

**BYLAWS OF THE COLLEGE OF LIBERAL ARTS**  
**PROMOTION, TENURE, AND REAPPOINTMENT, (PTR) COMMITTEE**

Approved by CLA PTR Committee 9/22/2023

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Approved by Dean 10/16/2023

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# **BYLAWS OF THE COLLEGE OF LIBERAL ARTS PROMOTION, TENURE, REAPPOINTMENT, (PTR) COMMITTEE**

*The purpose of this Committee is to ensure that PTR decisions at all levels within the college are conducted in a fair, orderly, and consistent manner.*

*For complete information on promotion and tenure policies, this document should be read together with the Appointment, Rank, and Tenure Policy of Towson University and its appendices, the department PTR document, as well as the Senate resolution on merit that was passed on April 4<sup>th</sup>, 2022, the UPTRM motion on first year tenure-track faculty review (passed on October 17<sup>th</sup>, 2019), the policies on First Year Lecturer Review, and the recommendations from the Provost's Office on Voting Procedures for Remote PTR Deliberations.*

## **I. MEMBERSHIP OF THE COMMITTEE**

### **A. Composition of the College of Liberal Arts PTR Committee**

In accordance with the provisions of the Towson University Policy on Appointment, Rank and Tenure of Faculty (02-01.00), the CLA PTR committee shall consist of one representative from each department. The dean will serve as a non-voting member of the committee.

### **B. Election, Term, Eligibility**

Committee members will be elected at large by the tenured and tenure-track faculty of the college for a term of three years. The elections should be concluded no later than the first Friday in May. The three-year terms are to be staggered in such a way that approximately one-third of the committee is chosen each year in order to maintain continuity. Members from the SOAN, POSC, LLC, and WGST departments will be elected in 2024, 2027, 2030, and every three years after to terms that start in Fall 2024, 2027, and 2030; GEOG, PHIL/RLST, and ENGL will be elected in 2025, 2028, 2031, and every three years thereafter; FMST, PSYC, and HIST will be elected in 2026, 2029, 2032, and every three years thereafter.

Eligible members include tenured faculty at the rank of either associate or full professor. A member may serve no more than two consecutive terms. Department chairs are not eligible to serve on the College PTR committee. College PTR committee members who are presenting files for promotion may not serve during the year in which any decision is being made relative to their review. If a department does not have a faculty member eligible to serve, a faculty member from another department may be chosen to serve on behalf of the department lacking a representative by agreement of the department chair, the dean, and the college PTR committee chair.

C. Vacancies

If a member is unable to serve for a year for reasons such as, but not limited to: sabbatical leave, faculty exchange, or promotion consideration, the college electorate shall choose a replacement before the college PTR committee begins its work. Faculty who wish to engage in PTR activities during their sabbatical leave should refer to the 02-02.00 –Policy on Sabbatical Leave Section IV.G. The member replaced may return to the committee the following year if that year would have been part of the term to which the member was originally elected; the replacement year shall not extend the member's term. A member resigning from the committee before the expiration of the member's term shall be replaced through a college-wide election. Should a member through accident or sudden change in circumstance be unable to serve, and such circumstances arise when there is insufficient time for an election before the work of the committee begins, a temporary replacement for that year may be named through selection by the department and approval by the chair of the CLA PTR committee and the dean.

## II. POLICIES, DUTIES, AND PROCEDURES OF THE COMMITTEE

### A. General policies and procedures

Because members are elected at large, it is their responsibility to act in the best interests of the college, not as representatives of their departments.

At its first formal meeting of the academic year, which shall be held no later than the second Friday in September, the committee will elect each year two officers, a chair and a secretary. Officers retain the duties of their positions until new officers are elected. The CLA PTR committee reviews departmental and chair recommendations and makes its own recommendations on promotion and on the granting or denial of tenure. The college PTR committee also receives and responds to substantive appeals of departmental recommendations on PTR matters, as provided for in Appendix 3 to the Towson University ART policy. In cases in which a department has fewer than three members eligible to serve on a PTR committee, the college PTR committee will select additional faculty members to serve on the departmental committee in accordance with the procedures specified in Appendix 3 of the ART policy.

The CLA PTR committee evaluates candidate files and reviews the recommendations of departments and chairs in relation to the standards and expectations established for faculty in the Towson University ART policy, the criteria of the College of Liberal Arts, and the criteria of the candidate's department. The committee will reach a recommendation in each case and will produce a concise but detailed statement in support of its recommendation with reference to each category evaluated, including teaching/advising, scholarship, and university/civic/professional service. If the committee reviews materials that have been added by the faculty member or administrators during the course of the review process consistent with the guidelines for such actions in University policy, the committee will note that it has done so in its statement. The chair of the committee will convey these recommendations to the dean. The dean prepares an independent recommendation in each case and includes these

recommendations and those of the committee in candidate files before transmitting them to the Provost.

B. Quorum

A quorum will consist of a majority of the voting members of the committee present.

C. Voting Procedures

All votes regarding tenure or promotion shall be by confidential ballot cast upon completion of the discussion of each candidate. The CLA PTR committee follows the procedures established in Towson University Policy on Appointment, Rank and Tenure of Faculty and the Provost's guidelines for voting procedures using TU approved web-based programs. All ballots must collect the Faculty ID number. Any voting mechanism must be secure and allow for records retention in accordance with USM records retention policies. While it is not necessary to use the TU Ballot Summary, a paper copy of the electronic voting record, which includes a record of faculty ID numbers associated with each ballot, must be printed and kept on file per the ART policy. Votes shall be tallied by the committee chair. The committee chair will forward to the dean a signed, dated report of the results of the vote along with the committee's recommendation. The confidential ballots shall not be included in the faculty evaluation portfolio but forwarded under separate cover to the Provost.

Votes involving appeal of department decisions taken by the committee shall be by confidential ballot and tallied by the committee chair. The results shall be entered on a single sheet of paper labeled with the name of the faculty member being evaluated, the department name or college name, and the date. Members of the committee will each sign the report to confirm their participation and the result as recorded. The record of the vote will be forwarded to the Dean who shall maintain these documents for three years.

A majority of those voting must support the granting of tenure or promotion, or must support action to sustain an appeal, for the committee to reach a favorable recommendation. Because a tie vote does not constitute a majority decision, any proposal met with a tie vote fails. Committee members must participate in the deliberations in order to vote. No committee member shall abstain from a vote for tenure or promotion unless the Provost authorizes such abstention for good cause, including an impermissible conflict of interest.

D. Confidentiality

Members of the committee will maintain strict confidentiality concerning its deliberations and recommendations at all points during and after the process, with the exception of the information provided to candidates or departments by the chair or the dean in performance of their duties under the ART policy.

E. Notification of Candidates

The written statement of the college PTR committee, including the committee's recommendation and a record of the vote count, shall be added to the faculty member's evaluation portfolio by the College PTR chair and submitted to the dean by the first Friday in January, and it shall be delivered (or sent via the University approved secure delivery system) to the faculty member by the third Friday in January as provided for in the University ART policy. Negative recommendations shall be delivered in writing in person by the dean or sent via a secure delivery system with return receipt no later than the third Friday in January. A copy of the recommendation shall also be sent to the chair of the faculty member's home department.

F. Publication of Decisions

Recommendations of the college PTR committee are not publicized by the committee. When the evaluation process is complete and the decisions of the President and Provost have been communicated to the candidates, the dean may



communicate the results to the college if that function is not assumed by the Provost's Office.

#### G. Appeal Procedures

Faculty members may make a substantive appeal to the college PTR committee about negative judgments made at the department level on questions of tenure, promotion, comprehensive review, and reappointment.

Substantive appeals refer to perceived errors in judgment by the department committee or chair in evaluating the faculty member's performance.

All appeals shall be made in writing. The faculty member shall have 21 calendar days from the date that a negative judgment is delivered in person or sent via a secure delivery system. The appeal must clearly state in writing the grounds for the appeal and must be accompanied by supporting documents. The faculty member may supplement the evaluation portfolio under consideration with any statement, evidence, or other documents believed to present a more valid perspective on performance.

Appeals of department recommendations shall be copied to the department chair and the department PTR chair. Appeals of college decisions to the Provost shall be copied to the college dean and the college PTR committee.

Within fifteen business days of receipt of a formal appeal with attached materials, the college PTR committee shall review the case and provide a written response to the substantive appeal. Copies of the committee's response will be provided to all parties copied on the original appeal letter, as above.

Faculty members may also submit procedural appeals to the university PTR committee, or appeals alleging unlawful discrimination, as provided for in the university ART policy, Appendix 3, and Towson University policy 06-01.00.

#### H. Review of Bylaws

Every three years after the first approval of the Bylaws of the PTR Committee,

the CLA PTR committee will review this document and submit evidence of this review to the dean and to the UPTRM committee.

I. Changes in Policies

All policies at the college level shall remain in effect until changed according to the procedures that are specified in Appendix 3 of the University ART policy and that include approval by the college PTR committee, approval by a majority of CLA tenure line faculty, approval by the dean, and approval by the UPTRM. Faculty members shall be evaluated for tenure pursuant to the college PTR standards and criteria in effect during the year they were first appointed to a tenure-track position.

J. Annual Report of the Committee

The secretary will submit an annual report to the chair of the college PTR committee and to the dean for their review and, after any corrections or adjustments are made, will submit copies of the final report to the college PTR chair, the dean and the CLA Council. The annual report should summarize all actions taken by the committee during the year, including the number of recommendations on tenure and promotion; actions on appeals; approvals of departmental review committee members, when required; reviews of departmental PTR statements; reviews of these policies and procedures; and any other actions. The summary should not identify faculty by name in reporting negative recommendations or actions on appeals.

### III. EVALUATION BY MORE THAN ONE DEPARTMENT OR COMMITTEE

#### A. Value of Cross-Disciplinary Collaboration

The College of Liberal Arts values cross-disciplinary and interdisciplinary research collaboration.

#### B. Designation of Home and Host Departments

In order to foster and facilitate interdisciplinary, multidisciplinary, and cross disciplinary teaching and scholarship, faculty may be appointed to more than one department or program. Of the units to which the appointment is made, one department or program shall be designated the home department/program and the other shall be designated the host department/program.

#### C. Procedures for Reappointment, Tenure, Promotion, and Merit

1. All reappointment, tenure, promotion, and merit recommendations shall be made by the home department/program after consideration of input from the host department/program. This input shall be in writing and shall be added to the faculty member's evaluation file. A copy will be provided to the faculty member being evaluated.
2. The home department shall provide the host department with fair and timely opportunities to examine the faculty member's evaluation file.
3. A host department shall reach an assessment of the faculty member through its PTR committee and its regularly established PTR procedures. The chair of the host department will provide a letter of evaluation. The chair of the host department will convey both the committee letter and the chair letter to the chair of the home department and to the faculty member.
4. To participate in the evaluation of faculty holding a joint appointment in interdisciplinary studies, an interdisciplinary program must constitute, on its

own or in concert with other interdisciplinary programs, a promotion, tenure, and reappointment committee from among the faculty who teach in the program(s). The interdisciplinary promotion, tenure, and reappointment committee must follow all University rules for such committees, formulate its documents and procedures according to the rules of the University Promotion, Tenure, Reappointment, and Merit Committee, and be constituted as a promotion, tenure, and reappointment committee within the structure of the college. An interdisciplinary PTR committee will conduct an assessment of the faculty member through its regularly established PTR procedures. The chair of the interdisciplinary PTR committee will convey the committee letter to the chair of the home department and to the faculty member.

5. Letters from the host department/program must be delivered to the home department program for inclusion in the faculty member's file at least one week before the deadline for submission of the file from the home department PTR committee to the chair.
6. Faculty members from the home department who are also members of an interdisciplinary PTR committee must recuse themselves from consideration of a home department colleague by the interdisciplinary committee and may not take part in discussion or vote on that colleague in the interdisciplinary evaluation.
7. The faculty member may make a substantive appeal to the college PTR committee based upon the recommendation letter of the interdisciplinary committee.

#### IV. MATERIALS FOR FACULTY EVALUATION

##### A. Evaluation Portfolios: General Guidance

The responsibility for presenting material for the annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review rests with the faculty member.

Guided by the chairperson and department and college criteria, the faculty member shall have the responsibility of making distinctions between the various categories of teaching, scholarship, and service and shall include such distinctions, as they deem appropriate in their narrative statements and other documentation relevant to each evaluation portfolio section.

##### B. Evaluation Portfolios: Content Requirements

All material and documentation used in making recommendations for the annual review process (which includes the Annual Review, reappointment, third-year review, merit consideration, promotion, tenure, and comprehensive review) shall be submitted in the form of an evaluation portfolio that addresses the professorial role and expectations of faculty in the university, as well as the faculty member's college and department criteria. The type of review determines portfolio material and process.

Departments should address in their departmental PTR policies and procedures portfolio requirements for third year review and comprehensive review consistent with University ART policy. The portfolio requirements for Annual Reviews, which provide the basis for all formal reviews, and for tenure and promotion reviews considered by the CLA PTR committee are defined below.

Evaluation portfolios shall be submitted as an electronic portfolio to the University's approved system. Portfolios should be organized with clarity, based on University standards. Although the faculty member has freedom to include materials deemed pertinent to the evaluation, repetitious or padded files are discouraged.

Contents of the evaluation portfolio are determined by type of review and minimally, shall include:

1. Evaluation portfolio materials for annual review of all tenured faculty must include the following documents:
  - a. completed and signed Annual Report and Annual Workload Plan or Chairperson's Annual Report and Chairperson's Annual Workload Plan.
  - b. current *Curriculum vitae*. The *curriculum vitae* should summarize the candidate's education, teaching, and professional employment; specific courses taught at Towson; honors and grants; scholarly publications; professional presentations, associations, and activities; and record of service to the university, the profession, and the community.
  - c. syllabi of courses taught during the year under review.
  - d. evaluation of teaching and advising, as appropriate, and including the following:
    - (i) student evaluations tabulated by the office of the department chairperson or an administrative entity other than the faculty member.
    - (ii) grade distributions for courses beginning with the year this document takes effect.
  - e. documentation of scholarship and service. This documentation should include a copy of any publication, review, presentation, grant application, or other item identified by the faculty member as part of the faculty member's scholarly activity.
2. Evaluation portfolio materials for annual review of tenure-track faculty must include the following documents:
  - a. all of the items listed above (section B.1).

- b. peer and/or chairperson's evaluation(s) of teaching signed by faculty member and evaluator.
- 3. Portfolio materials for full review of faculty for promotion and/or tenure must include the following documents:
  - a. all materials listed above in B.1. and B.2. from the faculty member's date of hire or last promotion.
  - b. a narrative statement in which the faculty member describes how they have met and integrated teaching, research, and service expectations based on their workload agreements for the period under review.
- 4. If confidential external reviews are solicited pursuant to departmental or college promotion and tenure policies, they will remain confidential and will not be made available to the faculty member. These reviews will not be included in the faculty evaluation portfolio, but will be forwarded under separate cover to each subsequent level of review.
- 5. If the faculty member or the chairperson or program director participating in the evaluation process wishes to add a statement to their file rebutting or clarifying information or statements in the file, this information must be included in the evaluation portfolio in a special section entitled "Information Added". All documentation used as part of the consideration process must be included in the evaluation portfolio no later than November 30.
- 6. If the chairperson or program director participating in the evaluation process includes information in the faculty member's evaluation portfolio, other than their evaluation, that specific information shall immediately be made known to the faculty member undergoing evaluation and before any evaluation at the next level of review takes place. Solicited external reviews will not be added to the evaluation portfolio but will be forwarded

under separate cover to each level of review. Record of the faculty member's notification shall be tracked via the Promotions, Tenure, and Reappointment (PTR) Document Review Transmittal Form. A failure to notify the faculty within five (5) business days will result in the material being removed from the evaluation portfolio.

C. Summative Portfolio for the Provost

In addition to the evaluation portfolio, faculty being reviewed for promotion or tenure shall also prepare a summative portfolio for the Provost that shall accompany the full evaluation portfolio from the beginning of the process. It shall be clearly labeled with the faculty member's name, department, and type of review. In each section of the binder, documents shall be presented from the most recent year evaluated to the time of last promotion or year of hire. The summative portfolio shall be compiled in a one-inch binder, labeled and indexed as follows:

Section I

- *Curriculum vita.*
- A copy of *one* recent peer-reviewed publication or description of a comparable creative activity.

Section II

- University Forms: Completed and signed Annual Report and Annual Workload Plan or Chairperson's Annual Report and Chairperson's Annual Workload Plan forms arranged from most recent to the time of last promotion or year of hire.

Section III

- Summary of student evaluations across the evaluation period. Faculty using university evaluation forms should submit the summary of results for each course received from the assessment office. Those using departmental forms should compile the data in a format that will allow analysis of trends over time.
- A narrative statement about individual teaching and/or advising philosophy and an interpretation of student and/or peer/chairperson evaluations.
- Peer teaching evaluations.

Section IV

- Supporting Statement: Summary statement describing correlation



between expectations and accomplishments and integrating accomplishments in the areas of scholarship, teaching, and service.

#### Section V

- Recommendations (to be added by the appropriate party at the appropriate stage).
- Written recommendation of the department rank committee and/or tenure committee, including the Departmental Summary Recommendation form.
- Written recommendation of the academic chairperson.
- Additional recommendations to be added by the college P&T committee and the academic dean.

#### Section VI

- Information added (if needed), as specified in IV, B, 5 above.

### D. Student Evaluation Forms

Student evaluation forms used in the College of Liberal Arts shall ordinarily be the University evaluation forms tabulated by the Office of Assessment. A department that wishes to use another form for student evaluation, whether as an entire department or in selected courses not effectively evaluated by the university form, shall include any such alternate form in its departmental PTR policies and procedures document along with a rationale for its use and the process to be used for its administration. The form will be subject to review and approval by the CLA PTR committee and the UPTRM committee. Any such student evaluation form may not be changed without formal review and approval through the process provided for the departmental PTR document as a whole.

### E. Peer Evaluations

Peer evaluations are a required part of the review process. Departments should address in their PTR policies and procedures documents the specific criteria or guidelines for performing and reporting classroom observations. Peer evaluations should include assessment of the following, as appropriate to the situation:

- evaluation of course syllabi
- evaluation of textbooks

- evaluation of classroom performance
- evaluation of special projects or assignments
- evaluation of examinations
- evaluation of feedback to students
- evaluation of grading methods and standards

#### F. External Evaluations

External evaluations may be conducted as part of a faculty member's tenure or promotion evaluation in the College of Liberal Arts so long as the process for inviting and handling those external evaluations complies with University policy on external evaluations. Departments wishing to make use of external evaluations must include in their statement of PTR policies and procedures whether external evaluations will be used in all tenure and promotion evaluations or, if not, how the determination of when to seek external evaluations will be made and by whom.

## V. STANDARDS AND CRITERIA

### A. General Expectations for Annual Review or Evaluation

As specified in Appendix 3 of the University ART policy, the standards and expectations in this College of Liberal Arts PTR document pertain to the evaluation processes associated with annual reviews, reappointment, third-year review, merit, promotion, tenure, and comprehensive review.

All faculty are responsible for meeting University standards and expectations, including but not limited to those listed in this section. Meeting the general expectations specified below is essential for a faculty member's performance to be judged satisfactory in an annual review or, cumulatively, across a longer period of evaluation.

1. A faculty member shall fulfill their workload agreement in the areas of teaching/advising, scholarship, and service; shall be available for consultation and advising during office hours; and shall meet all classes as scheduled.
2. A faculty member shall be committed to collegiality and academic citizenship. —Collegiality and academic citizenship refer to the role and responsibility of faculty in shared decision making through open and fair processes devised to provide timely advice and recommendations on matters that relate to curriculum, academic personnel, and the educational functions of the institution. The demonstration of high standards of humane, ethical, and professional behavior is fundamental to collegiality and academic citizenship. These concepts include mutual respect for similarities and differences among participants on the basis of background, expertise, opinions, and assigned responsibilities. Collegiality does not imply agreement; vibrant university communities must include the capacity for respectful disagreement among faculty members and administrators.

3. A faculty member shall share the responsibility of university, college, and/or department governance. Faculty members must make themselves available to participate in the work of the department, of assigned committees, or of college and university processes in which faculty play an essential part (admissions activities and graduation could stand as examples of such wider processes).
4. A faculty member shall participate each year in the faculty evaluation process as described in university, college, and department documents. Satisfactory participation includes the full completion of annual review forms and submission of the forms signed and accompanied by all documents required no later than the due date specified in the PTR calendar.

B. Evaluation of Teaching

The evaluation of teaching should consider classroom performance as well as other venues for teaching, the varied forms of investment faculty make in preparation for teaching, and the faculty role in both formal and informal advising. A faculty member shall be an effective teacher both in and out of the classroom. Teaching as a sphere of evaluation includes the use of technology, the development of new courses and programs (including those involving collaborative or interdisciplinary work and civic engagement), faculty exchanges and teaching abroad, off-site-learning, supervision of undergraduate and graduate research and thesis preparation, attention to pedagogy connected with the various learning outcomes defined in a specific curriculum, and other aspects of learning and its assessment. It includes as well service as an assigned academic advisor, advising through student groups, and informal advising of departmental majors or students in any professional context.

The evaluation of teaching shall be based on materials provided in the evaluation portfolio. The assessment of teaching effectiveness will give close attention to (1) the

faculty member's self-evaluation in the reflective statements included in the portfolio, (2) syllabi and other teaching materials presented by the faculty member, (3) student evaluations, (4) peer evaluations, (5) the evaluation of student learning outcomes for the faculty member's courses where possible, and (6) the judgment of faculty performance made by prior evaluating bodies.

1. Self-evaluation and course materials

- a. The faculty member's evaluation of their own teaching effectiveness will include a narrative statement covering teaching philosophy and a reflective consideration of teaching strategies and efficacy. This statement should highlight any evidence in the materials of the portfolio to which the faculty member wishes to call attention and should contain an interpretation of student, peer, and chair evaluations as appropriate.
- b. Syllabi for all courses during the period of evaluation are parts of the required Annual Review reports and are included in the evaluation portfolio. Syllabi should convey to students a clear overview of course objectives, requirements, and expectations and should contain those elements specified for course syllabi in university policy.
- c. Faculty may choose to include in evaluation portfolios assessment outcomes related directly to the faculty member's work or copies of assignments that demonstrate creativity, high expectations, community engagement, effective educational practices, or other qualities the faculty member wishes to place in consideration.
- d. Grade distribution reports, including departmental averages, shall be made available to faculty members for review and shall be included in the faculty member's portfolio. These reports should be considered in relation to standards expressed in departmental and

college objectives, the faculty member's self-evaluation, course syllabi, and the evaluations of students and peers.

2. Evaluation of teaching by students

- a. Student evaluations of instruction are a required part of the evaluation of faculty.
- b. Student evaluation forms, with a description of the method of administration that assures confidentiality of the student, shall be included in the department PTR document submitted to the college and the university PTR committees for approval. Student evaluations shall be tabulated by the office of the department chairperson or another administrative entity.
- c. Tenured and tenure-track faculty shall be evaluated for all courses taught. This includes all on-load, off-load, on-line, traditional classroom, and hybrid courses taught during the academic year, minimester, and summer terms.

3. Evaluation of teaching by peers

- a. Classroom or teaching site visits are encouraged for purposes of professional growth and are required when the person is being considered for reappointment, third-year review, promotion, or tenure. Peer reviews of teaching are also required for the comprehensive five-year review.
- b. Departments must develop discipline-specific criteria or guidelines for performing and reporting classroom or teaching site observations. These should be included in the department PTR document submitted to the college and university PTR committees for approval.
- c. A minimum of two (2) peer observations shall be conducted per

review period for reappointment, tenure, promotion, and comprehensive review evaluations. The department PTR committee will approve the peers selected for the review.

- d. Advance notice of at least one (1) week of the peer observation shall be given to the faculty member.

4. Evaluation of advising

- a. Faculty academic advisors assist students in the development of meaningful educational plans that are compatible with their academic or professional goals. The faculty academic advisor provides assistance in refining goals and objectives, understanding available choices, and assessing the consequences of alternative courses of action.
- b. Advising may also include guidance of students in the learning process within one's class-teaching responsibilities, advising groups in academic honor societies, serving on a graduate thesis committee, or advising students formally or informally in other professional contexts.
- c. Statements of advising experience and practice and any materials evidencing engagement with advising responsibilities should be included in the evaluation portfolio.
- d. Judgments about the sufficiency and quality of a faculty member's advising will be based on assessment of the preponderance of evidence assembled at the department level.
- e. Each department will further define how it will evaluate advising and will identify forms of evidence to which it will attribute greatest weight. These may include the evidence of regular and reliable records of the advice given, discussion of advising by the

faculty member in Annual Review reports, logs of advising appointments, peer or chair review of advising, examination of exit interview responses, notable instances of positive advising contributions or of advising errors, letters of recommendation written on behalf of students, research mentoring beyond the expectations of course supervision, definable contributions through organizational or group advising, evidence of significant contributions to career advising, or other advising contributions for the benefit of students as the department may determine.

C. Evaluation of Scholarship

The evaluation of faculty scholarship shall be based on written evidence of the faculty member's commitment to a discipline or an interdisciplinary specialty and of continuing professional development and demonstrated scholarly growth. Scholarship may take many forms, including the scholarship of Application, Discovery, Integration, or Teaching. Regardless of type, each faculty member shall be reviewed for continuing professional development and currency in their academic field, as affirmed by its community of scholars and as demonstrated by the scholarly materials in the faculty member's evaluation portfolio.

1. The major forms of scholarship may be defined as follows:
  - a. **Scholarship of Application** – applying knowledge to consequential problems, either internal or external to the university.
  - b. **Scholarship of Discovery** – traditional research, knowledge for its own sake.
  - c. **Scholarship of Integration** – applying knowledge in ways that overcome the isolation and fragmentation of the traditional disciplines.
  - d. **Scholarship of Teaching** – exploring the dynamic endeavor involving all the analogies, metaphors, and images that build bridges between the teacher's understanding and the student's



learning.

2. In presenting their scholarship for review or in evaluating the work of others, faculty shall be guided by the definitions of scholarship noted above and further articulated by their department (s) on the basis of disciplinary or interdisciplinary intellectual interests.
3. Whatever type or types of scholarship the faculty member pursues, a record of scholarly growth sufficient for the granting of tenure or promotion shall include evidence that the faculty member's completed work has met the tests of dissemination and validation, meaning that the work has been made available in a form to which an interested scholarly or public community will have ready access and that the work has been reviewed and affirmed by scholarly peers. In presenting scholarly materials in the portfolio, the faculty member should explain the review process and dissemination plan if the form or site of publication or the means of dissemination is not familiar to departmental colleagues. A faculty member's portfolio sufficient for the granting of tenure or promotion should demonstrate a pattern of completed work consistent with the nature of the faculty member's appointment.
4. Scholarly papers accepted for delivery at conferences external to the University, invited scholarly talks at other institutions whether domestic or international, and similar presentations involving review or recognition by scholarly peers may all provide evidence of scholarly engagement and development. Scholarly papers may mark progress toward completed work in annual or comprehensive reviews. They may not substitute for the pattern of completed work required in section 3 above in evaluation for tenure or promotion.
5. Faculty reviews of all types, including annual reviews, merit reviews, third-year reviews, and comprehensive reviews, should give due attention

to evidence of the faculty member's commitment to a discipline or an interdisciplinary specialty and to evidence of the faculty member's continuing professional development. Although some faculty may emphasize teaching or service more heavily in their workload assignments, all faculty are responsible for continuing to develop disciplinary or interdisciplinary expertise and for providing evidence of professional growth in their annual reviews or review portfolios. Reports on thoughtful patterns of scholarly reading, papers presented to colleagues, systematic preparation for teaching topics new to the faculty member, collection and analysis of data or information for a community purpose, or other documented activities, subject to the judgment of the department, may contribute to demonstrating scholarly activity or professional growth during reviews, although they may not substitute for the evidence required in section 3 above in evaluation for tenure or promotion.

#### D. Evaluation of Service

The evaluation of service for faculty members shall rely on evidence of service contributions consistent with the proportion of time allocated for service in the faculty member's workload agreements. To the extent possible, evaluation should consider the extent and quality of service, not the mere fact of membership on a committee or a position held. The faculty member should sufficiently explain the type or substance of service outside the university to allow colleagues a reasonable basis for judgment of its extent and its relation to the mission of the university.

1. University service involves substantive participation in the shared governance activities of the department, college and university.
2. Civic service includes participation in the larger community (local, regional, national or global) outside the university in ways that may or may not be directly related to one's academic expertise, but in ways which

advance the university's mission.

3. Professional service includes activities in professional organizations or participating in other venues external to the university (local, regional, national or global) in which one's expertise is applied and which advance the university's mission.

#### E. Evaluation of Chairs

Chairs, who are responsible for supervising faculty, shall be evaluated in the additional category of leadership. Chair activities are reported as part of their annual review on the CAR form and constitute a minimum of fifty percent of the chair's workload by university policy. Departments shall recognize in their evaluation of chairs a distribution of responsibilities and expectations consistent with the chair's workload agreements. Evaluators will recognize that chair responsibilities may involve personnel matters or dealings with students governed by confidentiality, as well as other activities not readily visible to colleagues; such matters may not be reported or documented in detail. Evaluators will nevertheless make judgments about the consistency, creativity, and fairness with which a chair has carried out the responsibilities of leadership, consistent with university policies and the responsibilities defined for the chair. Program directors who supervise faculty and who prepare annual reports on their activities may also be evaluated for leadership consistent with the proportion of their time committed to such work under their workload agreements.

#### F. Expectations for Promotion

The expectations for promotion to Associate Professor or Professor in the College of Liberal Arts shall include the following.

1. The faculty member recommended for promotion to Associate Professor shall hold the doctorate or recognized terminal degree in the field of specialization and show continuing potential for superior performance commensurate with the University's mission. The faculty member

ordinarily shall have demonstrated excellence in teaching, as determined through the evidence in the evaluation portfolio and the criteria of the department and college. The faculty member shall have demonstrated successful experience in research, provided evidence of a pattern of scholarship meeting standards of dissemination and validation, and shown competence to offer graduate instruction and direct graduate research when applicable. The faculty member shall also have supplied evidence of relevant and effective service, as defined in section F above.

2. The faculty member recommended for promotion to Professor shall have all of the qualifications of an Associate Professor and shall have established an outstanding record of teaching and scholarship. The faculty member shall have demonstrated continuing growth as a teacher during the period since promotion to Associate Professor, as evidenced in annual reports, syllabi, and other evaluative materials on teaching included in the evaluation portfolio. The faculty member shall have demonstrated additional accomplishments as a scholar since promotion to Associate Professor at least equivalent to the pattern of completed work meeting the standards of dissemination and validation expected for the prior rank. The scholarly work as a whole should reflect a degree of cohesion consistent with establishing a sound scholarly reputation. The faculty member shall have presented evidence of relevant and effective service to the University, the community, and the profession in the period after promotion to Associate professor.
3. Any exceptions to the standards outlined above shall be consistent with the provisions of the Towson University ART policy, and the specific rationale for any recommendation involving an exception shall be spelled out in the appropriate letter of recommendation in the faculty member's evaluation file.

G. Evaluation for Merit

1. Faculty members will be evaluated for merit based on the information provided through annual reviews. The College of Liberal Arts follows the procedures, and calendar established in the Towson University Policy on Merit.
2. A rating of Merit shall mean that the faculty member has met the responsibilities defined in Section V.A of this document. A rating of not meritorious shall mean that the faculty member has not met the responsibilities of Section V.A of this document or has failed to provide evidence of effectiveness or effort consistent with these expectations. Each department will define the above categories for use in merit including distinctions acknowledging different workload allocations.

## VI. DEPARTMENTAL RESPONSIBILITIES

### A. Maintain Departmental Policies, Procedures, and Criteria

Departments are responsible for developing policies, procedures, and criteria governing tenure, promotion, and review decisions; for creating and sustaining a departmental PTR committee or committees; and for carrying out the responsibilities designated in the Towson University ART policy, consistent with the standards and procedures articulated in that document and in the Bylaws of the College of Liberal Arts Promotion and Tenure Committee. Departmental policies, procedures, and criteria documents must be reviewed every three years, with evidence of that review provided to the CLA PTR committee and the dean of the college. Changes may be made only through the process defined in Appendix 3 of the ART policy, including a vote by tenure line members of the department, approval of the college committee, the dean, and the UPTRM committee.

### B. Minimum of Three Committee Members

In order that at least three (3) tenured faculty opinions be considered in promotion and tenure recommendations, in addition to the department chairperson, departments with fewer than three (3) tenured faculty members shall supplement the committee with tenured faculty members from other departments within the college or from the appropriate department if the faculty member being reviewed has a joint appointment, including a joint appointment between colleges. The additional tenured faculty members shall be selected from a list of at least three (3) faculty members recommended by the faculty member under review. The faculty member shall submit the list of recommended faculty members on or before the third Friday in June. The department chairperson and the dean will review the list from the appropriate college and make recommendations by the first Friday in September. The college PTR committee will select the additional faculty member(s) to be added to the committee on or before the third Friday of September of the review year.

C. Reappointment of First-Year Tenure-Track Faculty

First-year tenure-track faculty will complete the Standards and Expectations for New Tenure-Track Faculty (SENTF) form in cooperation with the department Chair by third Friday in September. The reappointment process will begin by the third Friday in January, when the faculty member will submit the SENTF, syllabi, and student/peer evaluations to the department Chair. The department Chair will make a recommendation regarding the reappointment of the faculty member; this recommendation will be forwarded to the faculty member, the department PTR Committee, Dean, and the Provost by the first Friday in February. In the case of a recommendation AGAINST reappointment by the department Chair, the department PTR committee will make its own independent recommendation; this recommendation will be forwarded by the committee Chair to the faculty member, the department Chair, Dean, and the Provost by the third Friday of February, at which point the faculty member may prepare an appeal to the President. In the case of a recommendation AGAINST reappointment by the department Chair, the Dean will make a recommendation regarding the reappointment of the first-year tenure-track faculty; this recommendation will be forwarded to the faculty member, the department Chair, the department PTR Committee Chair, and the Provost by the fourth Friday in February. The Provost will make a recommendation to the President by March

1<sup>st</sup>; the faculty member will have ten business days to appeal a negative decision to the President, who shall make the final decision. This process is described in Appendix B, “First-Year Flowchart”.

D. Conduct Annual, Reappointment, Third-Year, and Comprehensive Reviews

Departments shall specify in their PTR documents the policies and procedures for carrying out reviews that do not normally advance to the CLA PTR committee: annual reviews, reappointment, third-year reviews, and comprehensive reviews. In conducting these reviews, departments should provide for an assessment of faculty performance that calibrates expectations and judgments to the proportion of time allocated for each area of responsibility in the faculty member's workload. A faculty member who regularly allocates 25 percent of time to scholarship, for example, should meet significantly higher expectations for scholarly outcomes than a faculty member with 15 percent of time allocated to scholarship, and a faculty member allocating 15 percent of time to service should be providing notably more extensive service than would be expected of a faculty member allocating 5 percent to this sphere.

E. Faculty Acknowledgement of Department Decisions

Departments shall meet the expectation that for every type of evaluation, including annual review, the faculty member shall sign a Department Summary Recommendation (DSR) form acknowledging receipt of the department's decision that will be retained within the Department and College Dean's office. The signature shall not necessarily be taken to convey agreement with the evaluation. Failure to sign shall not prevent the documentation from being forwarded to the next evaluation level. If a department chooses it can forego the use of the DSR and use an email acknowledgment system, if the email acknowledgment is printed and retained.

F. Materials May Not Be Removed from the Portfolio

Departments will affirm through their policies and practices that all material



placed in a file, including challenge material, becomes part of the cumulative expansion of the evaluation portfolio. No materials shall be removed by subsequent levels of evaluators, provided the material inclusion process has been adhered to with respect to notifying the faculty member and adhering to the review process timeline. Documents or statements prepared by a faculty member or evaluation committee and included in the file should remain in the file in their original form, with any changes handled through the processes provided in the ART policy, Appendix 3.

G.      Delivery of Decisions

The chair of the department PTR committee(s) shall be responsible for delivering letters of evaluation and recommendation to the department chair by the second Friday in October and shall be responsible for delivering evaluation portfolios inclusive of letters of recommendation to the dean's office by the second Friday in November. Copies of all recommendations shall also be sent to the faculty member and the Dean of the respective college. Letters of evaluation and recommendation, other than those for the third-year review, should be addressed to the Provost. Those resulting from the third-year review should be addressed to the faculty member.

H.      Department Chair Will Maintain Portfolios

The department chairperson shall maintain a copy of all official documents concerning evaluation recommendations.

## VII. CREATION OF CALENDAR

The College of Liberal Arts will abide by the Towson University Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review Calendar as published in Appendix 3 of the ART policy. The calendar is included in this document as an appendix with the understanding that if the published university calendar changes, the CLA calendar may change without formal amendment of the Bylaws of the CLA PTR Committee.

## VIII. DOCUMENT HISTORY

Approved by the College Of Liberal Arts PTR Committee 11/22/10 Approved  
by vote of the tenure line CLA faculty 12/3/10

Approved by the Dean of CLA 12/6/10 Approved by UPTRM 2/11/11

Revision approved by CLA PTR and Dean, 10/12/12 (to align voting procedures with ART changes)

Revision approved by CLA PTR and Dean, and reviewed without objection by the College faculty, completed 11/2/18, to make two minor clarifications

Revision approved by CLA PTR vote 9/18/22 Revision

approved by CLA PTR vote 9/8/2023 Revision

approved by CLA PTR vote 9/22/2023 Voted on by the

tenure line CLA faculty 10/9/2023

## **Appendix A**

### **College of Liberal Arts Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review Calendar**

#### **The first Friday in May**

Department and college PTR committees are formed (elections for membership on the college committee are already completed)

#### **The Third Friday in June**

- A. All faculty members submit an evaluation portfolio to the department chair.
- B. Faculty submit a list of at least three (3) names of any additional faculty to be included on department tenure and/or promotion committee (if necessary) to the department chairperson and dean.
- C. All faculty members with a negative comprehensive review must have final approval by chair and dean of the written professional development plan.

#### **August 1 (USM mandated)**

Tenure-track faculty in the third or later academic year of service must be notified in writing of non-reappointment prior to the third or subsequent academic year of service if the faculty member's appointment ends after the third or subsequent academic year. To meet this deadline, a modified schedule may be required as provided in Section III.D.4.a of Appendix 3 of the ART policy.

#### **The First Friday in September**

Department chair approval of the list of additional faculty to be considered for inclusion in the department tenure and/or promotion committee

#### **The Second Friday in September**

University PTRM committee shall meet and elect a chair and notify the Senate Executive Committee's Member-at-large of the committee members and chairperson for the academic year.

#### **The Third Friday in September**

- A. Faculty notify department chair of intention to submit materials for promotion and/or tenure in the next academic year.
- B. College PTR Committee approval of faculty to be added to a department's PTR committee (if necessary).
- C. Final date for faculty to add information to update their evaluation portfolio for work that was completed before June 1 unless the schedule for review is modified pursuant to Section III.D.4.a.
- D. First year faculty members must finalize the Statement of Standards and Expectations for New Tenure-Track Faculty (SENTF) with the department chairperson.

**The Fourth Friday in September**

Department chairperson notifies department faculty, dean, and Provost of any department faculty member's intention to be reviewed for promotion and/or tenure in the next academic year.

**The Second Friday in October**

- A. Department PTR committee's reports with recommendations and vote count on all faculty members are submitted to the department chairperson.
- B. College PTR documents are due to the university PTRM committee if changes have been made.

**The Fourth Friday in October**

- A. Department chairperson's written evaluation for faculty considered for reappointment in the first through fifth years, promotion, tenure, and comprehensive five-year review is added to the faculty member's evaluation portfolio and conveyed to the faculty member.
- B. The department chairperson will place their independent evaluation into the evaluation portfolio.
- C. The department PTR committee's report with recommendations and vote count and the department chairperson's evaluation are distributed to the faculty member.

**The Second Friday in November**

The faculty member's evaluation portfolio, inclusive of the department PTR committee's written recommendation with record of the vote count, and the written recommendation of the department chairperson, are forwarded by the department PTR chairperson to the dean's office.

**November 30th**

- A. All documentation to be used as part of the consideration process must be included in the evaluation portfolio.
- B. The dean must notify the Provost in writing of reappointment/non-reappointment recommendation(s) for tenure-track faculty in their second or subsequent academic year of service. Negative recommendations shall be delivered in person by the dean or via a secure file delivery system.

**The First Friday in December**

Department PTR documents are delivered to the college PTR committee if any changes have been made.

**December 15th (USM mandated date)**

Tenure-track faculty in the second academic year of service must be notified by the President in writing of non-reappointment for the next academic year.

**The First Friday in January**

The college PTR committee reports with vote counts and recommendations for faculty

reviewed for tenure and/or promotion are submitted to the dean.

### **The Third Friday in January**

- A. The dean's written evaluation regarding promotion and/or tenure with recommendation is added to the faculty member's evaluation portfolio.
- B. The college PTR committee's report with vote counts and recommendations and the dean's recommendation are conveyed in writing to the faculty member.
- C. First-year faculty submits SENTF, syllabi, and student/peer evaluations to Department Chair.
- D. All documentation for the third year review of tenure-track faculty is submitted by the faculty member to the department chairperson.

### **The First Friday in February**

- A. The college dean forwards the summative portfolio inclusive of the committee's and the dean's recommendations of each faculty member with a recommendation concerning promotion and/or tenure or five-year comprehensive review to the Provost.
- B. The dean forwards all recommendations regarding reappointment/non-reappointment to the Provost. If the dean disagrees with the department recommendation, the dean shall prepare their own recommendation and send a copy to the faculty member and add this recommendation to the summative portfolio.
- C. Department Chair makes recommendation regarding reappointment of first-year tenure-track faculty; recommendation is delivered to Faculty, Department PTR Committee, and Dean.

### **The Second Friday in February**

- A. The dean will, following their review, forward department recommendations for faculty merit to the Provost. If the dean disagrees with the department recommendation, the dean shall add their recommendation to the faculty member's evaluation portfolio and deliver the negative decision in person or by certified mail to the faculty member's home.
- B. Department documents concerning promotion, tenure/reappointment, and merit (with an approval form signed by all current faculty members) are submitted to the university PTRM committee.

### **The Third Friday in February**

Department PTR Committee makes recommendation on reappointment of first-year faculty in cases where department Chair recommends non-reappointment; recommendation is delivered to Faculty, Chair, Dean, and Provost. Faculty may start preparing an appeal of non-reappointment to the President.

### **The Fourth Friday in February**

The Dean makes recommendation on reappointment of first-year faculty in case of non-

reappointment by department Chair.

**March 1**

First year faculty must be notified of non-reappointment by written notification from the university President. Faculty will have 10 days to submit an appeal of non-reappointment to the President.

**First Friday in March**

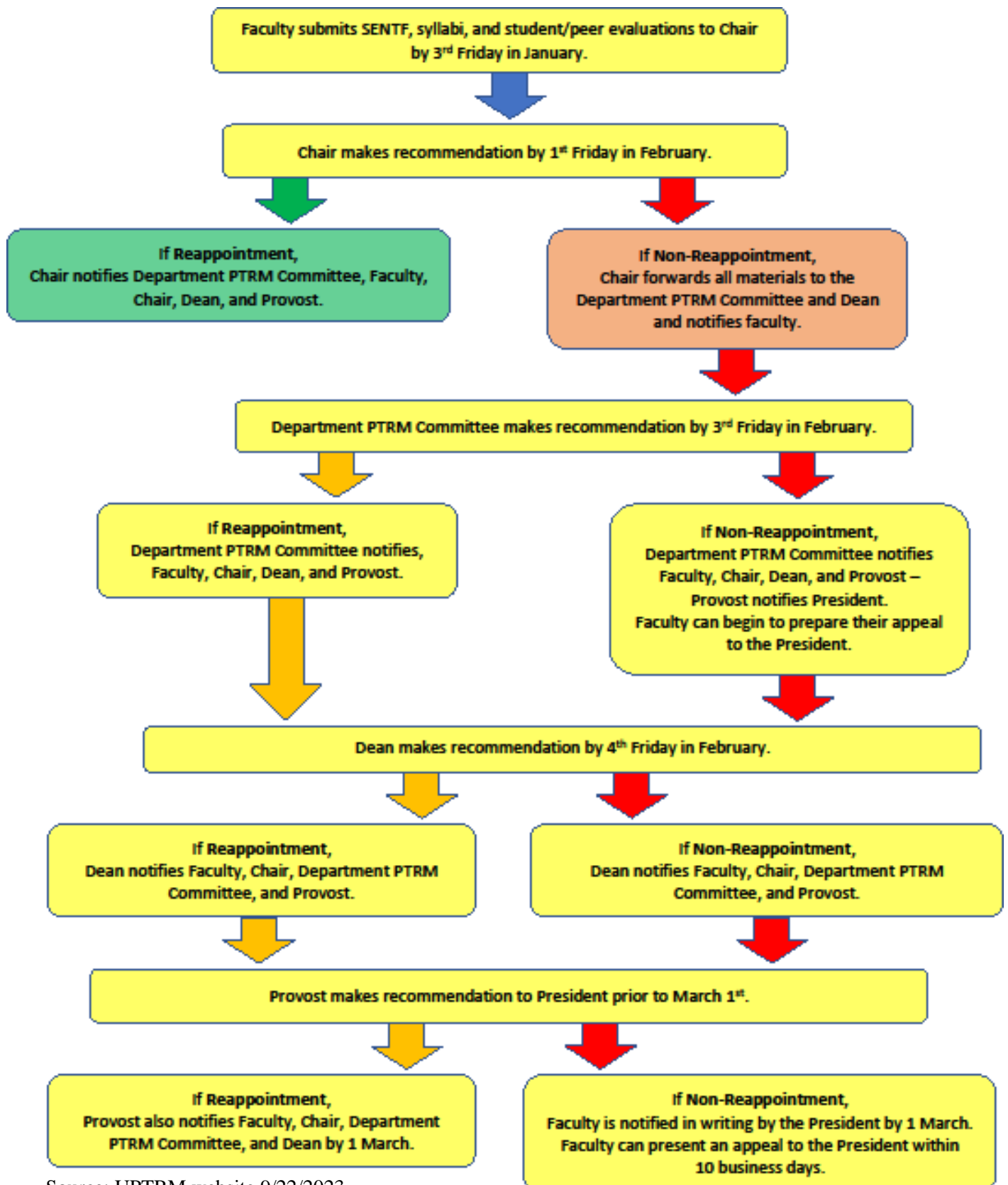
Faculty under third-year review must be provided with written and face-to-face feedback on their performance toward tenure.

**Third Friday in March**

Provost's letter of decision is conveyed to the faculty member, department and college PTR committee chairpersons, department chairperson, and dean of the college.

## Appendix B

### First-Year Flowchart



Source: UPTRM website 9/22/2023

<https://www.towson.edu/about/administration/senate/committees/uptrm/firstyearflowchart.pdf>