

PEER COMMITTEE AND PEER REVIEW CRITERIA

University of Maine Department of Earth Sciences

September 10, 2002,

[name changed from Geological Sciences, June, 2003]

PEER COMMITTEE:

This committee will consist of four faculty members, all of whom must hold tenure and have a formal appointment in the Department of Earth Sciences. Deliberations concerning promotions will be conducted only by committee members holding higher rank than the person being considered for promotion. The Peer Committee also serves as the Policy Advisory Committee for advising the department Chairperson.

PEER REVIEW CRITERIA:

It is expected that all faculty members in the Department of Earth Sciences will have an appointment that balances teaching, research and service. The following criteria are intended as a guide to all untenured faculty members, regardless of rank, in preparing for evaluations with respect to progress toward promotion and/or attainment of tenure. They are further intended to specify levels of performance to guide Peer Committees regarding promotions from Associate Professor to Professor and for the standard annual evaluation for both tenured and untenured faculty members. The Department recognizes that mentoring of faculty members at early stages in their careers is important, as is accountability throughout faculty members' careers.

It is recognized that a number of faculty members have Joint Appointments, with some proportion of their salary coming from other units, such as the Institute for Quaternary and Climate Studies (IQCS) and the School of Marine Sciences (SMS), that will modify the details presented below. Those faculty members will be evaluated by a Joint Peer Evaluation Committee, as described in the "Revised Faculty Handbook 2000" and the current AFUM contract. There is a clear distinction in UM and UM System documents between "Joint Appointments" (most often referring to split salary line) and "Cooperating Faculty" (where no salary split is involved). However, certain GES faculty members whose salary comes exclusively from a research unit have Joint Appointments and their tenure or tenure-track resides within the Department of Earth Sciences. Research units do not grant tenure at UM. Cooperating Faculty members are evaluated by their primary academic unit. Cooperating Research Faculty members are evaluated by their primary academic or research unit.

Research Faculty members within the Department are part of the collective bargaining unit. They are evaluated annually by the Peer Review Committee for reappointment, and as necessary for promotion. Evaluation criteria are the same as for tenured or tenure-track faculty members, in proportion to the research appointment, and in consideration of additional contributions such as advising and teaching, if any.

The following criteria represent satisfactory performance within rank, as well as for tenure decisions and promotion. These criteria apply to a faculty member (except where specifically stated otherwise) whose appointment is 50% teaching and 50% research (where a 50% teaching appointment is defined as 12 credit hours per year). Variations in the conditions of appointment, such as administrative duties, will result in proportional adjustment of these expectations.

- I. Departmental Functions: The individual shall participate effectively on the normal committees of the Department, contribute to the development of Departmental policy, and be involved in overall Departmental activities such as faculty meetings, seminars, thesis

defenses, invited lectures and non-classroom interactions with students. Outstanding service in these areas will be appropriately recognized. Untenured faculty should not serve on too many committees.

II. College and University Functions: Faculty members shall be willing to serve on College and University committees, and in activities that aid the development of the Department, College and the University. However, untenured faculty should generally limit such service in the yearly years of establishing their careers.

III. Teaching Functions: The individual shall present evidence of satisfactory teaching at the undergraduate and graduate levels. Evidence should include student evaluations as well as personal student statements. Peer evaluation of course content and presentation should be sought out by the faculty member and/or the Peer and Curriculum Committees. In recognition that geology requires significant laboratory and field-oriented skills, preparation of students in these areas (e.g., by conducting field trips outside of the coursework), will be recognized appropriately. In order for the Department to fulfill adequately its teaching mission, as a portion of their assigned teaching load, all faculty members are expected to teach on a full time, regular basis (at least every other year), one undergraduate-level GES course. Moreover, if appropriate and feasible, all faculty members should teach one of the core courses for undergraduate geology majors. All faculty members shall also teach graduate courses. Both graduate and undergraduate teaching are viewed as very important contributions to the Department, and will be evaluated seriously. The Chairperson may be exempted, in part, from the undergraduate teaching requirements.

IV. Advising: All faculty members shall serve on thesis committees, and direct thesis work on a regular basis. These activities will be considered as part of (but not a substitute for) the individual's research productivity. Advising of undergraduates is recognized as a highly significant responsibility and all faculty members must participate in this activity as the opportunity arises. Documented effectiveness in both graduate and undergraduate advising will be monitored carefully via student questionnaires and evaluation of students' progress.

V. Scholarly Activities:

- (a) When appropriate, the individual shall interact with other faculty members within the Department, within the University, and with the academic and professional community at large.
- (b) The scholarly activity should lead to the dissemination of new knowledge in the form of publications and oral presentations. The expected level of performance will be prorated according to the following research appointments (<50%, 50%, and <50%). It should consist of, time averaged over a three-year period:
 - (i) (One, two, or three) refereed articles or maps every two years. These must be in national or international professional journals such that they reach wide audiences of peer scholars. (Book reviews, NEIGC guidebook articles, Antarctic Journal field season reports, and the like shall not be considered as commensurate substitutes although they are desirable: see (iii) below). For major articles with multiple authorship, the individual should be involved in proportionately more articles. For review purposes, faculty should indicate their percentage of effort on multi-author

papers. Refereed chapters in high-level, research-oriented books will be considered equivalent to a refereed article. A book (editorship, sole authorship) shall be the equivalent of two years of scholarly productivity if the book has a high-level research orientation. Textbooks or books for popular audiences will be counted as the equivalent of one year of scholarly activity.

- (ii) (One, two, or three) oral or poster presentations should be made every two years before professional organizations such as GSA, AGU, MSA, AMQUA INQUA, etc. Invited presentations are highly desirable. The represent recognition by the profession of the quality of the individual's work.
- (iii) Syntheses, open-file reports, field-trip guides, etc. are valuable "start-of-the-art" documents and any combination of two of them shall be equated with a single journal article.

VI. Extramural Funding: Research requiring significant funding should be supported largely through extramural sources. This does not imply that such fund-raising is in itself a substitute for scholarly activity. A crucial part of the health of the Department is faculty obtaining funding from graduate student stipends (beyond the limited Teaching Assistantships within the Department) and funds for students to conduct their thesis research. All faculty members shall attempt to procure such finding on a regular basis. There is a wide variation in the amounts and frequency of submissions required for fundraising activity, but this shall be documented, provided to the peer committee, and will be evaluated.

The above criteria for measuring scholarly activity (research teaching, advising) along with professional service and public service will be the basis for reappointment of untenured faculty and promotion to Associate Professor with Tenure. Promotion to Professor shall be based on consistent and long-term quality and productivity that complies with (III)-(VI), and national recognition as indicated by participation in national-level professional organizations, invited papers, etc. Promotion to Professor will normally be first considered six years after promotion to Associate Professor at the University of Maine. It is expected that Professors will maintain the same or higher level of activity in (III)-(VI) that is commensurate with the percentage level of their research appointment.

VII. Professional Service: Individuals must participate in such valuable service efforts as:

- (a) Proposal reviews (NSF, EPA, etc.)
- (b) Peer review of papers
- (c) Convening and/or chairing professional sessions
- (d) Serving on agency boards (NSF, National Academy of Science, etc.)
- (e) Sustained service to the State, such as membership on advisory committees

VIII. Public Service: Each faculty member is expected to contribute to our exchange with the public at the Departmental level. This could involve answering letters (inquiries) and phone calls, giving tours of the facilities, etc. Additionally, the individual should be willing to donate several days a year to the Maine community in the form of public lectures, (non-paying) consultation with State governmental organizations, etc.