

**FACULTY PLAN OF GOVERNANCE**  
**DEPARTMENT OF ENTOMOLOGY**  
**UNIVERSITY OF MARYLAND SYSTEM, COLLEGE PARK**

**April 22, 2022**

**Original Version** - March 6, 1998; **Revision** - February 4, 2014 (Appendix 3); **Revision** - February 4, 2014 (Appendix 4); **Revision** – July 8, 2017; **Revision** - June 6, 2018 (Appendix 5); **Revision** – November 6, 2018 (Section IV.D.); **Revision** – February 1, 2019 (Appendix 5 & 6); **Addition** – February 7, 2019 (Promotion Criteria); **Revision** – November 8, 2019 (Appendix 5); **Revision** – Spring 2021 (FEC); **Revision** – January 2022 (FEC); **Revision** – April 2022 (Section III.C & Appendix 5)

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## **I. PREAMBLE**

*Revised Spring 2017 as part of major overall revisions, approved July 8, 2017*

This Plan of Governance is drawn to enable the Faculty and Administration of the Department of Entomology and, University of Maryland, College Park, to meet their responsibilities for instruction, research, extension, and service, and to facilitate their work toward achieving individual and collective goals in a productive, cooperative, and ethical manner.

The Department of Entomology of the University of Maryland at College Park exists to meet provide excellence in three arenas (1) serving the immediate need for instruction in the science of Entomology and broader areas of the biological sciences at the undergraduate, graduate, and postgraduate levels; (2) meeting the long term need to maintain and extend the frontiers of scientific knowledge through basic and applied research; and (3) fulfilling the land grant mission of the University of Maryland to provide research-based information and solutions to serve the agricultural and urban/suburban communities of Maryland.

The Department of Entomology is led by a Department Chair and functions through shared governance by the faculty, with transparency as a goal for all decision-making processes.

## **II. ADMINISTRATION**

*Revised Spring 2017 as part of major overall revisions, approved July 8, 2017*

### **A. THE DEPARTMENT CHAIR**

The Chair is responsible to the Dean of the College of Computer, Math and Natural Sciences for the overall performance of the Department. These responsibilities include the coordination of the Faculty and Staff, supervision of budget preparation and expenditure of funds, management of physical resources, and recommendations for appointments and promotions. The Chair serves as a bridge between the Department and the Administration, representing each to the other in the necessary and orderly conduct of University affairs.

The incumbent of the Departmental Chair must also possess such less well-defined traits as leadership, vision, and the encouragement and stimulation of professional growth. An annual report of activities, accomplishments, and achievements of the Faculty, Staff, and Students shall be published each fall under the auspices of the Chair and made available to all members of the Department and the Dean of the College of Computer, Math and Natural Sciences. Based principally upon Departmental data, the report shall review the items listed below and/or follow formats specifically requested by the Dean:

1. The Faculty, their teaching and research, postdoctoral fellows, graduate students, and other trainees, as well as publications and papers, invited talks, awards, grants and contracts, consulting, and department, college, university, professional, and community service;

2. The Staff, their duties, accomplishments, university and community service, awards, and other recognitions;
3. The Graduate Students, their progress, thesis topics, talks, publications, awards, and other recognition;
4. The graduating seniors and the graduates at all levels of the past year, including their present activities and all outstanding accomplishments and awards.

A similar report will be presented to the Dean of Agriculture and Natural Resources by the Department Chair.

#### **B. INTERNAL REVIEW OF THE CHAIR**

The Faculty Advisory Committee shall convene a formal review of the Department Chair at any time it deems this to be necessary (see II.D.4)

#### **C. REPLACEMENT OF THE CHAIR**

When the Departmental Chair falls vacant, it shall be filled according to the guidelines laid down by university policy. The Faculty Advisory Committee in consultation with the faculty, however, shall present to the Dean a list of nominees to serve on the Search Committee. These Nominees shall include representatives of Faculty and Staff, and Graduate Students. It will be expected that the Dean will choose representatives for the Search Committee from this list.

#### **D. ASSOCIATE CHAIRS AND OTHER ADMINISTRATIVE SUPPORT**

In addition to the Department Chair, the Administration shall consist of:

1. Associate Chairs as designated by Chair. The title of Associate Chair is not an officially recognized University administrative title. Nevertheless, the Departmental Chair may designate Associate Chairs and Administrators with duties and responsibilities as specified herein and augmented by the Departmental Chair.
2. Director of Undergraduate Studies. The incumbent shall coordinate undergraduate advising and teaching assistant assignments for courses taught by Entomology faculty members. Accomplishments of the incumbent will be reviewed annually by the Faculty Evaluation Committee.
3. Director of Graduate Studies. The incumbent shall coordinate graduate admission, performance evaluations, and student progress and consult with the Chair regarding the assignment of teaching assistants for non-entomology courses in the biological sciences program. Accomplishments of the incumbent will be reviewed annually by the Faculty Evaluation.
4. Faculty Advisory Committee. The FAC shall consist of 3-4 senior faculty members,

whose names are included on the Faculty Committee Rotation document that is available to all faculty (see F, below). This committee shall advise the chair on matters of urgency, sensitivity, or other matters, as requested by the Chair, and shall hold a review of the Department Chair when it deems necessary and/or when requested to do so by department faculty.

5. Director of Entomology Honors Program. The incumbent shall be responsible for designing and implementing all aspects of the departmental Honors Program.

#### **E. ADMINISTRATIVE AND DEPARTMENTAL REVIEW**

The Department shall participate in Departmental Reviews as requested by the Dean as prescribed by the recommendations of the University Senate and External Agencies. At intervals usually no longer than every five years, the Department shall request that the Dean appoint internal and external review committees.

Review Committees shall review such matters as the morale of department members, quality of undergraduate and graduate instruction, quality of research and extension programs, quality of services and facilities, success in obtaining outside funding, and future departmental plans and prospects. These Committees shall forward its conclusions and recommendations to the Departmental Chair, the Faculty Advisory committee, and the Dean.

#### **F. APPOINTED COMMITTEES**

The Chair shall appoint the following Standing Committees that shall report to the Chair and elsewhere as specified. Committee assignments will follow a fair and unbiased rotation schedule to include all faculty members and, where appropriate, staff and students. The list of membership on these committees will be updated by the Chair and distributed to departmental faculty and staff once per semester. In addition, ad hoc committees may be appointed by the Chair as necessary.

NOTE: The Department Chair is changing committees so that they are the ones we actually have. If folks would like to reinstate and removed committees, please let me know.

- A. BSCI Leadership Team coordinates the teaching of undergraduate BSCI classes. Each department is represented on this council by one faculty member, usually the department Director of Undergraduate Studies. The department chairs are also expected to participate on this council at regular intervals. Term: indeterminate.
- B. Graduate Affairs Committee. The GAC shall be composed of Director of Graduate Studies (ex officio), four faculty members. The Committee shall evaluate all applicants for graduate admissions. It shall report to the Tenured and Tenure-Track Faculty its activities each semester which shall include a list of the admissible, new graduate students, those accepted, and their specialization. It shall also report to the Tenured and Tenure-Track faculty on the progress and status of the graduate students admitted previously. Term: 2 years.

- C. Faculty Evaluation Committee. This committee shall meet yearly (usually March) to evaluate the performance of all faculty members, as described in detail in Appendix 3. Term: 2 years.
- D. The Colloquium Committee This committee shall consist of one Faculty member per semester who may be assisted by a Postdoctoral Fellow if they choose to do so. This Committee shall coordinate the Departmental Research Colloquium. Responsibilities include: coordination of the invitation of speakers, including student exit seminars; coordinating with office staff to schedule travel plans and announce talks on the website and by email; review of student blogs before they are posted. Term: 1 semester.
- E. The Departmental Awards Committee shall be comprised of 1-2 faculty members. This committee is responsible for nominating faculty, staff and students for awards from the College, University and External sources. This committee will forward nominations and nomination packages to the Chair for review before submission. Term: 2 years.
- F. The Departmental Student Awards Committee. This Committee shall consist of the Directors for Undergraduate and Graduate Studies. It shall ensure that deserving undergraduate and graduate students be nominated for departmental awards, such as the Steinhauer award and the Cory award. Term: indeterminate.
- G. The Website Committee shall oversee the continuous update of the departmental website and other social media outlets. The committee will be led by the departmental IT Staff member and will include at least one member of the Administrative Staff and one student. This committee is expected to meet at least once per semester and be proactive and flexible in response to changes within and outside the department. Term: indeterminate.
- H. The Student Space Committee will be comprised of the department Chair, the Administrative Coordinator and one graduate student. This committee will review assignments of student office space once per semester. The committee will make suggestions for student assignments to office space to the mentors of individual students and assign space accordingly. Term: indeterminate.
- I. The Retreat Committee will be comprised of the Administrative Coordinator, one faculty member and one graduate student. This committee will plan and run the Annual Department Retreat. The department Chair will consult with this committee on all matters, especially finance of the Retreat. Term: Administrative Coordinator, indeterminate; faculty and student, one year.

**G. OTHER DEPARTMENTAL ASSIGNMENTS**

The department is represented on a number of College and University Committees. These assignments follow the rotation procedure (II.F). These committees include: Campus Senate (2-year term), Library Liaison (indeterminate term), Greenhouse & Growth Chamber Committee

(indeterminate term), CMNS Council Representative (indeterminate term), AGNR Faculty Research Council (indeterminate term), Commencement Marshalls (indeterminate term), and the CMNS APT Committee (2-year term). In addition, periodic assembly of departmental APT committees is required for coordinating and preparing promotion packages for individual faculty. The composition of these committees is determined by the Chair in consultation with the faculty candidate. Similarly, Search committees for new faculty hires are assembled as needed.

## **H. COMMITTEE ORGANIZATION AND PROCEDURES**

Unless otherwise specified in this document, all Committees shall operate as follows:

### 1. Membership and Officers

- a. Committee members shall serve the terms specified in the rotation schedule (II.F).
- b. The Chair shall call and preside over meetings. A Vice Chair shall assume the duties of the Chair if necessary and shall take and distribute Minutes. A copy of all Minutes as well as other pertinent documents shall be provided to the department Chair and Administrative Coordinator who shall make it available to future committee members.
- c. The Chair of any committee described in this document may appoint ad hoc subcommittees for the purpose of dealing with any situation falling outside the purview of the Standing Committees.
- d. Vacancies shall be filled in the manner by which the initial positions were filled.

### 2. Meetings and Reports

- a. A quorum shall consist of at least one-half of the voting members.
- b. In May the Chair of each committee as requested by the Chair will report on the activities of his committee over the year past. These reports will be (i) in writing to the Department Chair and (ii) in oral presentation to the Faculty at the last Faculty meeting of the year.
- c. All committee Minutes, Reports, and recommendations shall be readily available to members of the Department. This shall not be construed to allow the violation of confidentiality of information gathered on individuals by appointment, promotion, or tenure committees, the Graduate Admissions, Awards, and Progress Committee, the Faculty Salary and Awards Committee, or any other committee handling confidential records and recommendations of individuals.
- d. All meetings shall be conducted according to Robert's Rules of Order.

### **III. FACULTY ORGANIZATION AND PROCEDURES**

#### **A. THE DEPARTMENTAL ASSEMBLY**

The Departmental Assembly is made up of the faculty members, the student body, research associates and assistants, and the departmental staff. This Assembly will convene once a year at the Annual Department Retreat to hear a report by the Chair and various committees on the progress of the Department.

#### **B. THE FACULTY**

The Faculty as a whole shall be the deliberative body for those matters which by tradition, or College, University, or System rules fall within the purview of the Faculty. These matters include, but are not limited to, recommendations for the establishment and modification of degree requirements and course descriptions, election of representatives to departmental committees as provided herein, requests for internal and administrative reviews, the election of representatives to the University, College, and System Committees as provided in their respective By-Laws, and recommendation of policy and action to appropriate University authorities. The Chair shall call a faculty meeting at least six times a year. The faculty are composed of three groups:

1. The Tenured and Tenure-Track Faculty consists of those holding the rank of Assistant Professor, Associate Professor, and Professor. Except as in the procedures for promotion and Tenure, the Tenured and Tenure track Faculty have full voting privileges in all faculty meetings.
2. Professional Track Faculty consist of (1) Instructional Faculty holding the ranks of Instructor, Lecturer, Senior Lecturer, and Principal. Instructors are expected to attend faculty meetings and participate as full faculty members except that they do not vote on issues of promotion and tenure. (2) Research Scientists and Research Professors. These department members may be nominated for positions of Assistant, Associate or Full Research Scientist or Research Professor by any member of the T/TTK faculty who plan to serve as their sponsor. The sponsoring faculty member assumes full financial support for these members of their laboratories. Appointment and promotion procedures follow standard CMNS guidelines. (3) Faculty Specialists. Details regarding appointment and promotion of these individuals can be found in Appendix 5.
3. The Adjunct and Affiliate Faculty shall be appointed according to University and College guidelines. Similarly, special members of the Graduate Faculty will be appointed according to University and College guidelines.

#### **C. REPRESENTATION AND VOTING PRIVILEGES AT FACULTY MEETINGS**

*Last revisions approved April 22, 2022.*



Representation and voting privileges at faculty meetings are extended to all tenured and tenure-track faculty, instructional faculty, and the Director of the Plant Diagnostic Clinic. In addition, representation and voting privileges on issues not related to appointment, promotion, and tenure are extended to members of the Department, including one elected representative from each of the following four groups: (1) the administrative & business support staff, (2) the research support staff (e.g., research assistants, technicians), (3) research & postdoctoral scientists, and (4) graduate students. The graduate student representative is expected to attend all faculty meetings. Voting privileges are also extended to Professor emeriti who are active in departmental affairs. Only tenured faculty may vote on issues of promotion and tenure. Tenured and tenure-track faculty, the Director of the Plant Diagnostic Clinic, and PTK faculty (with the title of Lecturer, Senior Lecturer, and Principal Lecturer) may vote on issues of appointment. These faculty must hold ranks at or above the candidate's appointment or proposed promotional rank in order to vote.

#### **D. THE PROCEDURES FOR APPOINTMENT, PROMOTION, AND TENURE.**

University-level procedures are detailed in resources available on the website of the [Office of Faculty Affairs](#). College-level procedures are detailed in the [CMNS Faculty Handbook](#). Criteria for evaluation of faculty are described in Appendices 3 – 6.

#### **1. CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR**

*(Current as of June 2019, used most recently for Kelly Hamby 2019/2020)*

General criteria for promotion and tenure require the evaluation of a candidate's record of performance and achievement in three domains of activity: teaching, research and other scholarly activities, and service.

##### **A. For promotion to associate professor with tenure or for the granting of tenure to an associate professor without tenure.**

This section details the requirements for the following situations:

- Promotion from assistant professor to associate professor with tenure.
- The granting of tenure to an associate professor without tenure.

The remainder of this section applies to both situations.

The candidate should be in rank (at the University of Maryland or at a comparable institution) long enough to have accumulated a record that provides for a fair review. If the candidate has served as a tenure-track faculty member at a comparable institution, or in a professional position at a research laboratory since receiving a PhD, then the candidate's prior accomplishments (post PhD) will be considered on the same basis as the candidate's accomplishments at the University of Maryland.

The candidate should show excellent achievement in scholarship and teaching and high-quality performance in service. In evaluating research, teaching and service, the following factors will be considered.

**Research/Scholarship:** While the precise mix of indicators may vary from one candidate to the next, it is expected in all cases that there be a recognizable pattern of excellent or high-quality research. In most cases, the primary indicator of the quality of the candidate's research is publications in refereed journals. Research activities conducted by the candidate must show evidence of both accomplishment and promise, and must be consonant with the aims of a major research university. In all cases for tenure and promotion to associate professor, there must be evidence of a significant and sustainable research program.

Other major indicators that may be (but need not be) present are: the publication of refereed research monographs, the publication of books or book chapters related to the candidate's research, and the production of innovative, original computer hardware or software.

It is expected that the candidate will have actively engaged in the pursuit of external research funding when relevant funding is available. If such funding has been acquired, that funding is also a major indicator of the quality of the candidate's research.

Other significant indicators that may be (but need not be) present are: invited papers, presentations, colloquium talks at other universities and at research labs, and service on journal editorial boards or on program committees for professional conferences.

It is also expected that the candidate contributes to the supervision of graduate students as appropriate for his or her subdiscipline. Most often this involves serving as the primary advisor for PhD (or, in some cases, MS) students, and such supervision constitutes a significant indicator of the quality of the candidate's research.

The evaluation of all research activities is to be based upon quality (and to some extent quantity) of the activities, the quality of the media through which the research is disseminated, the opinions of objective specialists from outside the University, and evidence of a growing list of citations of the candidate's research publications by other scholars.

Faculty with full or partial appointments in the Maryland Agricultural Experiment Station (MAES) or the University of Maryland Extension (UME) are also expected to demonstrate emerging excellence in fulfilling the Land Grant Mission of the University of Maryland. By acts of Congress each Land Grant University, including the University of Maryland at College Park, is charged with a mission to conduct research and outreach in support of farmers and other clientele involved with environmental stewardship; agricultural systems; food security; nutrition and health; youth, family, and communities; and energy and bioproducts. Indicators of excellence include publications in refereed journals, many of which are venues for applied and discipline specific research; books, and book chapters, relevant to these areas; sustained funding from agencies supporting mission oriented research; outreach including invited papers, presentations, and colloquium talks at other universities and at research labs, some of which should be to national or international audiences; service on journal editorial boards, grant panels, or on program committees for professional conferences; and awards of recognition from the

University of Maryland and professional societies. Faculty with MAES and UME appointments are also expected to successfully mentor graduate students.

Faculty with full or partial appointments in University of Maryland Extension (UME) are expected to demonstrate excellence in fulfilling the university's Land Grant Mission of service that includes outreach to clientele. This scholarly activity includes developing one or more programs relevant to departmental goals; providing leadership as evidenced by committee participation and leadership; success in program implementation as indicated by one or more of the following indicators - changes in knowledge, attitudes, skills, and practices evidenced by surveys, test scores, and adoption rates of recommended practices. Other major indicators that may be (but need not be) present are: the publication of refereed outreach journal articles, reviews, and monographs; the publication of books, book chapters, trade journal articles, technical publications, reports, newsletters, bulletins, fact sheets; electronic and social media delivery including websites, blogs, podcasts; mass media delivery including print, radio, television; the production of innovative, original computer hardware or software; and awards of recognition from the University of Maryland and professional societies for service and outreach. The candidate is expected to have demonstrated consistent success in obtaining funding to sustain his or her outreach programs and to be actively engaged in the pursuit of external funding. If such funding has been acquired, that funding is also a major indicator of the quality of the candidate's outreach. Performance is measured by the quality and quantity of the candidate's participation on University, College, and Department committees, and participation in the activities of professional societies. It is expected that candidates will have served on at least one committee – University, College or Department – each year and will maintain membership in their major discipline societies.

**Teaching:** It is expected that the candidate exhibit teaching performance that is at or above departmental standards for the types of courses taught, at both the undergraduate and graduate levels. Teaching performance (both inside and outside the classroom) is measured by student evaluations of teaching, unsolicited student feedback, peer reviews, documentation of course development provided by the candidate and solicited comments from former students. Candidates should also demonstrate a sincere effort in monitoring their teaching with the goal of overall improvement when room for improvement exists.

It is important that the candidate provide an in-class environment that facilitates learning and the sharing of ideas. The candidate should challenge students intellectually. During in-class interactions, the candidate should be well-prepared and demonstrate a deep knowledge and enthusiasm about the subject matter. The candidate should be involved with students both inside and outside the classroom, and should have had a positive impact on students' educational and career goals and their achievements.

The manner in which individuals provide an effective and rewarding teaching environment will vary. However, such an environment is typically nurtured by practices such as providing a clear sense of organization in the proper and timely preparation of syllabi, assignments, and exams,

providing clear expectations of student responsibilities, providing timely feedback of student performance on assignments and exams, and being readily available to students outside of class. It should be understood, though, that teaching must be evaluated as a whole, and the presence or absence of one or more of the elements listed here neither subtracts from an overall excellent performance nor adds to an unsatisfactory one.

Other significant indicators that may be (but need not be) present are: mentoring of students in various ways that go beyond supervision of theses and dissertations, participation in the classes of others, supervision of student internships, and advisement or counseling.

**Service:** It is expected that the candidate will have provided leadership in service to the University and to the profession. Leadership may be exhibited by such activities as leading a focus group or program, organizing a conference, serving on funding and government agency panels or advisory committees. Performance is measured by the quality and quantity of the candidate's participation on University, College, and Department committees, and participation in the activities of professional societies or other appropriate entities. It is expected that candidates will have served on at least one committee – University, College or Department – each year and will maintain membership in their major discipline societies.

It is recognized that different faculty have different strengths and weaknesses. It is consistent with the intent of these criteria for the candidate to submit evidence of accomplishments beyond those of normal performance expectations. For example, awards, service and consultations to government agencies and professional societies, and editorships, although not required in the normal performance of duties, are highly valued.

## 2. CRITERIA FOR PROMOTION TO FULL PROFESSOR

*(Current as of June 2018, used most recently for Cerruti Hooks – 2020/2021)*

Candidates for full professor in the Department of Entomology at the University of Maryland are expected to have demonstrated excellence in scholarship (extension and research), teaching, and service as summarized below. Candidates should be considered within the context of their appointment split during the period covered. (Dr. [last name] was appointed in [year] with a split of [%] extension / [%] instruction; it was modified in [year] to [%] extension / [%] instruction / [%] research.)

**Scholarship:** Research and extension efforts should be well-connected and supportive of each other. The evaluation of all extension and research activities is to be based upon quality (and to some extent quantity) of the activities.

- **Extension:** This scholarly activity includes developing one or more programs relevant to the land grant mission of the University of Maryland and to departmental goals; providing leadership as evidenced by committee participation; and success in program implementation. The University of Maryland's Strategic Plan defines the mission as

“Enhancing the quality of life for people and communities by disseminating unbiased research-based educational information.” Appropriate delivery methods for extension education include some mix of the following: presentations (invited presentations, workshops, short courses, field demonstrations, etc.); print media (refereed outreach journal articles, reviews, and monographs; books, book chapters, reports, trade journal articles, technical publications, newsletters, extension bulletins and fact sheets); electronic and social media (websites, blogs, podcasts); and mass media (radio, television). Both audience and peer evaluations, tests, surveys and other forms of feedback can provide very important indications of extension effectiveness (and thus excellence). When such evaluations exist, they should be considered in the following context: increasing order of qualitative evidence is indicated by improvements in:

- Knowledge,
  - Attitudes,
  - Skills,
  - Adoption of recommended practices/behaviors, and
  - Benefits such as economic gains, improvements in environmental measures, and/or improvements in personal and public health.
- **Research:** It is expected in all cases that there be a recognizable pattern of sustained excellence in research. If the candidate’s appointment comprises extension responsibilities, at least a substantial portion of the research should support the extension effort. The primary indicator of the quality of the candidate’s research is publication in refereed journals.

In addition to the above considerations, it is expected that the candidate will have demonstrated long term success in obtaining funding and be actively engaged in the pursuit of external research funding when relevant funding is available. If such funding has been acquired, it is also a major indicator of the quality of the candidate’s scholarship.

It is also expected that the candidate successfully mentor students. Most often this involves serving as the primary advisor for MS and PhD students, and such supervision constitutes a significant indicator of the quality of the candidate’s scholarship.

**Teaching:** It is expected that the candidate will exhibit high quality or excellence in the teaching of both undergraduate and graduate students. Teaching performance (both inside and outside the classroom) is measured by student evaluations of teaching, unsolicited student feedback, peer reviews, documentation of course development provided by the candidate and solicited comments from former students. Candidates should also demonstrate a sincere effort in monitoring their teaching with the goal of overall improvement when room for improvement exists.

**Service:** The candidate is expected to participate on University, College, and Department committees, and in the activities of professional societies or other appropriate entities.

It is recognized that different faculty have different strengths and weaknesses. It is consistent with the intent of these criteria for the candidate to submit evidence of accomplishments beyond those of normal performance expectations. For example, awards, service, editorships, consultations to government agencies and professional societies, although not required in the normal performance of duties, are highly valued.

#### **IV. GRADUATE PROGRAM AND PROCEDURES**

##### **A. GUIDELINES FOR RECRUITMENT OF GRADUATE STUDENTS**

###### **1. Schedule of Events**

- a. Application for admission to the graduate program during the Fall Semester of the following year will be due by December 15 of the current year. There will be no formal recruitment of graduate students for Spring Semester, although faculty can request special admissions on a case-by-case basis.

The Graduate Program in the Department of Entomology gives full consideration to applications received before the target date of Dec. 15 for admission during the fall semester of the following year. Departmental support in the form of teaching assistantships and Gahan Fellowships is determined in July for fall semester and in December for spring semester. Faculty members who wish to admit qualified applicants at times outside the normal application-admission cycle must provide full support for spring semester if the student is admitted after the December distribution of departmental support or for fall semester when the student is admitted after the July distribution of financial support. Students admitted during these off-cycle periods are not excluded from departmental support in the unlikely event that such support is available. Faculty members are always expected to support their students during summer semester. *[Faculty Approve March 13, 2017]*

- b. By January 15, the Graduate Affairs Committee will have developed a list of acceptable applicants, noting those requesting to join a specific lab directly and those who requesting to participate in lab rotation, and will have transmitted this information to the faculty.
- c. By February 1, faculty members will have provided the Director of Graduate Studies with a list of acceptable applicants to invite to a recruitment interview. Faculty will specify which applicants they intend to recruit directly and those they would consider hosting for laboratory rotation.
- d. By March 1, the recruitment interview will have taken place and faculty will have provided to the Director of Graduate Studies the names of applicants to be recruited directly into their labs and/or those they are willing to host in laboratory

rotation. For each direct (non-rotating) recruit, the faculty member must provide a plan of financial support that covers at least the first academic year.

- e. Before or during the first two weeks of March, the Director of Graduate Studies and the Business Manager will meet to assess the financial feasibility of full recruitment and convey our findings to the Department Chair for review. If the number of possible recruits exceeds the financial support available, the criteria provided in Section IV.A.2. will be used to rank recruits and offers will be made to recruits in order of rank until the limit of financial support has been reached.
- f. By March 15, acceptance letters will be sent to the successful applicants with a request for a positive or negative response from the recruit by April 15.

## 2. Criteria for Ranking Recruits in Cases of Resource Limitation

In the event that the number of acceptable recruits exceeds the funding available, the following criteria will be used in ranking recruits:

- a. Quality of applicant. The Department Chair and/or the individual(s) or committee designated by the Chair will rank acceptable applicants by the quality of their credentials.
- b. Rank of faculty advisor. Assistant professors should have every opportunity to recruit excellent graduate students and, therefore, will be given priority in receiving support for outstanding applicants in their area of study.
- c. Quality of advisor. Advisors with a successful record will be given priority consideration for receiving support for graduate students. Indicators of success will include completion rate of students, placement of students, indicators of outstanding student performance (i.e., competitive grant awards, recognition awards from professional societies, publications and presentations), and other criteria that the Department Chair deems appropriate. Faculty with large numbers of current students or those with multiple acceptable applicants will be encouraged to prioritize student applicants to balance the amount of departmental support given to faculty members.

## **B. GUIDELINES FOR GRADUATE STUDENT SUPPORT**

Students in the Department of Entomology are supported in two ways. Some are supported by extramural funding sources usually obtained and administered by the major advisor but also by scholarships and fellowships obtained by the students themselves. Students supported in this way will have their research and teaching responsibilities defined by the major advisor and/or funding source. The second type of graduate support is provided by the Department. Master's students

will qualify for departmental support during only the first three academic years of the program, regardless of other funding sources the student may receive during this time. Doctoral students can receive up to five years of departmental support during the first six academic years of the student's program, regardless of other funding sources the student may receive during this time. Students may extend their programs beyond the 3- and 6-year support limits, but departmental support will not be guaranteed and new students or current students in good standing will receive priority in funding. Departmental support covers the academic year (Fall and Spring Semesters) and will usually take the form of a teaching assistantship, with or without supplemental support from Gahan Fellowships, unless otherwise agreed upon by the student, faculty advisor, Chair, and Director of Graduate Studies. The student's major advisor is responsible for ensuring summer support.

No support is provided for students who are on leave of absence or in absentia. Any stipends received for periods of off-campus degree-related activities will be counted as part of the Departmental support period. However, unpaid interruptions of study for non-degree related activities will generally not be counted toward time on departmental support. Interruptions could include situations such as serious illness, family illness/death, or pregnancy/child-birth/adoption.

#### **C. POLICY ON THE DISTRIBUTION OF GAHAN FELLOWSHIPS**

1. Gahan Fellowships are to be awarded only to students enrolled in the Graduate Program of the Department of Entomology. Students who are advised by an entomology faculty member but who are enrolled in interdepartmental graduate programs (e.g., BISI) are not eligible to receive Gahan Fellowships.
2. Gahan Fellowships are intended to span two consecutive semesters for each awardee. Under normal circumstances, students who intend to complete their degrees in less than two semesters will not be considered for a Gahan Fellowship.
3. Due to the imposition of excessive federal tax, alternatives to Gahan Fellowships should be found for international students.
4. Gahan Fellowships are to be matched with a half-time GTA or GRA to ensure continuity of student benefits.
5. Each recipient of the Gahan Fellowship is required to submit a letter of thanks addressed to the Department Chair, as stipulated by University Policy.

#### **D. POLICY ON LABORATORY ROTATIONS & STUDENTS WITHOUT AN OFFICIAL ADVISOR**

*(Revision approved October 19, 2018)*



1. **Good Standing.** To remain in good standing within the Department of Entomology's Graduate Program, each graduate student is required to have an official advisor or co-advisor who is both a tenured or tenure-track faculty member within the Department of Entomology and a member of the Graduate Faculty.
2. **Probationary Period.** In cases where a student leaves the lab of the official advisor and does not have a new advisor, the student is granted a probationary period that includes the remainder of the current semester and one full academic semester to find a new official advisor. If the probationary period ends without the student having found a new official advisor, the Director of Graduate Studies will place a block on the student's registration and the student will no longer be recognized as a graduate student in the Department of Entomology.
3. **Laboratory Rotation.** During the probationary period, the student shall rotate through the labs of at least two faculty members who have the potential to serve as the student's official advisor or co-advisor. The Director of Graduate Studies will serve as the student's administrative advisor, but it is the responsibility of the student to arrange laboratory rotations with prospective rotation advisors.

Prior to entering into a laboratory rotation, the rotation advisor and student must meet to discuss mutual expectations. This meeting will specifically address the duration of the rotation and the research or scholarly goals to be achieved. A letter stating these expectations should be signed by the rotation advisor and student and submitted to the Director of Graduate Studies or Graduate Coordinator.

At the end of the rotation, the rotation advisor will submit to the Director of Graduate Studies a statement as to whether the faculty member is willing to serve as the student's official advisor, along with any conditions that the faculty member may require to accept the student. Additional feedback to the individual student, either verbally or written, evaluating their strengths and weaknesses, is strongly encouraged.

If at any time the rotation advisor and student mutually agree to become an official advisor and advisee, the probation/rotation period will end and no additional laboratory rotations will be required. The rotation advisor will submit an end-of-rotation report to the Director of Graduate Studies, as above.

## **E. REQUIREMENTS FOR THE MASTER OF SCIENCE IN ENTOMOLOGY**

*(Current as of November 8, 2019)*

Each M.S. student must:

- Fulfill all requirements and meet all deadlines set forth by the Graduate School, including 6 thesis research credits and at least 12 credits at the graduate level (600 or above).
- Successfully complete 30 credits of coursework, including:
  - Six thesis research credits (ENTM799)

- All M.S. graduate students must demonstrate a basic command of core areas of entomology by receiving a B or better in the following core courses:
  - **BSCI481:** Insect Diversity & Classification (4 credits) - offered fall semester of even-numbered years only.
  - **ENTM699W:** Insect Physiology & Molecular Biology (3 credits) - offered spring semester of odd-numbered years only.
  - Note: Incoming students that have taken and received a B or better in equivalent graduate-level courses at other institutions may ask the Director of Graduate Studies to assess the equivalence of the courses and to waive the requirement to take these again at the University of Maryland. Waiver of a requirement does reduce the number of credits that the student must take to qualify for graduation.
- Three topic seminars (ENTM798 courses or relevant 1 credit 600+ graduate-level courses in ENTM or other departments), including a seminar in Responsible Conduct of Research (RCR), which may be listed under several course codes (e.g., BISI712).
  - A semester-long Broadening Experience (ENTM688B) may substitute for one seminar. The Broadening Experience is an opportunity for a student to join the lab of an ENTM faculty member other than the student's major advisor for one semester in order to acquire new research skills and perspectives.
- Register for ENTM788C (Special Topics - Colloquium) each semester and attend each Entomology Colloquium. This does not fulfill a topic seminar requirement.
- Students who serve as Teaching Assistants are required to take ENTM701: Effective Teaching - TA training, which is offered each fall semester. This does not fulfill a topic seminar requirement.
- Hold a minimum of one thesis committee meeting per year.
- Submit an annual progress report to the Graduate Coordinator. These reports were previously due in mid-January; however, in Fall 2019, they will be due in late October. Beginning in Fall 2020, annual progress reports will be due in early September.
- Prepare a thesis representing a report of independent research, the subject of which is selected by the student, advisor, and his/her thesis committee.
- Defend the thesis before the advisor and thesis committee.
- Present research results to the department at the Entomology Colloquium or other publicly announced seminar.

## **F. REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN ENTOMOLOGY**

*(Current as of November 8, 2019)*

Each Ph.D. student must:

- Fulfill all requirements and meet all deadlines set forth by the Graduate School, including a minimum of 12 dissertation research credits.
- Successfully complete 40 credits of coursework, including:
  - Twelve dissertation research credits (ENTM898/899).

- All Ph.D. graduate students must demonstrate a basic command of core areas of entomology by receiving a B or better in the following courses:
  - **BSCI480:** Arthropod Form & Function (4 credits) - offered spring semester of even-numbered years only.
  - **BSCI481:** Insect Diversity & Classification (4 credits) - offered fall semester of even-numbered years only.
  - **ENTM699W:** Insect Physiology & Molecular Biology (3 credits) - offered spring semester of odd-numbered years only.
  - Note: Incoming students that have taken and received a B or better in equivalent graduate-level courses at other institutions may ask the Director of Graduate Studies to assess the equivalence of the courses and to waive the requirement to take these again at the University of Maryland. Waiver of a requirement does reduce the number of credits that the student must take to qualify for graduation.
- Five topic seminars (ENTM798 courses or relevant 1 credit 600+ graduate-level courses in ENTM or other departments), including a seminar in Responsible Conduct of Research (RCR), which may be listed under several course codes (e.g., BISI712).
  - A semester-long Broadening Experience (ENTM688B) may substitute for one seminar. The Broadening Experience is an opportunity for a student to join the lab of an ENTM faculty member other than the student's major advisor for one semester in order to acquire new research skills and perspectives. The Broadening Experience should be completed prior to candidacy.
- Register for ENTM788C: Special Topics - Colloquium each semester and attend each Entomology Colloquium until the student has advanced to candidacy. This does not fulfill a topic seminar requirement.
- Students who serve as Teaching Assistants are required to take ENTM701: Effective Teaching - TA training, which is offered each fall semester. This does not fulfill a topic seminar requirement.
- Hold a minimum of one dissertation committee meeting per year.
- Submit an annual progress report to the Graduate Coordinator. These reports were previously due in mid-January; however, in Fall 2019, they will be due in late October. Beginning in Fall 2020, annual progress reports will be due in early September.
- Hold a pre-qualifying exam dissertation committee meeting.
- Take a qualifying examination in order to advance to candidacy. This examination tests the depth of the student's knowledge in his/her areas of expertise, ability to synthesize and integrate information among disciplines of entomology and biology in general, and ability to produce a defensible proposal and succeed in the proposed research.
- Prepare a dissertation representing a report of independent research, the subject of which is selected by the student, advisor, and his/her dissertation committee.
- Defend the dissertation before the advisor and dissertation committee.
- Present research results to the department at the Entomology Colloquium or other publicly announced seminar.

## **G. RESPONSIBILITIES OF GRADUATE STUDENTS AND FACULTY ADVISORS**

1. Students will have primary responsibility for remaining in "good standing" in order to qualify for department financial support and continued enrollment in the graduate program. Students in good standing will have a major advisor, maintain a grade point average of 3.0 or better, meet all required programmatic deadlines, pass all required courses with a 3.0 or better, and maintain acceptable teaching performance when serving as a GTA. A student not in good standing will be placed on probation for one semester and will be expected to return to good standing during that period. Failure to return to good standing may result in loss of departmental funding or dismissal from the graduate program.

The Graduate Coordinator will review the progress of each student at least annually and report any relevant deficiencies to the Director of Graduate Studies, who will inform the student and the student's major advisor 1) that the student has been placed on probation, 2) what actions are needed to be removed from probation, and 3) the possible consequences of not taking such actions within the probationary period. If the specified conditions are not met during the probationary period, the Director of Graduate Studies will convene a meeting of the Graduate Affairs Committee to determine one of three courses of action: 1) extension of probation for one additional semester; 2) removal of departmental funding or 3) dismissal from the graduate program.

2. Students and their advisors should work jointly to ensure that they meet frequently (no less than once per semester) to ensure adequate progress toward completion of programmatic goals, which includes developing a research proposal, forming a research committee, selecting courses, developing a plan of financial support, scheduling committee meetings and meeting programmatic deadlines. Students and their advisors should meet regularly to discuss the student's research.
3. Students and their advisors should also work jointly to seek opportunities to enhance the student's professional development, which includes seeking funding opportunities, attending and presenting at professional meetings, writing proposals and publications, meeting fellow scientists, seeking outreach activities, etc.
4. Each faculty member must ensure that all students working in their laboratory are familiar with all relevant procedures and receive training in laboratory safety.

## **H. GUIDELINES FOR GRADUATE TEACHING ASSISTANTS**

1. Each student who is likely to be supported by a GTA at any time during their graduate program is required to enroll in *ENTM701 Effective Teaching: TA training* as early as possible in their programs. The course will be offered each Fall Semester for the benefit of in-coming students.

2. Teaching is a vital element in professional development and for financial support of graduate students in the Department of Entomology. Consequently, each GTA is responsible for meeting the teaching standards required by supervising instructors, which includes attending organizational meetings. Failure to meet these expectations may result in the student being banned from teaching the course, thereby decreasing the student's and the Department's opportunities to use GTA support. An inability or refusal by a student to fulfill teaching obligations may result in the loss of departmental funding or dismissal from the graduate program.
3. Each year, the Director of Undergraduate Studies will solicit reviews of GTA performance from supervising instructors. These reviews will be used to determine if the GTA is eligible to receive a Graduate Student Teaching Award or a Steinhauer Teaching Award for Excellence in Teaching. The awards will be announced at a general meeting of the faculty, students and staff of the Department of Entomology (see II.F.5).

## **V. RATIFICATION AND AMENDMENTS**

This Faculty Plan of Governance shall be deemed to replace all those sections of the previous Department Plan of Organization dealing with Departmental Administration and Faculty.

### **1. RATIFICATION**

This Faculty Plan of Governance shall go into effect when approved by a two-thirds vote of those Faculty present at a meeting called by the Departmental Chair.

### **2. AMENDMENTS**

1. Individual amendments to this Plan may be suggested at any Faculty Meeting, and if approved for study, shall be presented to the Chair in writing who will then present it to the Faculty for final approval.
2. Complete re-evaluation and suggested changes may be made by the FAC or Subcommittee thereof when deemed necessary.
3. Amendments shall be presented to the Faculty, and if approved by two-thirds of those voting, shall be adopted.

## **APPENDIX 1: POLICY FOR ADVISING OF BIOLOGY UNDERGRADUATES IN THE DEPARTMENT OF ENTOMOLOGY**

Advising guidelines. Advising serves as one of the responsibilities of instructional faculty at the University of Maryland. The University expects that instructional faculty members be engaged regularly and effectively in teaching and advising activities of high quality and significance. Excellence in teaching and advisement should be recognized. The following is a list of guidelines used to develop the departmental policy on advising:

1. Advising within the department will be handled primarily by professional track faculty (lecturers).
2. Because of training and scheduling commitments, optimal advising generally requires a load of a minimum of 20 advisees, but no one faculty advisor should exceed 100 advisees.
3. Complex cases of advising and petitions for exemption to policy require the special care and expertise provided by the Director of Undergraduate Studies (DUGS).
4. The DUGS is responsible for providing training to faculty and maintaining online resources to facilitate advising.
5. Advising is a regular and long-term part of the advisor's responsibilities. Once assigned to a departmental advisor the student will remain with that advisor unless a change is requested by the student.

Process for advising. New students are assigned to the Department by the College. Freshman and transfer students are advised collectively by the College and undergraduate directors during the summer for the fall semester and in January for the spring semester. Therefore, the new group of advisees will be assigned to the faculty by the Entomology DUGS in October and February. Once assigned, the advisee will maintain the same advisor unless a change in advisor is requested by the student. The Chair and Evaluation Committee should consider the time commitment involved in advising in assessing workload in their annual evaluation of faculty. All faculty that serve as advisors are expected to attend training sessions when offered, and first-time advisors should work with the DUGS to become familiar with the advising process and obligations.

New advisors will be given a reduced load of one-half the number of advisees carried by experienced departmental advisors for their first semester of advising.

## **APPENDIX 2: PROCESS FOR ALLOCATION OF DEPARTMENTAL RESOURCES**

It is the responsibility of the Chair to regularly review departmental resources, allocation of resources, and to implement equitable distribution of these resources. This includes financial resources, departmental space, and human resources. The faculty is expected to hold the Chair accountable for this and the FAC is the body that will mediate any issues that arise between the chair and faculty regarding resource allocation. Faculty wishing to raise an issue regarding resource allocation should approach the department Chair and/or any member of the FAC, who would then be required to initiate a review.

## **APPENDIX 3: FACULTY EVALUATION AND MERIT REVIEW**

*(Last revisions approved January 7, 2022)*

### **A. PROCESS OF FACULTY EVALUATION**

1. With the intent of facilitating continued professional development, faculty members shall undergo formal annual review of their professional activities. For the purpose of this policy, faculty shall be defined as tenured and non-tenured faculty and professional track instructional faculty. The annual review process is intended to serve the dual purpose of encouraging a climate in which faculty can ask for and receive the support and feedback they need to thrive, while ensuring they meet University guidelines. For individual faculty members, the purpose of this review is to encourage personal reflection on their progress and self-identified professional goals. Formal review by the evaluation committee intends to identify impediments to faculty productivity and encourage professional growth in line with personally identified, Departmental, and University standards in the following areas: research, teaching, mentorship, extension, service, and other contributions.
2. In lieu of a directly elected committee, a rotating evaluation committee of instructional faculty (1) as well as assistant (1), associate (2), and full (2) professors will be appointed by January 1 each year, and this committee will aim to reflect the full spectrum of identities and scholarly interests within the unit. Members of this committee will serve for a maximum of two consecutive years, unless a current committee chair is willing to stay for a third year to facilitate knowledge transfer and/or implementation of adjusted procedures. The committee will elect a chair to coordinate activities. The Departmental chair will serve as a non-voting member of the committee to answer questions and transmit the committee's findings to the faculty.
3. The evaluation of all faculty will be conducted annually, and faculty will be notified by February 1 that they will be evaluated. Evaluations will consider a three-year record of research, teaching, mentorship, extension, service, and other contributions with the intent of providing a more representative and holistic evaluation. This process will also be used to provide in-depth reviews to pre-tenure faculty annually and for periodic post-tenure reviews.
4. The committee will review each faculty member on the basis of the following items:
  - i. A mini-CV summarizing productivity over the preceding 3-year period,
  - ii. An updated full CV (optional except for during pre- and post-tenure reviews),
  - iii. A self-evaluation, and
  - iv. Additional documentation (optional).
5. The committee will provide equitable constructive feedback on submitted documentation



considering the faculty's position, workload expectations, evaluation criteria, and the sustainability of their efforts and vote on merit recommendations as described below (6).

6. Each faculty member's documentation will be reviewed by three members of the committee, who will make independent assessments of the faculty assigned to them based on the criteria below. To facilitate matters, each faculty member will be assigned a principal, secondary, and tertiary referee who will present their credentials to the committee. During the committee meeting, the principal referee will give a short presentation, summarizing critical assessment of the criteria for excellence in each programmatic area (Research, Teaching, Extension, Service, and if applicable, Other Contributions), with the secondary and tertiary referees providing additional details as needed for each faculty member. The committee will then hold a discussion highlighting accomplishments and suggesting resources that may help achieve excellence in all areas, and will help provide solutions to issues raised by the faculty member in their self-evaluation.
7. Following the faculty evaluation discussion, the committee members will vote for a performance review of: 1) satisfactory – faculty is performing at or exceeding expectations, or 2) unsatisfactory – the faculty member did not participate in the evaluation process and/or an egregious and unexplained lack of productivity has occurred for the evaluation period.
8. The three referees will produce an overall report drafted by the tertiary referee and commented on by the entire committee. This report will be made available to the faculty member within 7 days of the committee meeting.
9. Each faculty member will have the opportunity to review the report and respond in writing to the committee. Faculty members wishing to engage in further review must return their response to the committee within 7 days of receipt of their evaluation. The committee will prepare an addendum to the report that addresses the faculty member's written response.
10. The Department chair will meet with each faculty member to review the final report. If appropriate, the Department chair and the faculty member will work together to prepare a developmental plan with a timetable for enhancing work and improving less than satisfactory performance.
11. In years where merit pay is awarded, the chair will review the history of performance recommendations and narrative review content provided by the evaluation committee and use this information to inform merit pay decisions.

### Spirit of the Evaluation Process:

1. Trust in a peer review is essential. Diversity of faculty and their programs is an inherent feature of our Department. Therefore, there are many ways faculty can achieve excellence. The Evaluation Committee should heed this view in their critical review of individual faculty.
2. The annual review has multiple goals, all of which require clear communication between faculty members, the evaluation committee, and the Department Chair. Breakdowns in communication include 1) the failure of faculty to supply necessary information about their research, teaching, and extension programs; 2) the failure of the evaluation committee to formulate internally consistent evaluations, to offer constructive peer-mentorship, or to solicit and reply to faculty responses to evaluations; and 3) the failure of the Chair to meet with individual faculty to discuss the evaluations. All parties should make an effort to make thoughtful and constructive assessments that are free from ambiguity and uncertainty and aim to encourage faculty as individuals and as a community to thrive.

## **B. CRITERIA FOR FACULTY EVALUATION**

Conducting research on insects and related taxa is one of the cornerstones of the mission of the Department of Entomology of the University of Maryland at College Park, in addition to teaching, mentorship, extension, service, and other valuable activities.

### **1. RESEARCH**

#### Research Goals

The department seeks to undertake significant research in the various sub-disciplines of Entomology. That is, we aim to undertake research that will produce new knowledge which inspires others in our discipline and foments creative changes in the direction of research on insects and related taxa. We aim to produce seminal research which results in the development of novel concepts, comprehensive hypotheses, effective strategies for the management of pest species, and sets an intellectual agenda that others will emulate. In general, we seek to conduct research that will advance the discipline.

There is little doubt that the high standards described above can only be met by conducting research that meets the highest standards of quality and innovation. Further, the achievements of our faculty, students, and postdoctoral fellows are viewed as positive indicators of the quality of our departmental research efforts, and an affirmation of the importance of our work by our peers. Such recognition is reflected in, for example, (1) the acceptance of our research (as indicated by the acceptance of our research in peer-reviewed journals, grants funded, impact as measured by the frequency of citations, presentation of seminars and/or symposia, among others) (2) by the placement of our students and postdoctoral fellows in positions which will allow them to

undertake future leadership roles in Entomology, and (3) leadership roles in the research community.

### Criteria for Evaluating Research

The order in which the criteria are listed represent in a general way, their relative importance, with the top categories being most important. These should be regarded as rough guidelines for the evaluation committee to follow, but the individual goals and circumstances of each faculty member should be considered in weighing these criteria.

#### a. Publications

- Peer-reviewed or Invited Research Publications
  - Widely Cited Interdisciplinary Publication
  - Widely Cited Discipline-Specific Publication
  - Discipline-Specific Publication
  - Review Article or Book Chapter
- Non-reviewed Publications
  - Book Author or Co-author
  - Book Editor or Co-editor
  - Notes, Book Reviews, Databases, *etc.*
- Submission in Progress
  - Peer-reviewed publications in review or revision

#### b. Research Funding

- Awarded
  - Competitive Grant from National or International Agency
  - Competitive Grant from Extra-mural State or Local Agency
  - Competitive Grant from Intra-mural Agency
  - Cooperative agreements with publica and private institutions
- Submissions in Review and/or Well-Ranked Non-Funded Submissions
  - Competitive Grant from National or International Agency
  - Competitive Grant from Extra-mural State or Local Agency
  - Competitive Grant from Intra-mural Agency

#### c. Impact

- Transformative to science, the discipline, and/or the field of study
- Research knowledge and activities that improve our society
- Invitations to speak or review
- Awards

## 2. MENTORSHIP

### Mentorship Goals

Faculty train the next generation of scientists, ensuring they have the skills necessary to succeed.

### Criteria for Evaluating Mentorship

Mentorship is a particularly important role played by faculty members, yet it is a role that is difficult to quantitate. This activity does not fit neatly into Research, Teaching or Extension as it crosses all of these categories. In self-evaluation and in committee review documents, faculty should recognize and reward this time-intensive and vital responsibility.

#### a. Mentorship

- Mentorship of Junior Faculty
- Post-Doctoral Scholars Recruited and Placed
- Ph.D. Students Recruited, Graduated, and Placed
- M.S. Students Recruited, Graduated and Placed
- Mentee Productivity
- Training and Experiences Provided to Mentees
- Service on Student Research Advisory Committees
- Involvement of Undergraduates in Research

## 3. TEACHING

### Teaching Goals

Teaching is one of the primary missions of the Department of Entomology of the University of Maryland at College Park. This mission is accomplished through 1) teaching undergraduate courses in Entomology and the Biological Sciences Program, 2) teaching graduate courses in Entomology and related programs, and 3) advising undergraduate students.

### Criteria for Evaluating Teaching

The following list of criteria is to be used by members of the Faculty Evaluation Committee in gauging the contribution of each faculty member to the teaching program in the Department of Entomology. No significance should be ascribed to the order in which general categories are listed, although criteria within each category are listed in their general order of importance.

#### a. Teaching Performance

- The faculty member has received positive evaluations from peers (**see Appendix 6**) and students

- The faculty member demonstrates response to student and/or faculty feedback.
- The faculty member has generated a syllabus and explicit testing/grading scheme as required by the University
- The faculty member has taken advantage of professional development opportunities and/or a commitment to effective pedagogy
- The faculty member has received recognition for teaching excellence and/or impact
  - Presentations, publications, or other sharing of expertise and materials
  - Awards

b. Teaching Effort

- The faculty member meets the expected teaching workload.
  - The faculty member regularly teaches a core or required course for the university, college or department
  - The faculty member teaches an undergraduate honors seminar or offers an honors option for a regular course
  - The faculty member teaches a course with a large student enrollment
  - The faculty member teaches a course with a laboratory or field component and actively participates in laboratory or field instruction
  - The faculty member teaches a course with a recitation and actively participates in the recitation
  - The faculty member offers and actively participates in seminars or courses on special topics
  - The faculty member has organized the departmental colloquium

b. Course and Curriculum Development

- The faculty member has developed and implemented a new course, especially one of significance to the undergraduate program in the College of Computer, Mathematical and Natural Sciences, the Biology Program or to the curriculum in the Department of Entomology
- The faculty member has received external or internal funds for course development or improvement
- The faculty member has developed or implemented innovative teaching methods or materials (*e.g.* textbooks) that demonstrably improves the quality of the course

c. Undergraduate Student Advising

- The faculty member has received positive student evaluations (when available) for their performance as an undergraduate advisor
- The faculty member has cooperated with other faculty in maintaining the quality of the advisory process within the department (*e.g.*, dealing with special

- problems, accommodating sabbatical leave, *etc.*)
- The faculty has actively participated in the advisory process
- The faculty member has undergone professional development in the area of undergraduate student advising

d. Service on Teaching Committees

- The faculty member has participated actively in developing the curriculum in the University, college, or department
- The faculty member has attended and evaluated peer teaching
- The faculty member has served as teaching mentor to graduate teaching assistant

#### 4. EXTENSION

##### Extension Goals

The Department of Entomology of the University of Maryland at College Park is committed to delivering quality, responsive, and timely Extension programming, and collaborating to efficiently address the broad needs of Maryland stakeholders, collaborating, and contributing to University of Maryland Extension (UME)'s mission to provide research-based, informal education to citizens of the state of Maryland, activities that improve quality of life for its residents. This work extends beyond Maryland and can also include solving problems and translating research at regional, national, and international scales. Our faculty and staff perform research and extension activities in a wide variety of settings, and approach problem-solving within pest management from both a theoretical, principle-based perspective as well as a practical, short-term perspective, with the following goals:

- To assess stakeholder needs and deliver timely and relevant research-based information
- To develop pest management approaches to protect humans, plants, animals, ~~and~~ structures, and the environment
- To strengthen interdisciplinary interactions among those at the university and other institutions working on pest management problems and solutions.
- To enhance the two-way flow of information between Extension professionals and stakeholders
- To improve the knowledge, skills, and practices of all clientele by providing outstanding educational programs and delivery systems
- To facilitate science-based decision making in government, non-profit, and other organizations

##### Criteria for Evaluating Extension

a. Relevance to Stakeholders and/or Department's Extension Goals

b. Extension Program Implementation and Assessment

- Program Leadership (IPM, PEAP or other)
  - Performance indicators: leadership of state, regional, and national programs; participation on regional and national committees; extramural funding.
- Programs Developed
- Peer evaluations of Extension performance
- Professional development

c. Extension Publications

- Original Extension Articles
- Leading Peer-reviewed, Discipline-Specific Journal
- Other Peer-reviewed, Discipline-Specific Journal
- Trade Journals
- Technical Publications & Information Transfer
- Newsletters: quarterly < monthly < weekly
- Books (Author or Coauthor)
- Reports to agencies (Author or Coauthor)
- Bulletins (Author or Coauthor)
- Fact Sheets (Author or Coauthor)
- Blogs and Other Electronic Media

d. Extension Funding

- Competitive Grant from National or International Agency (e.g., USDA, EPA)
- Competitive Grant from Extramural State, Local Agency, or Industry
- Competitive Grant from Intramural Agency
- Competitive funding from stakeholder groups
- Cooperative agreements
- Non-Competitive Grant or Contract

e. Presentations

- Invited Presentations at National or International Meetings
- Invited Presentations at Regional Meetings
- Invited Presentations at State Meetings
- Invited Presentations at Local Meetings
- Podcasts, Interviews and Other Media
- One-on-one consultations

f. Extension Impact

- Changes in knowledge, attitudes, skills and practices
- Contributions to science policy
- Improvements in efficacy, sustainability, human and/or environmental health
- Presentations, publications, or other sharing of expertise and materials
- Awards

**5. SERVICE**

Service Goals

The Department of Entomology of the University of Maryland at College Park values professional contributions to the department, college, university, system, discipline, government and non-government agencies, and/or society through participation in governance processes, evaluation and assessment activities, and/or other activities that benefits students, the unit, the institution, the community and/or society. These activities strengthen our reputation and are critical to achieving our missions.

Criteria for Evaluating Service

The following list of criteria is to be used by members of the Faculty Evaluation Committee in gauging the service contributions of each faculty member. Reviews should account for the duration and extent of service commitments and outputs. No significance should be ascribed to the order in which general categories are listed, although criteria within each category are listed in their general order of importance.

a. Service Effort

- The faculty member meets service expectations and contributes to Department processes and governance
- The faculty member regularly engages with Department, College, and/or University level committees
- The faculty member contributes to science and professional societies, whether elected or appointed, including various types of peer-review, leadership and/or other roles
- The faculty member plays a part in science policy, advisory committees, and/or other relevant professional consultations
- The faculty member provides community service, outreach, or other public engagement

b. Publications



- White Papers
- Guiding Documents
- Procedures
- Reports

c. Recognition for Service Excellence

- Service Award from National or International Organization or Society
- Service Award from College or Department

**6. OTHER ACTIVITIES**

Other Goals

The Department of Entomology of the University of Maryland at College Park recognizes that faculty outputs include a breadth of activities that may require extensive time and commitment while being difficult to capture and/or sufficiently recognize. Administrative roles; a commitment to diversity, equity, and inclusion efforts, including self-reflection and training in addition to out/in reach, community building, and policy revision; entrepreneurship; and/or creative activities also advance our missions.

Criteria for Evaluating Other Activities

Reviews should account for the scope and breadth of the activities, the quality and quantity of outputs, and/or, as relevant, their originality and creativity.

#### **APPENDIX 4: IN-DEPTH POST-TENURE REVIEW FOLLOWING TWO CONSECUTIVE YEARS OF SUBSTANDARD PERFORMANCE**

Two consecutive periodic reviews that indicate that a faculty member is materially deficient, indicated by ratings of “needs improvement,” in meeting expectations shall commence an immediate *in-depth review*. Separate reviews mandated for consideration for promotion in rank or for review of faculty administrators may substitute for this review. In those cases, the separate review policies will take precedence.

Following the Entomology Faculty Evaluation Plan (EFEP), faculty will be evaluated on a combination of teaching, mentoring, service, research, and extension (if applicable) – giving extra weight to those areas the faculty member is most involved in.

The in-depth review will be managed by the Chair working together with a three-person committee. The three-person committee will be appointed by the Chair and will consist of faculty members, at least two of whom must be full professors. The Chair working with the three-person committee will determine criteria for outstanding, satisfactory and unsatisfactory performance for the annual periodic reviews and the comprehensive reviews

The in-depth review will begin with a notice to the faculty member and a request for a detailed statement on the faculty member’s activities during the past 6 years. The three-person committee will review available materials and provide a report on the faculty member’s performance. The report will be provided to the faculty member and to the Chair. If an in-depth review falls in the period during a sabbatical, a faculty member can request in writing that the review be delayed until the following semester.

The Chair will meet with faculty reviewed by the three-person committee to discuss and design a written plan of action, with timetable, for enhancing meritorious work and procedures for evaluation of progress at regular intervals. The action and outcomes plan will be summarized by the Chair in a written report signed by both the faculty member and the Chair. A copy of the report will be provided to the Dean. The action plan can include increased duties, such as increased teaching or other departmental responsibilities.

Faculty unwilling to complete an action plan or not substantially progressing according to its goals will be referred to the Dean. In consultation with the Dean, the Chair will provide alternate development plans for faculty without a plan and faculty not substantially progressing. The alternate development plans will be provided to the faculty involved. Alternate development plans may include modified duties, such as increased teaching, and/or denial of sabbatical consideration.

Appeal procedures: In the event the faculty member disagrees with the Chair’s or the three-person committee’s evaluation, a written appeal may be filed with the Dean within one month of receiving the report. The Dean must review the portfolio, the written report, the faculty member’s optional written response, the Chair’s final written evaluation, and the faculty member’s written appeal, and meets separately with the faculty member and the Chair to discuss the evaluation. The Dean should issue a decision on the appeal within six weeks. No further appeal will be granted.

## APPENDIX 5: APPOINTMENT & PROMOTION OF PROFESSIONAL TRACK (PTK) FACULTY

*Last revisions approved April 22, 2022.*

### A. DEFINITIONS

**Professional Track Faculty** include ([link](#)): Instructional Faculty (Lecturers), Research Scientists, Research Scholars, Clinical Professors, Research Professors, Agent Associates, Faculty Specialists, Post-doctoral Associates, Faculty Assistants, and Junior Lecturers. The specific faculty titles defined below shall correspond to the majority of the appointee's effort, as indicated by the assignments and expectations. The rank shall be appropriate given the department's specific criteria for such rank

**Voting Privileges:** PTK faculty shall be given voting representation on committees that are responsible for the creation, adoption, and revision of department-level policies and procedures related to appointment, evaluation, and promotion of PTK faculty. *Other voting privileges are described in the title definitions below.*

**Instructors and Lecturers** are individuals who are not tenure-track but who are on state-funded teaching positions in the department. Instructors (legacy appointments only), Lecturers, Senior Lecturers, and Principal Lecturers have full voting privileges at all faculty meetings except for voting on TTK promotion and tenure.

Generally initial appointments of new Lecturers will be made as 1-year contracts for the first 2 years of appointment. Following the first 2 years, Lecturers may be offered renewable multi-year contracts (up to 3 years at a time). Appointments to the rank of Senior Lecturer are typically 1 to 3 years and are renewable. Senior Lecturers normally shall have established, over the course of 5 years, a record of teaching excellence and service. Principal Lecturers normally shall have established an additional 5 years of teaching and service excellence. Decisions on multi-year contracts for Lecturers, Senior Lecturers, and Principal Lecturers are to be made by the Chair in consultation with appropriate departmental review groups. Any multi-year appointments must be consistent with the policies of the college and campus.

**Research Scientists/Professors/Scholars** consist of those holding the rank of Assistant, Associate, and Research Scientists/Professors/Scholars. *These individuals are not voting members of the faculty.* Research Scientists/Professors/Scholars are appointed to work in the laboratories of members of the T/TTK faculty. Although they may not have laboratories of their own, they may be loaned space, if available, for short periods of time. Every effort will be made to find office space for Research Scientists/Professors/Scholars. Research Scientists/Professors/Scholars may seek outside grant funding, but only with the written agreement and approval of their faculty sponsor and only if the approval of the sponsor includes a statement indicating that he/she will maintain overall responsibility for the Research

Scientist/Professor/Scholar and that the Research Scientist/Professor/Scholar can use the sponsor's space. Any funding sought by the Research Scientist/Professor/Scholar cannot obligate the department to any long-term commitments of space or facilities. All agreements and obligations for the Research Scientist/Professor/Scholar are the responsibility of the faculty sponsor. The use of space and facilities may be terminated by the Chair if the sponsor leaves the department or if the sponsor no longer wishes to have the Research Scientist/Professor/Scholar in her/his laboratory.

**Post-Doctoral Scholars/Associates** consist of those holding the rank of Post-Doctoral Scholar or Post-Doctoral Associate. *These individuals are not voting members of the faculty.* Post-Doctoral Scholars/Associates are appointed to work in the laboratories of members of the T/TTK faculty. Every effort will be made to find office space for Post-Doctoral Scholars/Associates. All agreements and obligations for Post-Doctoral Scholars/Associates are the responsibility of the faculty sponsor. The use of space and facilities may be terminated by the Chair if the sponsor leaves the department or if the sponsor no longer wishes to have the Post-Doctoral Scholars/Associates in her/his laboratory.

**Other Individuals:** From time-to-time the Chair and/or T/TTK faculty may appoint individuals to other positions (e.g., Faculty Assistants, Faculty Specialists, etc.). *These individuals are not voting members of the faculty.* Appointments will be in accordance with all department and University guidelines ([link](#)). Funds for support and space to be used by these individuals will be provided by the appointing faculty member. All agreements and obligations of the department to these individuals, including use of space and facilities, may be terminated by the Chair if the sponsor leaves the department or if the sponsor no longer wishes to have these individuals in her/his laboratory.

**Adjunct Faculty** consists of those holding ranks of Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor. The Adjunct Faculty *are not voting members of the faculty*, though they are encouraged to attend faculty meetings *except those dealing with promotion and tenure*.

According to the UMD Office of Faculty Affairs, “*The term ‘Adjunct’ has a very specific meaning within the University’s Policy on Adjunct Faculty (II-1.07(A)), namely part-time instructional faculty who are paid by the course, or whose appointments are less than 50% FTE (“Full Time Equivalent”), or who are ineligible for benefits.*”

Adjunct appointments are 1-year appointments that are reviewed annually by the Chair. Initial appointments of Adjunct faculty are initiated by a member of the T/TTK faculty and then reviewed by the Chair. The results of these deliberations are brought to all T/TTK faculty, and a majority vote of the T/TTK faculty is required for appointment and subsequent continuation of appointment. Generally, approval for appointment of Adjunct faculty will only be made after the prospective Adjunct has given a departmental seminar. Appointments and continuation of appointments require evidence that the appointee has been and will be a contributing member of the faculty, either through a history of

working closely with department graduate students or faculty, and/or by having taught a course or courses in the department. Appointment as Adjunct faculty is to be in accordance with published University and department policies ([link](#)).

**Affiliate Faculty** consists of those holding ranks of Assistant Professor, Associate Professor, and Professor whose primary appointment is another UM academic unit. *These individuals are not voting members of the faculty.* Appointments are made in accord with university APT policy ([link](#)), and are reviewed annually by the Department Chair.

See **Appendix 7** below for details on the appointment and review of Affiliate Faculty and Special Members of the Graduate Faculty.

## **B. OVERVIEW OF NOMINATION & APPOINTMENT OF PROFESSIONAL TRACK (PTK) FACULTY**

1. **Nomination for Appointment/Promotion:** With the exception of Post-Doctoral Scholars/Associates, requests for appointment/promotion of PTK faculty must be made to the Chair in a letter written by the nominating T/TTK faculty member or, in cases of promotion, may be made by the individual seeking promotion. The letter must be accompanied by an up-to-date CV and a personal statement from the candidate.
2. **Review:**
  - a. If the candidate meets the basic requirements as set forth by the University ([link](#)), the Chair will appoint a Review Committee consisting of at least two T/TTK and at least one PTK faculty member in the same title series, all of whom must be at or above the proposed rank of the candidate. If there are no eligible departmental PTK faculty, the participation of a PTK faculty member from another unit will be requested. If there are no eligible PTK faculty members available, the review will be carried out by three T/TTK faculty within the department.
  - b. The Review Committee will be charged with compiling the appointment/promotion package, soliciting letters of evaluation, presenting the case to the faculty and soliciting a vote, and preparing a letter of evaluation to be submitted to the Chair.
    - i. **Regarding Letters of Evaluation:** In cases where initial appointments are made at ranks above the lowest within a PTK faculty title series, external letters of support/recommendation will be required.
  - c. If there is majority support among the Review Committee in favor of the appointment/promotion, the candidate's dossier will be made available to all departmental T/TTK and PTK faculty for review.
    - i. Promotion decisions shall be made based on the evaluation criteria detailed below and on the candidate's performance within those criteria.
  - d. Appointment/promotion requires a two-thirds majority of voting-eligible T/TTK faculty and PTK faculty in the same title series, all of whom must be at or above the

candidate's proposed rank. If this is met, the Chair will provide a summary letter and forward the dossier to the CMNS Dean for review.

- e. **Dual or Joint Appointments:** When a candidate has a dual or joint appointment in more than one unit, the unit of the lesser appointment will conduct the first first-level review and submit a report to the unit of primary appointment. The unit of greater appointment will conduct a second, independent first-level review and submit a committee evaluation along with the independent chair's evaluation to the Dean. The Dean will make a final recommendation to support or deny the application.
3. **Decision:** Final decisions on appointments/promotions to the first and second rank in a PTK faculty title series will rest with the CMNS Dean. Final decisions on appointments/promotions to the highest rank will rest with the Provost. Once a decision is made, the candidate will be notified by the Department Chair of the decision in writing, at which point the decision cannot be rescinded.
4. **Appointment Contract:** The department/unit will use the online contract management system to ensure that all contracts contain necessary elements, including a clear description of assignments and expectations associated with the appointment, as well as information on how to access department/unit-level PTK policies and professional resources.
  - a. All new PTK hires will receive a copy of the University-, College-, and Department-level Appointment, Evaluation, and Promotion (AEP) policies and procedures as well as web links to each. PTK faculty will be kept abreast of changes to University- and/or College-level changes and shall be given voting representation on committees that are responsible for the creation, adoption, and revision of department-level policies and procedures related to the appointment, evaluation, and promotion of PTK faculty.
5. **Appeals:** In the event of a negative decision, the candidate can appeal the decision based on alleged violations of procedural process that would have had a material effect on the decision. All appeals shall be handled according to the procedures established by the Office of Faculty Affairs ([link](#)) and shall be initiated within the period defined in those procedures. For PTK faculty appointments that do not have maximum terms, as established in Guideline 5.H. ([link](#)), a negative decision regarding an application for promotion does not automatically preclude renewal or the existing PTK appointment.
6. **Mentoring:** Mentoring of PTK faculty (Research Scientists/Professors/Scholars, Post-doctoral Scholars/Associates, and Faculty Specialists) who are supervised by a single T/TTK faculty member will be individually mentored by that faculty member.
  - a. Lecturers will be assigned a mentoring committee consisting of at least one Senior or Principal Lecturer and at least one tenured faculty member. In addition to typical mentoring duties, mentoring committees for Lecturers are responsible for ensuring that their mentees receive regular Peer Teaching Evaluations.
  - b. Like tenured faculty, mentoring for Senior and Principal Lecturers is optional.
  - c. Mentoring committees must meet formally once per year with the mentee and provide a written review to the mentee and Department Chair.
7. **Deadlines:** Nominations for initial appointments can be made at any time. Nominations (including self-nominations) for promotion, however, must be submitted to the Chair **no later than September 1** of the fiscal year in which the candidate seeks promotion. The

expectation is that departmental review process will be completed by **January 15** (for the highest ranks) and **February 15** (for lower ranks) of the fiscal year in which the review begins, in time to permit any possible salary increase to take effect in the following fiscal year, as per UM Guidelines for Appointment, Evaluation, and Promotion of PTK Faculty ([link](#)).

## C. **PROMOTION OF PROFESSIONAL TRACK FACULTY**

- **Promotion of Lecturers:** Professional track, instructional faculty at the rank of Lecturer and above may be considered for promotion to the next rank. It is generally expected that individuals considered for promotion will have the same general qualifications for promotion as faculty being considered for the equivalent T/TTK faculty rank.
- **Promotion of Research Scientists/Professors/Scholars:** Research Scientists/Professors/Scholars at the rank of Assistant and above may be considered for promotion to the next rank. It is generally expected that individuals considered for promotion will have the same general qualifications for promotion as faculty being considered for the equivalent T/TTK faculty rank.
- **Post-Doctoral Scholars/Associates:** Post-Doctoral Scholars/Associates at the rank of Scholar and above may be considered for promotion to the next rank. It is generally expected that individuals considered for promotion will have the same general qualifications for promotion as faculty being considered for the equivalent rank.
- **Promotion of Faculty Specialists:** Faculty Specialists at the rank of Faculty Specialist and above may be considered for promotion to the next rank. It is generally expected that individuals considered for promotion will have the same general qualifications for promotion as faculty being considered for the equivalent rank.
- **Promotion of Adjunct Faculty:** Adjunct faculty who are in another academic institution are given the equivalent rank as earned at their home institution. Promotion to a higher adjunct rank is automatic if promotion in the home department involved formal review. Adjunct faculty who are not in academic institutions with professorial ranks may be promoted after review by the full faculty.
- **Promotion of Affiliate Faculty:** Affiliate faculty who are in another campus unit are given the equivalent rank as earned in that unit. Promotion to a higher affiliate rank is automatic if promotion in the home unit involved formal review.

### 1. **LECTURERS**

#### a. **Criteria for appointment or promotion to the rank of LECTURER**

Generally initial appointments of new Lecturers will be made as 1-year contracts for the first two 2 of appointment. Following the first 2 years, Lecturers may be offered renewable multi-year contracts (up to 3 years at a time). Candidates for appointment to the rank of Lecturer

will have a demonstrated ability to teach at the collegiate level in discipline-appropriate fields.

**b. Criteria for appointment or promotion to the rank of SENIOR LECTURER**

In addition to having the qualifications of a Lecturer, the appointee shall have an exemplary teaching record over the course of at least 5 years of full-time instruction or its equivalent as a Lecturer (or similar appointment at another institution) and shall exhibit promise in developing additional skills in the areas of research, service, mentoring, or program development. Appointments to this rank are typically 1 to 3 years and are renewable.

- **Teaching:** It is expected that the candidate will have taught at the undergraduate level and will have exhibited teaching performance that meets or exceeds departmental standards for the types of courses taught, as determined by student and, more importantly, peer evaluation.
  - Teaching performance (both inside and outside the classroom) will be determined by peer reviews conducted by the faculty members chosen by the candidate, with approval of the candidate's mentoring committee and/or departmental Chair; by student evaluations of teaching; and, when appropriate, documentation of course development provided by the candidate.
  - The manner in which individuals provide an effective and rewarding teaching environment will vary. However, such an environment is typically nurtured by practices such as providing a clear sense of organization in the proper and timely preparation of syllabi assignments and exams, providing clear expectations of student responsibilities, providing timely feedback of student performance on assignments and exams, and being readily available to students outside of class. It should be understood that teaching must be evaluated as a whole, and the presence or absence of one or more of the elements listed here neither subtracts from an overall excellent performance nor adds to an unsatisfactory one.
  - Other significant indicators that may be (but need not be) present are: mentoring of students, participation in the classes of others, supervision of student internships, and advisement or counseling.
- **Service:** Performance is measured by the candidate's participation on Department, College, and/or University committees. Service includes advising and extension efforts or professional activities. Participation in the governance and activities of interdisciplinary programs on campus will be evaluated as the equivalent to departmental service.

It is recognized that different faculty have different strengths. It is consistent with the intent of these criteria for the candidate to submit evidence of accomplishments beyond those of normal performance expectations.



**c. Criteria for appointment or promotion to the rank of PRINCIPAL LECTURER**

In addition to the qualifications required of the Senior Lecturer, appointees to this rank shall have an exemplary teaching record over the course of at least 5 years of full-time service or its equivalent as a Senior Lecturer (or similar appointment at another institution) and/or the equivalent of 5 years professional experience as well as demonstrated excellence in the areas of research, service, mentoring, or program development. Appointments are typically made for 3-year contracts that are potentially renewable.

**MATERIALS FOR REVIEW AT SENIOR AND PRINCIPAL LECTURER RANK:**

Promotion dossier contents are set by the UMD Office of Faculty Affairs ([link](#)); however, deference is given to the department regarding letters of evaluation. Candidates will provide to the Review Committee Chair the names of three departmental or non-departmental tenured faculty members at or above the proposed rank who can serve as referees. The Review Committee will solicit letters from at least three tenured faculty members and/or principal lecturers, including at least one suggested by the candidate and at least one from outside the department. Letters may also be solicited from PTK faculty or staff, but these must be in addition to the three tenured faculty letters and/or principal lecturers. Letters may also be solicited from tenured faculty outside the University, but this is not required.

**2. RESEARCH SCIENTISTS/PROFESSORS/SCHOLARS**

**a. Criteria for appointment or promotion to the rank of ASSISTANT RESEARCH SCIENTIST/ PROFESSOR/SCHOLAR**

This rank is generally parallel to Assistant Professor. Appointees shall have demonstrated superior scientific research ability and should be qualified and competent to direct the work of others (such as technicians, graduate students, and/or other research personnel). An earned doctoral degree will be a normal minimum requirement for appointment at this rank. Appointments to this rank are typically 1 to 3 years and are renewable.

- **Research (Scientists, Professors, and Scholars):** All members of this title series must demonstrate significant research achievements in their field. Appointment/promotion at the Associate level requires research accomplishments whose originality, depth, and impact establish the candidate as an important contributor to knowledge in their field. The research achievements of all research faculty will be evaluated on the quality of their contributions to knowledge in the context of the research mission of the individual departments and institutes, as evidenced by published work in books, journals and leading conferences, written evaluations by premier people in their specific research field, awards, prizes, inventions, patents and other recognitions and, as appropriate, their

record of competitive funding. Research accomplishments and leadership that advance the state of knowledge via documented instrument development, algorithm development, numerical model development and data set generation may also be weighed when considering Research Scientist/Professor/Scholar appointments and promotions and can be the primary criteria for scientists whose work emphasizes these contributions.

- **Teaching (Professors and Scholars only):** Research Professors/Scholars are encouraged to contribute to the mentoring of students and, as appropriate, postdoctoral fellows and junior faculty, to assist in their academic and professional development. These educational functions should be carried out in a manner to complement and not negatively impact the primary research mission of the Research Professor/Scholar.
- **Service (Professors and Scholars only):** To the extent permitted by federal regulations, Research Professor/Scholars may, but are not expected to, engage in departmental or campus/college service to the university. Service to the wider professional community is also encouraged but not required. Types of service may include, but are not limited to: committee work and other university-related administrative assignments, development activity, grant application and administration, organizational or scientific endeavors in professional societies, engagement in articulating our mission to the wider community, and extramural services of a professional nature to schools, industry, local, state, and national agencies, and the public at large.

**b. Criteria for appointment or promotion to the rank of ASSOCIATE RESEARCH SCIENTIST/PROFESSOR/SCHOLAR**

This rank is generally parallel to Associate Professor. In addition to having the qualifications required of the Assistant Research Scientist, appointees shall have significant scientific research accomplishments, show promise of continued productivity, and have the ability to propose, develop, and manage research projects. Appointments to this rank are typically 1 to 5 years and are renewable.

**c. Criteria for appointment or promotion to the rank of RESEARCH SCIENTIST/PROFESSOR/SCHOLAR**

This rank is generally parallel to Professor. In addition to having the qualifications required of the Associate Research Scientist, appointees shall have established a national and, where appropriate, international reputation for outstanding scientific research. The candidate should show excellent achievement in research and high-quality performance in mentoring, service, and/or teaching. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements, or other distinguished and creative activity. Appointments are typically made as 5-year contracts and are renewable.

**MATERIALS FOR REVIEW AT ALL LEVELS OF RESEARCH SCIENTIST/PROFESSOR/SCHOLAR:** The following is based on the CMNS Protocols for Faculty Searches, Appointments, Promotions, and Reviews, which state that review materials must

include: 1) a letter from the Chair assessing the research of the candidate (and the additional required qualifications); 2) the CV (this need not be in UM format, and publications need not be annotated); 3) a personal statement from the candidate; 4) documentation of duties and responsibilities; 5) external letters assessing the research of the candidate area (at least 3 for Assistant-level candidates and at least 6 for Associate and Full ranks); and 6) a brief evaluation by the unit APT Committee (including the vote).

### **3. POST-DOCTORAL SCHOLARS/ASSOCIATES**

[**Note:** While the offer letter and contract must be approved by the Associate Dean for Faculty Affairs, approval of appointment/promotion within this title series rests with the supervising PI]

#### **a. Criteria for appointment or promotion to the rank of POST-DOCTORAL SCHOLAR**

The appointee generally shall hold a doctorate in a field of specialization earned within 3 years of initial appointment. An exception to the time from degree requirement must be approved by the Office of the Provost.

Appointment to this rank shall allow for continued training to acquire discipline-specific independent research skills under the direction of a faculty mentor. Appointments are typically for 1 to 3 years and are renewable, provided no appointee serves in this rank for more than 3 years. After 3 years in this rank, appointees who have performed satisfactorily are eligible for appointment to the rank of Post-Doctoral Associate.

#### **b. Criteria for appointment or promotion to the rank of POST-DOCTORAL ASSOCIATE**

The appointee generally shall hold a doctorate in a field of specialization earned within 5 years of initial appointment or shall have satisfactorily completed an appointment to the rank of Post-Doctoral Scholar. An exception to the time from degree requirement must be approved by the Office of the Provost.

The appointee shall have training in research procedures, be capable of carrying out individual research or collaborating in group research at the advanced level, and have the experience and specialized training necessary for success in such research projects as may be undertaken. Appointments are typically for 1 to 3 years and are renewable, provided the maximum consecutive length of service in both post-doctoral ranks shall not exceed 6 years. Exceptions may be approved by the Office of the Provost.

After six years in the post-doctoral ranks, appointees who have performed satisfactorily are eligible for appointment to an appropriate faculty position other than in the post-doctoral series, excluding the Faculty Specialist series.

#### **4. FACULTY SPECIALISTS**

[**Note:** Individuals hired as Faculty Assistants (formerly Faculty Research/Extension Assistants) are limited to 3-year contracts. A committee is **not** required for initial appointment/promotion to the rank of Faculty Specialist; however, promotion to Senior and Principal Faculty Specialist requires committee review]

##### **a. Criteria for appointment or promotion to the rank of FACULTY SPECIALIST**

The appointee shall hold a Bachelor's degree in a relevant area and show potential for excellence in the administration and/or management of academic or research programs. Faculty Specialists are expected to engage in activities that include, but are not limited to: developing curriculum and/or innovative means for developing curriculum, supervising the non-research activities of students, serving as grant writers, editors, or authors of other publications for an academic or research program, operation of specialized instrumentation as part of core facilities, or conducting specialized research duties. Appointments to this rank are typically 1 to 3 years and are renewable.

##### **b. Criteria for appointment or promotion to the rank of SENIOR FACULTY SPECIALIST**

In addition to showing superior ability to administer academic or research programs, as evidenced by successfully discharging responsibilities such as those of the Faculty Specialist, the appointee shall hold a Master's degree or have at least 3 years of full-time experience as a Faculty Specialist (or similar appointment at another institution), or its equivalent. Appointments to this rank are typically 1 to 5 years and are renewable.

##### **c. Criteria for appointment or promotion to the rank of PRINCIPAL FACULTY SPECIALIST**

In addition to a proven record of excellence in managing and directing an academic or research program, the appointee shall hold a PhD or have at least 5 years of full-time experience as a Senior Faculty Specialist, or its equivalent. Appointments are typically made as 5-year contracts. Appointments are typically made as 5-year contracts and are renewable.

**MATERIALS FOR REVIEW AT SENIOR AND PRINCIPAL FACULTY SPECIALIST RANKS:** Promotion dossier contents are set by the UMD Office of Faculty Affairs ([link](#)); however, deference is given to the department regarding letters of evaluation. Candidates will provide to the Review Committee Chair the names of three departmental or non-departmental tenured faculty members at or above the proposed rank who can serve as referees. The assigned

Review Committee will solicit letters from at least three tenured faculty members at or above the proposed rank, including at least one suggested by the candidate and at least one from outside the department. Letters may also be solicited from PTK faculty or staff, but these must be in addition to the three tenured faculty letters. Letters may also be solicited from tenured faculty outside the University, but this is not required.

## APPENDIX 6: GUIDELINES FOR EFFECTIVE PEER TEACHING EVALUATIONS

The process of peer teaching evaluation is considered by the University's Teaching & Learning Transformation Center to be “**formative**” in that it should be a “**low stakes**” opportunity for instructors to receive feedback from their peers in order to develop their teaching abilities. This is different from a “**summative**” assessment, in which an instructor would be graded in a “**high stakes**” setting, equivalent to promotion/tenure review.

In that spirit, an ideal peer teaching evaluation consists of a formative (observation and discussion) and a summative (evaluation summary) component, with the latter included in the instructor's promotion/tenure package.

To achieve this ideal, please follow these steps:

- **Pre-observation**: The instructor should send to the observer these guidelines along with the Entomology Department's **Peer Evaluation Observation Form** and **Peer Evaluation Summary Form**. The instructor should also discuss with the observer the goals of the specific lecture/lab, the course syllabus, other relevant course materials, etc., and should note any aspects of their course or teaching about which they would like feedback.
- **Observation**: The observer should use the **Peer Evaluation Observation Form** as a guide during the lecture/lab they are observing in order to compile notes for their summary and for reference during any post-observation discussion with the instructor.
- **Post-observation**: Within one week of the observation, the observer should provide feedback to the instructor and discuss strategies for enhancing effectiveness, student engagement, course efficiency, and ultimately student outcomes.
- **Documentation**: Within two weeks of the observation, the observer must submit a Peer Evaluation Summary to the coordinator. This summary should encompass both the observation itself and any pre- and post-observation discussions. The Coordinator will not accept the Summary until the instructor being evaluated confirms that s/he has read the Summary. The instructor is entitled to submit a written response to the Summary within one week. The observer is not required to submit the Peer Evaluation Observation Form to the coordinator.

These guidelines and the two department-specific forms noted above should be shared with observers from other units to ensure consistency.

## **APPENDIX 7: PROCEDURES FOR APPOINTMENT AND REVIEW OF ENTOMOLOGY DEPARTMENT AFFILIATE FACULTY**

Affiliate Faculty consist of those holding ranks of Assistant Professor, Associate Professor, and Professor whose primary appointment is another UM academic unit. These individuals are not voting members of the faculty. Appointments are made in accordance with university APT policy\*, and are reviewed annually by the Department Chair.

*\*II-1.00(A), I. F.10. Affiliate Assistant Professor, Affiliate Associate Professor, Affiliate Professor, Affiliate Librarian II, Affiliate Librarian III, and Affiliate Librarian IV These titles shall be used to recognize the affiliation of a faculty member or other university employee with an academic unit other than that to which his or her appointment and salary are formally linked. The nature of the affiliation shall be specified in writing, and the appointment shall be made upon the recommendation of the faculty of the department with which the appointee is to be affiliated and with the consent of the faculty of his or her primary department. The rank of affiliation shall be commensurate with the appointee's qualifications.*

**Note:** This faculty category is different from a “*Special Member of the Graduate Faculty.*” The Special Member of the Graduate Faculty title is required for any non-UMD affiliated faculty member to co-chair or serve on dissertation/thesis committees. Such appointments are made according to the policies and procedures ([link](#)) set forth by the UMD Graduate School.

### **A. Initial Appointment Procedures**

1. The nominating T/TTK faculty member will submit to the Department Chair the name, rank, and unit of the candidate along with a current CV and letter explaining his/her proposed contribution to the Entomology Department. Generally, approval of appointments for Affiliate Faculty does not require a departmental seminar.
2. The Department Chair will consider the nomination and – if appropriate –send the CV and letter to the faculty for a vote. A simple majority is required for approval.
3. Upon appointment, the affiliate faculty member will be added to the Entomology Department website.

### **B. Annual Review**

1. Affiliate appointments are 1-year appointments that are reviewed annually by the Department Chair.
2. Continuation of appointment requires evidence that the appointee has been a contributing member of the faculty, either through a history of working closely with department graduate students or faculty, and/or by having taught a course or courses in the department.
3. A simple majority vote to re-appoint the affiliate faculty member is required annually.

**C. Appointment Termination**

1. An affiliate appointment will be terminated at the annual review if:
  - a. The affiliate faculty member no longer wishes to be affiliated with the Department of Entomology, or the nominating T/TTK faculty member wishes to terminate the affiliation.
  - b. The affiliate faculty member is no longer contributing substantially to the department, resulting in a failed faculty vote to re-approve the appointment.
  - c. Upon termination, the affiliate faculty member will be removed from the Entomology Department website.
  - d. Future affiliate nominations must proceed according to the initial appointment procedures above.

**D. Non-UMD Affiliate Faculty**

1. An individual not officially affiliated with the University of Maryland may be appointed as Affiliate Faculty at their current rank at their home institution. However, in order to serve in any official capacity, s/he may need to seek an alternative appointment, many of which require significantly more time for approval. For example, if a non-UMD affiliate faculty member wishes to:
  - a. Serve on a thesis/dissertation committee, s/he must be appointed as a “Special Member of the Graduate Faculty.” Such appointments are made according to the policies and procedures set forth by the UMD Graduate School.
  - b. Submit a proposal as a Co-PI with an Entomology Department faculty member, s/he must be appointed as a paid/non-paid adjunct assistant professor, adjunct associate professor, or adjunct professor.