, alumni, and colleagues; self-reported analyses; teaching awards; and other relevant material.

The Peer Committee recognizes the difficulty and importance of teaching classes with large enrollments, laboratory classes conducting research with biological materials, maintaining currency in advanced courses where the subject matter is in a state of flux, and developing or revising lecture and laboratory courses. Other activities that may be included in the evaluation of teaching and pedagogy are innovative curricular and pedagogical approaches, efforts to obtain funding in support of curricular and

pedagogical development, organization of and/or participation in workshops or seminars on teaching, and guest lectures in any courses at the University.

Signed commendations or complaints in writing to M&BS or the Honors College become part of the faculty member's personnel file. The Honors College dean or M&BS chairperson must supply the faculty member with a copy of such a document. The faculty member may respond in writing to any such document, and the written response also becomes part of the personnel file. All materials placed in the Personnel File fall under the provisions of Article 6 of the current AFUM contract.

SCHOLARSHIP, RESEARCH, AND PROFESSIONAL DEVELOPMENT

M&BS and the Honors College recognize the importance of various forms of scholarship and professional development. This includes research and scholarship that engages undergraduate students, work aimed at enhancing Honors and/or STEM pedagogy, scholarship focusing on Honors education, and work within one's own discipline.

The Honors College and M&BS value scholarship, research, and creative activity conducted in collaboration with undergraduate students at all levels. Evidence of scholarship and professional development may include refereed publications, book chapters, review articles, citations of publications by other scholarly works, conference presentations, published abstracts, awards and prizes, invitations to speak at conferences or other academic venues, attendance at and participation in professional society meetings, grant funding acquired for undergraduate research experiences, documentation of submitted grant proposals, independent scholarly research, and curricular development. The candidate may propose similar activities for consideration that align with the mission of the Honors College and/or Department of M&BS. The Peer Committee recognizes that opportunities for funding are not uniformly distributed to all areas of research. Therefore, the level of external funding may not directly correlate with the level of effort or competence.

SERVICE

Service constitutes activities that sustain M&BS, the Honors College, and other components of the University, as well as Honors and Genomics disciplines. Service to the Honors College and M&BS includes administrative duties, committee assignments, involvement in College and Departmental events, and attendance at seminars. Service to the academic fields includes reviewing papers and grant proposals, serving on editorial boards, or serving in administrative capacities for professional societies. Service may also include providing expertise to government, industry, the law, and not-for-profit organizations, as well as presentations to citizen or school groups.

II. PEER COMMITTEE STRUCTURE

The Peer Committee for the NSFA-Honors Preceptor of Genomics will consist of AFUM-eligible representatives of both units. The Department of M&BS will be represented by two members selected by the Peer Committee of that Department. Honors will be represented by two members, who are not affiliated with M&BS, selected by the Honors College peer committee. During the evaluation process, the Peer Committee representatives from both Honors and M&BS will take into consideration that this is a joint position—half-time Honors, half-time M&BS—and adjust expectations regarding workload in each unit accordingly. The Peer Committee will forward its recommendations regarding reappointment to the chair of M&BS. The committee and chair's recommendations will be forwarded to the Dean of the Honors College and to the Dean of the College of Natural Sciences, Forestry, and Agriculture. The Deans will make recommendations to the Provost.

III. DEFINITIONS OF FACULTY RANKS

ASSISTANT PROFESSOR

As Assistant Professor, this faculty member is expected to contribute to the teaching mission of the Honors College and the Department of M&BS, both in a direct capacity and as more broadly defined above. In addition, the individual is expected to participate in scholarship and service, with a particular emphasis on activities that promote and foster undergraduate scholarship. The Honors College and Department of M&BS will not recommend tenure at the assistant professor rank.

ASSOCIATE PROFESSOR

Consideration for promotion to Associate Professor with Tenure typically occurs in the sixth year of the probationary period, accounting for any prior credit. To be recommended earlier will require achievements beyond those normally considered sufficient for promotion (see below). To be recommended for promotion, the assistant professors must have a consistent rating of satisfactory in teaching and research. Moreover, they must demonstrate a commitment to service consistent with the missions of M&BS and the Honors College. Associate Professors without tenure will be evaluated for tenure on the basis of the criteria for promotion to Associate Professor.

EARLY TENURE

Faculty members wishing to apply for early tenure and promotion must meet all usual criteria for teaching, scholarship, and service. In addition, they must demonstrate broad national and/or international recognition of their work, as substantiated by measures that may include significant national awards for teaching and/or scholarship, invitations to speak at prestigious conferences or institutions, frequent citation of their work, well-placed favorable reviews, or a publishing and/or teaching record beyond that required of a typical applicant.

PROFESSOR

Recommendation for promotion from Associate Professor to Professor depends not on length of time in rank but on quality of performance of assigned duties. NSFA-Honors Preceptor of Genomics candidates for rank of Professor must demonstrate sustained growth and development over time, with an outstanding level of achievement in teaching and at least satisfactory achievement in the research, as evidenced by the periodic evaluation reports and other sources of evidence. As a teacher, they demonstrate an extraordinary ability to stimulate in students a genuine desire for scholarly work. As a scholar-researcher, they have established a national reputation, as validated by experts in the field. Their record of service should demonstrate a sustained commitment to activities that align with and enrich the missions of the Honors College and M&BS. Professors without tenure will be evaluated for tenure on the basis of the criteria for promotion to Professor. Initial appointment to the rank of Professor for candidates from outside the University will not ordinarily be made; in the unusual case when it is, these same criteria will be used.

IV. PROBATIONARY PERIOD


University policy on the probationary period for faculty on a tenure track is established by the *Agreement of the University of Maine with Associated Faculties of the University of Maine—i.e.*, the University contract. This document varies from one contract period to another, and all faculty members should regularly consult the current contract. All faculty, especially probationary faculty, should clearly understand (1) what probationary status is, (2) what the criteria—departmental, college, and university—for promotion to the various ranks are, and (3) what the evaluative procedures used by the department, college, and university are. Very early in the first year, new faculty members should meet with the chair of the Department of M&BS and the Dean of the Honors College to discuss these policies. No new NSFA-Honors Preceptor of Genomics should be reappointed without knowing the policies and procedures that govern reappointment, promotion, and the granting of tenure.

The probationary period is a time of testing and trying-out: new colleagues must be allowed time to show how they can contribute to the missions of M&BS and the Honors College in teaching, scholarship, and service. During this time, the Honors-M&BS Peer Committee evaluates as fully as possible the quality of the faculty member's progress toward a permanent, tenured position. Because (a) evaluations at the beginning of the probationary period are limited to relatively short-term performance, (b) performance may in subsequent years vary positively or negatively, and (c) the mission and needs of M&BS or the Honors College may change, satisfactory annual evaluation during the early years of the probationary period cannot be considered as a promise of (or the equivalent of) tenure. Annual evaluation during the first two years of the probationary period is both judgmental and developmental: criticism should be tempered with constructive advice. Later on in the probationary period, the accumulating evaluation process must yield a final judgment; the entire probationary period is reviewed carefully and thoroughly, and it is on the basis of the entire accumulated record that the Peer Committee makes its final judgment: to recommend for promotion and tenure, or to terminate.


V. EXTERNAL EVALUATION

For promotion to Associate Professor and to Professor, UM System policy stipulates that external letters of evaluation from experts in the candidate's discipline be provided. Such letters are solicited by the Department of M&BS chairperson and the Honors College dean in accordance with University of Maine procedures.


Approved by the joint Honors/M&BS Peer Committee (2 March 2017).




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