

UNIVERSITY OF MARYLAND BALTIMORE COUNTY

Promotion and Tenure

COVER SHEET
(Confidential)

1. Nominee _____

Present Rank _____

Years at UMBC _____ Years in Rank _____

2. I certify that the candidate's dossier contains the following:

_____ Current curriculum vitae (with separate signed certification).

_____ Candidate's self-assessment in areas of scholarship, teaching, and service

_____ List of courses taught since last personnel action (or since initial appointment) with syllabi.

_____ SCEQ printouts for courses taught since last personnel action, with explanation of exceptions.

_____ Copies of published books, reprints, articles, manuscripts, if available.

_____ Reviews of scholarship, and/or creative performances (include a list and a copy of actual reviews.)

_____ Copy of the prior report of the DP&TC regarding contract renewal (if applicable).

_____ Sample reviewer letter.

_____ Outside Reviewers: Candidate's List of Potential Reviewers; DP&TC's List of Potential Reviewers; **List of Selected Reviewers**

_____ Statement that Candidate has seen list of reviewers and provided objections if applicable.

_____ Statement from Department Chair indicating typical teaching load and how the department assesses teaching

_____ Statement from Department Chair with explicit assurance that University procedures and departmental guidelines have been followed

NOTE: The completion of this form should be initiated by the Department Chair upon receipt of a candidate's dossier. It is to be forwarded at each step along with the dossier material and the recommendation. (Additional copies may be duplicated or obtained in the Dean's Office.)

3. Department Promotion and Tenure Committee (DP&TC)

	Yes	No	Abstain	Absent (Explain)
Renewal of contract	_____	_____	_____	_____
Promotion to Senior Lecturer	_____	_____	_____	_____
Promotion to Principal Lecturer	_____	_____	_____	_____
Promotion to Associate Professor w/tenure	_____	_____	_____	_____
Tenure in rank (Assoc. to Assoc. w/tenure)	_____	_____	_____	_____
Promotion to full Professor	_____	_____	_____	_____

Signatures

_____	_____
_____	_____
_____	_____
_____	_____
Date	Chair, DP&TC

4. Department Chair

I _____ recommend _____ do not recommend promotion/tenure/contract renewal.

_____	_____
Date	Department Chair

5. Dean

I _____ recommend _____ do not recommend promotion/tenure/contract renewal.

_____	_____
Date	Dean

6. University Faculty Review Committee (UFRC)

	Yes	No	Abstain	Absent (Explain)
Renewal of contract	_____	_____	_____	_____
Promotion to Senior Lecturer	_____	_____	_____	_____
Promotion to Principal Lecturer	_____	_____	_____	_____
Promotion to Associate Professor w/tenure	_____	_____	_____	_____
Tenure in rank (Assoc. to Assoc. w/tenure)	_____	_____	_____	_____
Promotion to full Professor	_____	_____	_____	_____

Signatures

_____	_____
_____	_____
_____	_____
_____	_____
Date	Chair, UFRC

7. Provost

I _____ recommend _____ do not recommend promotion/tenure/contract renewal.

_____	_____
Date	Provost

8. President

I _____ approve _____ do not approve promotion/tenure/contract renewal.

_____	_____
Date	President