Memorandum of Understanding

This Memorandum of Understanding outlines the terms of an engaged scholar review for a faculty candidate being considered for promotion and/or tenure at the University of Minnesota.

Purpose
The purpose of the engaged scholar review is to provide an internal review of the scholarly portfolio of community-engaged scholars who are submitting their dossiers for consideration for promotion and/or tenure. These reviews are meant to provide an analysis of the quality and impact of scholarship, either holistically or in specific areas of research or teaching.

Review Panel
The Review Committee is composed of University of Minnesota-Twin Cities tenured faculty members from diverse disciplines and professional fields. Each is a leading community-engaged scholar who has a distinguished record of scholarship produced through community-engaged research, teaching, and/or outreach. Three members from this committee will be selected to serve as the review panel for a case, including at least one member with a discipline or field of study in an area related to the candidate’s.

Process
- October 29: Information session for prospective candidates.
- February 20: Replicated information session (for prospective candidates).
- March 3: Candidates attend orientation about review criteria and processes.
- May 1: Candidate and unit head sign Memorandum of Understanding and submit to OPE.
- June 1: Appropriate 7.12, narrative statements, curriculum vitae, and evidence of engaged research and teaching submitted to Review Committee via OPE. Letters from community partners may also be provided if the candidate chooses to do so.
- Summer: Review Committee teams conduct reviews.
- August 30: Unit leader receives letter from Review Committee to include in dossier with other supplemental reviews. The letter is not intended to be sent to external reviewers.
- Fall 2020: Members of the Review Committee are available to meet with unit-level or college-level promotion and tenure committees.

The engaged scholar review will take into consideration engagement criteria as they relate to criteria outlined in the unit’s 7.12 statement. The criteria for high-quality engaged scholarship include the candidate’s demonstration of:

1) Clear Academic & Community Change Goals
2) Adequate Preparation in Content Area and Grounding in the Community
3) Appropriate Methods: Rigor and Community Engagement
4) Significant Results: Impact on the Discipline/Field and the Community
5) Effective Presentation and Communication to Academic and Community Audiences
6) Reflective Critique: Lessons Learned to Improve the Scholarship and Community Engagement
7) Collaborative Leadership and Personal Contribution
8) Socially and Ethically Responsible Conduct of Research and Teaching
A set of indicators will guide the reviewers' assessment of each criterion. These criteria and indicators are based on engaged scholarship standards developed by the National Review Board (NRB) for the Scholarship of Engagement, which developed its assessment criteria from the pioneering sourcebook, *Scholarship Assessed: A Special Report on Faculty Evaluation* (Glassick, Huber & Maeroff, 1997). These national standards were further refined by our internal review committee based on their expertise as engaged scholars and their knowledge of expectations at the University of Minnesota. Candidates are strongly encouraged to seek mentoring from members of the Review Committee who are not on their panel regarding these criteria.

The reviewers will focus on assessing the quality and impact of the candidate’s engaged scholarship, based on these engaged scholarship criteria. The reviewers will *not* assess the candidate’s level of prominence in his/her discipline or other aspects of the dossier that are not related to the candidate’s community-engaged research, teaching, and/or outreach. The Review Committee will adhere to the same standards of confidentiality that govern other aspects of the promotion and review process.

IMPORTANT: Once this MOU is signed and submitted, the candidate has the right to withdraw their request for a review up until the time the dossier is submitted to the Review Committee. Once the candidate submits the dossier materials for consideration, the review request cannot be withdrawn and the review will be completed.

By signing this MOU on this date: ____________________:

1. We agree to have the Review Committee conduct a review of _____________’s sum of engaged scholarship in research, teaching, and/or service] and provide to the unit leader [___________________] a written report of that review.

2. We understand that this request may be withdrawn by the candidate in writing (to avp-ope@umn.edu) at any time prior to the submission of the candidate’s dossier to the Review Committee.

3. We understand that once the dossier is submitted to the Review Committee, this review request cannot be withdrawn and that the review will be completed.

4. We agree that, once completed, the Review Committee’s report will be added to the candidate’s dossier and will be included with the materials that are submitted for the candidate’s department, college, and provostial reviews.

___________________________________________
Faculty Candidate Signature

___________________________________________
Unit Leader Signature

*Received and Recorded*

__________________________
Date

Andrew Furco, Associate Vice President for Public Engagement