

Department of English Towson University
Promotion, Tenure, Reappointment, and Merit Policies and Procedures

Approved by the Department, 11/30/23

Contents

I. Primacy of Towson University policies on PTRM	2
II. Fundamental philosophy and assumptions governing departmental promotion, tenure, reappointment, and merit recommendations.	2
III. Departmental PTR committees: responsibilities and composition	2
IV. Duties of the department chair in PTRM matters	4
V. Elections, policies, and procedures	5
VI. Materials for faculty evaluation	8
VII. Departmental standards and expectations	12
VIII. Criteria for PTRM	13
IX. Calendar.....	18
Appendix A: Procedures for External Review	24
Appendix B: Chart of departmental PTR committees	25
Appendix C: A “typical” path to tenure	26
Appendix D: Peer Observation Forms (classroom and hybrid/online).....	30

I. The Towson University Policy on Appointment, Rank, and Tenure governs all policies and procedures described herein.

II. Fundamental philosophy and assumptions governing departmental promotion, tenure, reappointment, and merit recommendations (hereafter “PTRM”).

- A. All deliberations pertaining to PTRM shall be confidential.
- B. All faculty members are entitled to fairness and due process in PTRM deliberations. The department acts in compliance with University policy prohibiting discrimination on the basis of age, sex, religion, race, national origin, disability, and sexual orientation.
- C. All recommendations on PTRM will be based on the faculty member’s total professional performance (see VII. “Departmental standards and expectations”).
- D. PTRM recommendations are made on an individual basis and on their own merits according to the emphases and roles agreed upon with the department chairperson and recorded in the “Agreement on Faculty Workload and Expectations” section of the Annual Report. A decision in one instance does not create a binding precedent in any other decision.
- E. A committee’s recommendation represents the best collective professional judgment of its members.
- F. The department recognizes the value of affiliations between academic departments and weighs teaching and scholarship related to such affiliations equally. The department encourages diversity in pedagogy, scholarly and creative works, and interdisciplinary interests.
- G. The department considers teaching effectiveness as having primary importance, followed closely by scholarship and service, which will be considered in proportion to the allocations specified in faculty workload agreements.
- H. Faculty should feel free to speak to the chair of the department or to the chairs and members of the department’s PTR committees to ask questions and to seek help in assembling materials for promotion, tenure, reappointment, third-year review, comprehensive five-year review, and annual review.

III. Departmental PTR committees: responsibilities and composition

Departmental policies, procedures, and recommendations on PTRM matters (including third-year review and comprehensive five-year review) shall be the responsibility of the committees described here in accordance with prescribed organizational structure in the University’s ART policy and the CLA’s PTRM policy.

A. PTR committee

1. The PTR committee is a committee of the whole comprising all tenured and tenure-track faculty who have served at least one year in the department. The electorate of the PTR committee shall have the following responsibilities:
 - a. To elect the chairperson of the PTR committee.
 - b. To establish departmental policies and procedures in matters of PTRM.
2. The chairperson of the PTR committee will have the following duties:
 - a. To call and conduct meetings of the PTR committee.
 - b. To conduct annual elections for members of departmental PTR committees.
 - c. To provide uniformity in the conduct of business by departmental PTR committees and to ensure that all committees operate under a coordinated and standardized set of working policies and procedures.
 - e. To oversee periodic review and approval of the department's "Promotion, Tenure, and Reappointment Committee Policies and Procedures." The department shall review its PTRM document every three years and submit evidence of such review to the College and University PTRM committee in accordance with the University's ART policy. The PTR committee shall vote on approval of any revision to the department's PTRM document.
3. The chairperson of the PTR committee must hold tenure and the rank of associate professor or full professor.

B. Tenure committee.

1. All tenured faculty serve as members of the tenure committee.
2. This committee is responsible for tenure recommendations, reappointment, and third-year review. In the event of a lecturer, tenure-line or tenured faculty member's rebuttal of a negative merit decision, this committee will also review the rebuttal and negative decision, following the procedures outlined in the university's merit policy.
3. The committee shall conduct its business under a chairperson elected by the members of the PTR committee.
4. The chairperson shall hold the rank of associate or full professor.
5. The chairperson shall have the following duties:

- a. To guide tenure candidates and third-year review faculty in all policies, procedures, and deadlines.
- b. To give formal written notice of tenure and third-year review recommendations to the department chairperson for transmission to faculty under review and to College and University PTRM committees.
- c. To collaborate with the department chairperson in the preparation and presentation of documentation in cases of negative recommendations for tenure.

C. Full Professors Committee

- 1. All tenured faculty at the rank of Full Professor serve as members of the Full Professors committee.
- 2. This committee is responsible for recommendations on promotion to full professor and comprehensive reviews. In the event of a full professor faculty member's rebuttal of a negative merit decision, this committee will also review the rebuttal and negative decision, following the procedures outlined in the university's merit policy.
- 3. The committee shall conduct its business under a chairperson elected by the members of the PTR committee.
- 4. The chairperson shall hold the rank of full professor.
- 5. The chairperson shall have the following duties:
 - a. To guide candidates for promotion to full professor and candidates for comprehensive review in all policies, procedures, and deadlines.
 - b. To give formal written notice of promotion and review recommendations to the department chairperson for transmission to faculty under review and to College and University PTRM committees.
 - c. To collaborate with the department chairperson in the preparation and presentation of documentation in cases of negative recommendations for promotion and comprehensive review

D. Elections for PTR officers (chairperson of the PTR committee, chairperson of the tenure committee, and chair of the full professors) will take place in the spring semester (and no later than the first Friday in May). For purposes of continuity,

elections for each position will be sequential, not concurrent. See section V.B “Elections, policies, and procedures.”

IV. Duties of the department chair in PTRM matters.

- A. To participate in all PTR meetings as a non-voting member.
- B. To collect all PTRM materials, to retain, maintain, and archive all such materials, and to ensure their availability to the appropriate committees.
- C. To arrange, or delegate to assistant chair, planning for and conduct of peer classroom observations.
- D. To submit written recommendations addressed to the provost for all promotion, tenure, and reappointment candidates.
- E. To develop and approve with full-time faculty members an “Annual Workload Plan.”
- F. To develop with new tenure track faculty members a “Statement of Standards and Expectations for New Tenure-Track Faculty.”
- G. To review each faculty member’s Annual Report.
- H. To articulate and present to faculty under review and to the dean and/or provost specific written reasons for non-renewal of contract or negative recommendation for tenure.
- I. To ensure that the department adheres to the calendar established by the University for promotion and tenure deliberations and the submission of recommendations and materials.
- J. To be responsible for forwarding candidates’ required and supporting materials to the appropriate College and / or University levels.
- K. To make all Merit recommendations

V. Elections, policies, and procedures.

- A. Election of committee chairs and committee members.
 - 1. The current chair of the PTR committee is responsible for conducting elections to select the chairs of the PTR, tenure, and Full Professors committees for the next academic year.

2. If an elected member of any PTR committee is unable to serve for any reason, the department chair shall choose a member of the faculty to fill the vacancy in accordance with the rules for eligibility described above.

B. The PTR chair will conduct elections according to the following procedure:

1. Elections will be held during the spring semester and concluded no later than the last Friday in May.
2. Faculty elected to PTR offices serve three-year terms. A member may serve no more than two consecutive terms.
3. The three-year terms are to be staggered in such a way that continuity is maintained.
4. No person can chair more than one committee in the same year.
5. All members of the PTR committee may nominate candidates for and participate in the election of the chairs of the PTR committee and the tenure committee.
6. Elections will be conducted by confidential ballot.

C. Conduct of meetings

1. A quorum is defined as a majority of members present.
2. Faculty must be present to vote; all voting is electronic.
3. The various committees' deliberations will be held in strictest confidence.
4. A faculty member on sabbatical leave or sick leave may participate fully in PTR deliberations and voting. A faculty member on leave of absence or transitional leave is not eligible to participate.

D. Deliberations and voting procedures

1. Each person under review shall be evaluated for contributions in all areas of evaluation specified in VII. "Departmental standards and expectations" below.
2. All candidates will be considered in the context of the philosophy and assumptions specified in II. "Fundamental philosophy and assumptions governing departmental promotion, tenure, reappointment, and merit recommendations" above.
3. Each individual under consideration shall also be measured against criteria set forth in Towson University's "Policy Statement on Appointment, Rank, and

Tenure of Faculty” and in “Bylaws of the College of Liberal Arts PTR Committee.”

4. Each individual under consideration shall be measured against the “Statement of Standards and Expectations for New Tenure-Track Faculty” that they signed upon appointment and subsequent “Agreements on Faculty Workload Expectations,” one of which must be a part of the faculty member’s portfolio.
5. All votes regarding tenure, promotion, reappointment and comprehensive reviews taken by any committee and or the department shall be electronic, by confidential ballot that records the member’s Towson University ID Number and is tallied by the committee chair.
6. Abstentions are not allowed.
7. All decisions shall be made by a simple majority vote. A tie vote, because it does not constitute a majority decision, will result in the defeat of the motion.
8. 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 by the chair or the dean in performance of their duties under the ART policy.

E. Notification of Candidates

1. The tenure committee chair shall submit the decision of their committee as a statement of its recommendation. This statement, inclusive of the committee’s vote count, shall be added to the faculty member’s evaluation portfolio and sent (via the University-approved secure delivery system) to the faculty member by the department chair by the fourth Friday in October.
2. Notification of the committee’s negative decision will be made in writing to the candidate by the fourth Friday in October. In negative recommendations on reappointment, tenure, or promotion the candidates will be notified in person or by university approved secure delivery system.

F. Appeal Procedures

1. Faculty members may appeal to the College PTR committee negative judgments made at the department level on questions of tenure, promotion, comprehensive review, and reappointment if the appeal is on substantive grounds.
 - a. Substantive appeals refer to perceived errors in judgment by the department committee or chair in evaluating the faculty member’s performance.

2. Faculty members may also submit procedural appeals to the University PTRM committee, or appeals alleging unlawful discrimination, as provided for in the University ART policy, Appendix 3, and Towson University policy 06-01.00.
3. All appeals shall be made in writing.
4. The faculty member shall have 21 calendar days from the date that a negative judgment is delivered in person or the date of the postmark of a certified letter to file an appeal.
5. The appeal must clearly state in writing the grounds for the appeal and must be accompanied by supporting documents.
6. 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.
7. Appeals of department recommendations shall be copied to the department chair and the PTR committee chair. Appeals of college decisions to the Provost shall be copied to the college dean and the college PTR committee.
8. Within fifteen 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.
9. Faculty members may also submit procedural appeals to the university PTRM committee, or appeals alleging unlawful discrimination, as provided for in the university ART policy. Appendix 3 and Towson University policy 06-01.00.

VI. Materials for faculty evaluation.

- A. The responsibility for presenting material for the annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive five-year review rests with the faculty member.
- B. 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 narrative statements and other documentation relevant to each evaluation portfolio section.
- C. Portfolios submitted by every faculty member for annual review must include:
 1. Annual Workload Plan and Annual Report or Chairperson's Annual Workload Plan and Annual Report.
 2. A current curriculum vitae.

3. A narrative of one's teaching (including advising), scholarship and service.
 4. Syllabi of current courses.
 5. Student evaluations for the year under review, if available.
 - a. Student evaluations are a required part of the evaluation of faculty.
 - b. Tenured and tenure-track faculty shall be evaluated for all courses taught. This includes all on-load, off-load, online, traditional classroom, and hybrid courses taught during the academic year (including minimester and summer terms).
 - c. Faculty shall adhere to the uniform procedures for student teaching evaluations established by the University.
 6. Statements of advising experience and practice and any materials evidencing engagement with advising responsibilities.
 - a. 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.
 - b. Evidence of formal advising may include: regular and reliable records of the advice given; discussion of advising by the faculty member in Annual Review reports; logs of advising appointments; evidence of group advising.
 - c. Evidence of informal advising may include: letters of recommendation written on behalf of students; research mentoring beyond the expectations of course supervision; definable contributions through organizational advising; participating in career days; advising about careers, jobs, and graduate and professional schools.
 7. Grade distributions.
- D. The portfolio of non-tenured faculty must also include the following:
1. "Statement of Standards and Expectations for New Tenure-Track Faculty."
 2. Student evaluations and grade distributions for each semester taught.
 3. Peer evaluations (a minimum of two per year):
 - a. Evaluation of classroom performance. It is the responsibility of the faculty member being observed to contact the observer and set up a date for classroom observation. The faculty member may express a preference for which course(s) will be observed.

- b. Observations in addition to those required will be scheduled for any faculty member who requests them.
 - c. Peer evaluations should include assessment of the following, as appropriate to the situation: evaluation of course syllabi; evaluation of textbooks and other course materials; evaluation of classroom performance; evaluation of special projects or assignments; evaluation of examinations; evaluation of feedback to students; and evaluation of grading methods and standards. English department evaluations should utilize the departmental standard peer observation form, which may or may not be supplemented with a letter.
 - d. Within two weeks of the observation, the observer shall prepare a written report. Observer and faculty member will meet to review and sign the report, the faculty member retaining a copy and the observer filing a copy with the department chairperson. The individual observed may also submit a written response to the observer's report.
- E. The Annual Report of every faculty member should include, in addition and as appropriate, any materials that support the Annual Report or the Chairperson's Annual Report, including, but not limited to, the following:
- 1. To document teaching effectiveness, the candidate may include:
 - a. New course proposals.
 - b. Evidence of breadth of teaching.
 - c. Evidence of different levels of teaching.
 - d. Advising numbers and appointment logs.
 - e. Record of involvement in new course and program development.
 - f. New teaching techniques.
 - g. The innovative use of instructional technologies.
 - h. Attendance in teaching workshops.
 - i. Attendance in new technology workshops, demonstrations, or programs.
 - j. Student testimonials.
 - k. Development of internet or Web-enhanced courses.
 - l. Interdisciplinary work.
 - m. Advising and directing students in internships, practica, directed readings, or graduate and honors theses.
 - n. Involvement in the Honors College, interdisciplinary programs, and graduate programs.
 - o. Participation in teaching exchanges or teaching abroad.
 - p. Any other relevant materials.
 - 2. To document scholarly, creative, and professional development, faculty may provide in addition to texts of all published works and evidence of all performances, readings, workshops, and presentations:
 - a. Reviews.
 - b. External reviews following the procedures established in Appendix A.

- c. Research and book proposals.
 - d. Grant proposals.
 - e. Membership or positions in professional organizations, editorial boards, and conferences.
 - f. Evaluations of manuscripts submitted to publishers and journals.
 - g. Drafts of work in progress.
 - h. Scholarships, fellowships, prizes, and honors applied for and/or won.
 - i. Other relevant additional materials.
- F. The department encourages scholarship of application, discovery, integration, and teaching. It also values scholarly growth. Growth can be evinced not only by continued exploration of one's field, but also by creditable movement into related fields of interest.
- G. Like print scholarship, electronic scholarship should be exhibited by screen shots and hard copy included in the Annual Report.
- H. For both print scholarship and electronic scholarship, citations and reviews by journal editors, manuscript readers, and book reviewers offer forms of validation. One's dissertation director or a coauthor or coeditor is an ineligible expert.
- I. To document service, the candidate, in addition to providing a list of all committees and posts they have held, may also provide:
- 1. Letters indicating the level of work performed.
 - 2. Administrative duties performed.
 - 3. Evidence of Web pages designed, computer analyses made, and other technologies implemented in support of a service role.
 - 4. A list of books ordered for Cook Library.
 - 5. Any additional relevant materials.
- J. In general, the faculty member is encouraged to include any material that they deem important. However, "padding" by including material that is repetitive or tangential rather than essential is not welcome.
- K. Failure to submit the required portfolio in accordance with deadlines or failure to include essential supporting materials will be interpreted as the candidate's withdrawal from consideration for PTRM review.
- L. Portfolio materials for full review of faculty for promotion and/or tenure must include the following documents:
- 1. All materials listed above in VI.C. and VI.D. from the faculty member's date of appointment or last promotion.
 - a. Tenured faculty going up for promotion must include a minimum of two peer observations for the period under review. One observation should be from the academic year prior to review. These observations will be conducted in accordance with the procedures outlined in §VI.D.3.a, b, and c.

2. 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.

M. Portfolios submitted by tenured faculty members for five-year comprehensive review must contain the following:

1. Annual Reports, including the results of student evaluations for the past five years.
2. A minimum of two peer observations for the period under review. One observation should be from the academic year prior to the review. These observations will be conducted in accordance with the procedures outlined in §VI.D.3.a, b, and c.
3. A reflective comprehensive summary.
4. A current curriculum vitae.
5. Optional materials and evidence:
 - a. External review of scholarly or creative work. See Appendix A.
 - b. A narrative of self-evaluation.

VII. Departmental standards and expectations.

A. A faculty member in the English Department shall meet the minimum requirements and general expectations set forth in the “University System of Maryland Policy on Appointment, Rank, and Tenure” and in the “Towson University Policy Statement on Appointment, Rank, and Tenure of Faculty.”

B. Areas of evaluation.

1. Teaching, including advising and directing students in internships, practica, directed readings, or honors and graduate theses.
2. Scholarship or creative work. The department expects every faculty member to be involved in critical, scholarly, or creative endeavors that reach a professional community beyond the University. It includes, but is not limited to, the writing or editing of books and articles, presentations at conferences, readings, and peer-reviewed Web publications, and all such work in draft or manuscript form.
 - a. The quality and value of such scholarship shall be the professional judgment of the members of the various PTR committees, who shall consider such things as the prestige of journals or conferences, the rigor of the refereeing process, scholarly citations, reviews or other outside evidence of the quality of the work, progress of scholarship in works-in-progress, and the like.
 - b. Conference papers and scholarly papers in progress or under consideration for publication may mark progress toward completed work in annual or comprehensive reviews. They may not substitute for the pattern of completed work, peer review, and dissemination required in evaluation for tenure or promotion.

3. Completion of appropriate degrees.
 4. Service to the English department, the College of Liberal Arts, the University, or the University System of Maryland.
 5. Service within the discipline and professionally related service to the community (optional).
 6. Civility and professional conduct, including working effectively with students, staff, and colleagues.
- C. The department considers teaching effectiveness to have primary importance, followed closely by scholarship and service. The department assigns no hierarchy of value to other areas of evaluation.

VIII. Criteria for PTRM.

A. Reappointment:

1. The probationary faculty member meets departmental standards and expectations and shows potential for future improvement.
2. If the probationary faculty member does not show satisfactory progress towards tenure, they shall be given reasons in writing.

B. Tenure:

1. The probationary faculty member must, in the judgment of the members of the tenure committee, have met the department's standards and expectations (VII. above), including teaching effectiveness consistent with department norms, exhibiting sustained and substantial intellectual, professional, scholarly, or creative development, and serving the University and the department in a substantial and sustained manner.

C. Promotion:

1. To Assistant Professor:
 - a. Completion of appropriate degrees.
 - b. Satisfactory performance in all areas specified under standards and expectations.
2. To Associate Professor:
 - a. The minimum years in rank as specified by the University.
 - b. Demonstrated excellence and commitment to teaching by teaching effectiveness consistent with department norms and by a continued commitment to course and program development.

- c. Significant achievement in either service or scholarship including significant creative, professional and/or scholarly work.
- d. No less than satisfactory performance in all other areas specified under standards and expectations.

3. To Professor:

- a. The minimum years in rank as specified by the University.
- b. Demonstrated excellence and commitment to teaching, by teaching effectiveness consistent with department norms, and by a continued commitment to course and program development.
- c. Significant body of scholarly, professional, or creative work.
- d. Long and distinguished record of service at the department, College, and University levels that includes leadership roles.
- e. No less than good in all other areas specified under standards and expectations.

D. Evaluation for Merit

- 1. Faculty members will be evaluated by the department chair for merit based on the information provided through annual reviews. The English Department and the department chair follow the procedures, and calendar established in the Towson University Policy on Merit in recommending each faculty member for one of two levels of annual merit increase:
 - a. A rating of Merit shall mean that the faculty member has met the responsibilities defined in Section VII B of this document.
 - b. A rating of not meritorious shall mean that the faculty member has not met the responsibilities of Section VII B of this document or has failed to provide evidence of effectiveness or effort consistent with these expectations

E. Five-Year Comprehensive Review of Tenured Faculty

- 1. The full professors committee will evaluate the faculty member under review in each of the areas specified under standards and expectations.
- 2. The committee will make one of two determinations:
 - a. Meets standards and expectations: the faculty member has demonstrated satisfactory achievement of departmental standards and expectations.
 - b. Fails to meet standards and expectations: the faculty member has demonstrated failure to achieve departmental standards and expectations.
- 3. If the faculty member has failed to meet departmental standards and expectations, the full professors rank chair and the department chair will work

with the faculty member to prepare a plan for improvement with specific and measurable goals. The faculty member will be reviewed again the following year to assess progress towards these goals.

4. The full professors committee chair will submit a written report to the faculty member and to the dean of the College of Liberal Arts.

F. Third-Year Review

1. During the spring semester of each tenure-track faculty member's third year at the University, the department's tenure committee shall conduct a "Third-Year Review." The purpose of the review is to offer an official advisory opinion on satisfactory or unsatisfactory progress toward tenure and promotion to associate professor.
2. All documentation must be submitted by the faculty member under review to the department chair by the third Friday in January.
3. Candidates during their third year of service will be evaluated on three primary dimensions: teaching, scholarship, and service. Balance among dimensions is to be achieved through the workload as developed by faculty, chair, and dean. In addition, a faculty member shall be committed to collegiality and academic citizenship as demonstrated by humane, ethical, and professional behavior.
 - a. Teaching: Student learning is at the core of Towson's mission and the primary commitment of the faculty of the department. The teaching dimension of performance includes: Conducting efficient classes, making rigorous assignments, grading honestly, advising assigned and unassigned students from the department's major fields of study, mentoring graduate and undergraduate research, counseling students enrolled in the faculty member's courses, classroom or online instruction, preparation and keeping current in the subject areas being taught, and evaluation of student performance. Teaching may also include supervision of student internships and directed or independent studies.
 - b. Scholarship: Scholarship involves the investigation of the significance and meaning of knowledge, undertaken through critical analysis and interpretation. Scholarship may be applied, where knowledge is applied to real-world problems to gain an understanding of how the knowledge can be used to help individuals and institutions resolve such problems. Scholarship may also be that of discovery, where new knowledge is developed through rigorous and disciplined investigative efforts. Scholarship also includes original creative works. A demonstration of satisfactory commitment to scholarship is a clear pattern of completed works through a process of peer review and dissemination.
 - c. Service: Faculty are expected to contribute their professional expertise to the department, College, University, and professional associations. They

are encouraged, but not required, to contribute to their communities as well. It is desirable that faculty service, both at Towson and in professional associations, begins with membership and active participation on committees that progress to leadership roles. Assessment will consider the level and extent of participation and contribution to service endeavors (rather than mere membership) and the collegiality displayed in treating others in a respectful manner. In presenting their service for review, faculty members should prepare a narrative, which explains the scope and depth of their contributions and may also solicit letters of support, or references, from those under whom the service was engaged.

4. Procedure

- a. At the conclusion of the fall semester during a candidate's third year at Towson University, tenure track faculty should have prepared an interim portfolio of activities for evaluation by the department's tenure committee.
 - i. All documentation for third-year review is due to the chair of the department tenure committee by the third Friday in January.
- b. The faculty member should submit materials for the previous two and one-half years as if the faculty member were applying for tenure and/or promotion. See VI. "Materials for faculty evaluation."
 - i. In addition to the materials described above, faculty under third-year review should also include in the review portfolio a narrative statement in which the candidate describes how they have met and integrated teaching, research, and service expectations over the review period.
- c. The department tenure committee will evaluate the materials and indicate to the faculty member, in writing:
 - i. Whether or not the faculty member's work to date is leading towards a positive tenure and promotion decision.
 - ii. What suggestions the tenure committee has for a positive decision at the end of the probationary period.
- d. This written report will become part of the faculty member's file at the department level, shared with the dean, and will not be forwarded to either the College PTR committee or the provost.
- e. The following three-level scale is to serve as a general guideline for the review:

- i. Superior progress. Requirements include excellence in teaching (in all its components including advising), excellence in scholarship, and meeting department standards in service.
 - ii. Satisfactory progress. Requirements include progress towards excellence in teaching and scholarly productivity with satisfactory service as determined by the department. This essentially means that the department has determined that progress towards tenure is satisfactory but improvements may be needed.
 - iii. Not satisfactory progress. This evaluation requires change by the faculty across one or more dimensions. This essentially means that a continued performance trajectory is unlikely to result in a favorable tenure decision.
- f. Feedback should be both in writing and in a face-to-face meeting with the department chair and the tenure committee chair no later than the first Friday in March. This feedback also will be shared with the dean.

IX. Calendar

- A. The English Department will follow the calendar set at Appendix A of the College of Liberal Arts PTRM Document and at section VI. of the University's "Policy on Appointment, Rank, and Tenure of Faculty."

MAY

The first Friday in May

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

May 31st

Full-time faculty submit their Annual Workload Plan and Annual Report for the year under review to the department chair.

JUNE

The Third Friday in June

All faculty members submit an Annual Report to the department chair.

All faculty seeking promotion submit evaluative and summative portfolios.

All faculty undergoing comprehensive review submit evaluative portfolios.

- A. All faculty members with a negative comprehensive review must have final approval by chair and dean of the written professional development plan.

JULY

The first workday in July

Merit

For Faculty: The department chair sends the dean, and copies the faculty member, the completed Merit Evaluation Form for Fulltime Faculty and/or Chairpersons

For chairpersons: dean sends the Provost, and copies the chairperson, the completed Merit Evaluation Form for Fulltime Faculty and/or Chairpersons to the chairperson

Any negative decision must be accompanied by a written rationale in the comments section of the evaluation form or as an attachment.

Faculty/chairpersons may appeal a decision of no merit.

AUGUST

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.

SEPTEMBER

The Second Friday in September

Merit

For faculty: Should faculty decide to appeal the chairperson's merit decision, the faculty member will provide a written rebuttal of the chairperson's decision to the departmental tenure committee, along with the chairperson's rationale, copying the chairperson

A decision of "no merit" for faculty by the chairperson shall be reviewed by the tenure committee only if a rebuttal by the faculty member is provided.

The chairperson may provide the committee with written comments regarding the negative decision but may not participate in the tenure committee deliberations.

Any deliberations by the departmental PTR committee shall exclude participation by the faculty member under consideration.

For chairpersons: Chairperson may provide a written rebuttal to the dean's decision to the Provost, with a copy to the dean.

The Third Friday in September

Faculty notify department chair of intention to submit materials for promotion and/or tenure in the next academic year.

College PTRM Committee approval of faculty to be added to a department's PTR committee (if necessary).

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.

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.

Merit

For faculty: The departmental PTR Committee will render a written decision on merit appeal to the dean, copying the faculty member and the chairperson.

Positive merit decisions by the PTR Committee will result in retroactive payments to

the faculty member under review.

The dean will report the decision to the Provost's Budget Office [PBO]

OCTOBER

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 PTRM documents are due to the University PTRM committee if changes have been made.

Merit

For faculty: In the event of a negative decision by the departmental PTR Committee on merit appeal, the dean will review the materials submitted by the PTR Committee, the faculty member, and the chairperson.

The dean will notify the faculty member, the chairperson, and the PBO of their decision.

Positive decisions by the dean will result in retroactive payment to the faculty member.

Fourth Friday in October

Tenure committee chair's or full professor committee chair's and Department chairperson's written evaluation for faculty considered for reappointment in the first and second years, promotion, tenure, and comprehensive five-year review is added to the faculty member's evaluation portfolio and conveyed to the faculty member.

Merit:

For faculty: In the event of a negative decision by the dean, the Provost will review the materials submitted by the dean, the departmental PTR committee, the faculty member, and the chairperson.

The faculty member, dean, chairperson and the PBO will be notified of the Provost's decision.

Positive decisions by the Provost will result in retroactive payment.
The Provost's decision shall be final.

For chairpersons: in the event of a negative decision by the dean, the Provost will review the materials submitted by the dean and the chairperson.

The dean, chairperson and the PBO will be notified of the Provost's decision.
Positive decisions by the Provost will result in retroactive payment.

The Provost's decision shall be final.

NOVEMBER

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 chair 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 sent by a university-approved secure delivery system.

DECEMBER

The First Friday in December

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

The Second Friday in December

First-year tenure-track faculty submit an evaluation portfolio for the Fall semester to the department chairperson.

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.

JANUARY

The First Friday in January

- A. 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.
- D. All documentation for the third year review of tenure-track faculty is submitted by the faculty member to the department chairperson.

- F. First Year Faculty submits SENTF, syllabi, and peer/student evaluations to the department chair.

FEBRUARY

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's recommendation, the dean shall add their recommendation to the faculty member's evaluation portfolio and deliver the negative decision in person or by a university approved secure delivery system.
- B. Department documents concerning promotion, tenure/reappointment, (with an approval form signed by the faculty members) are submitted to the University PTRM committee.
- C. Negative reappointment recommendations for first-year faculty are forwarded from the Provost to the President.

Third Friday in February

Department PTR Committee makes recommendation on reappointment of first-year faculty in cases in which 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.

Fourth Friday in February

The dean makes recommendations on the reappointment of first-year faculty in case of non-reappointment by the Department Chair.

MARCH

March 1

First year faculty must be notified of non-reappointment by written notification from the University 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.

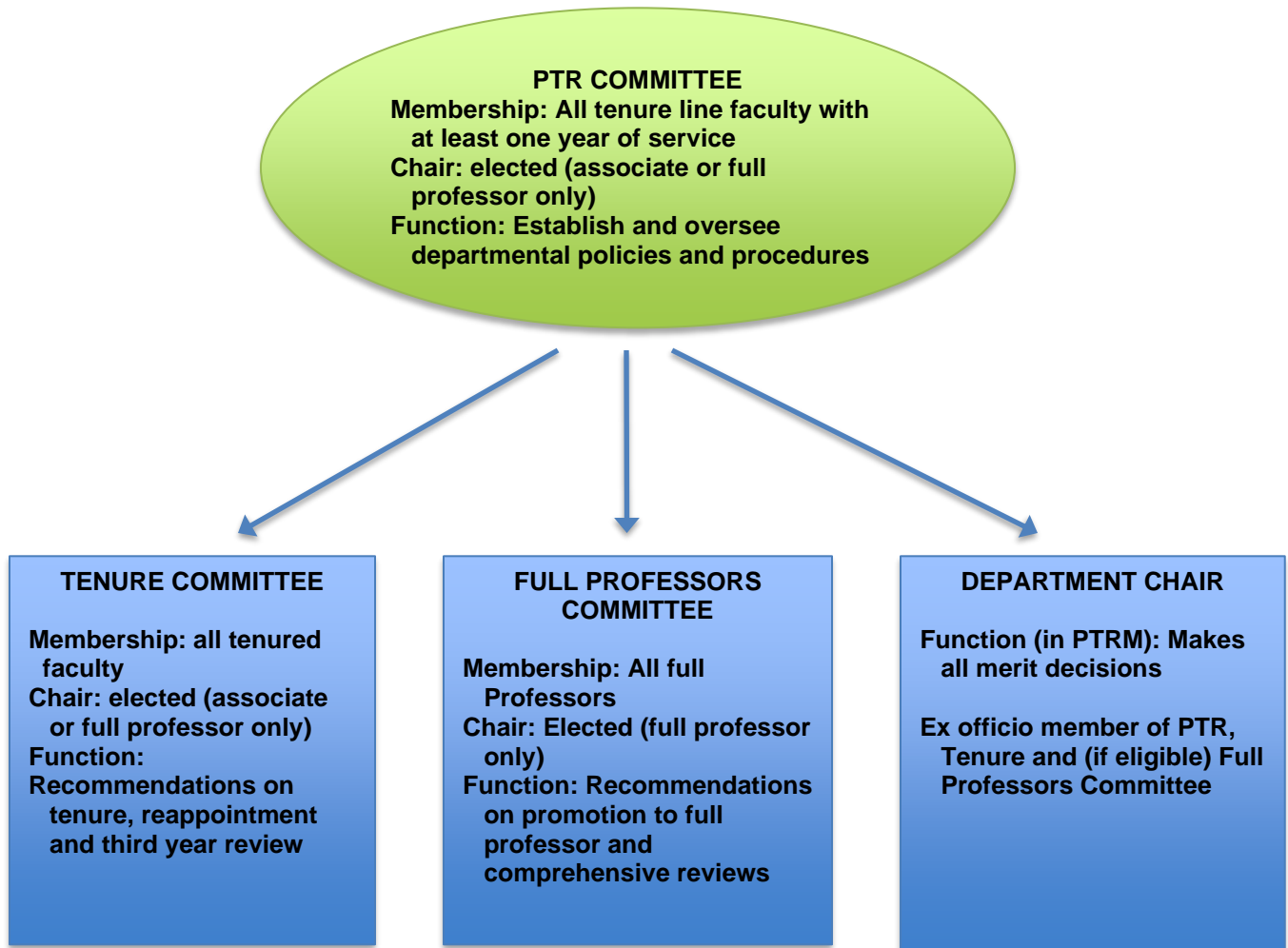
APPENDIX A

Procedures for External Review

- I. A faculty member or the department may solicit external review of scholarship in accordance with the policy described in the University ART §I. 3.B.f. 8
- II. Reviews are 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.
- III. External Evaluators must be independent and impartial. Evaluators cannot be members of Towson University faculty, nor can they be current or former advisors or mentors to the faculty member or otherwise have (or have had) a personal or significant relationship with the faculty member. Evaluators must be established scholars or practitioners of demonstrated expertise in the area of the faculty member's specialization preferably from peer institutions.
- IV. The faculty member will have the opportunity to recommend evaluators who meet the criteria set forth in II to the department chair or designee. The department chair or designee, in consultation with the dean, will also recommend evaluators, in addition to those recommended by the faculty member. The department chair or designee will select, in addition 5 other evaluators of those recommended by the faculty member who meet the criteria set forth in II and will select, in addition 5 other evaluators so that a minimum of 10 evaluators are identified as potential evaluators.
 - A. The department chair or designee will contact the potential evaluators to identify those evaluators who agree to provide evaluations.
 - B. Potential external evaluators must be identified no later than the first Monday in April of the calendar year in which the promotion or tenure portfolio will be submitted and confirmed no later than the first Monday of July.
 - C. Following confirmation of the external evaluators, the chair or designee will write each evaluator using the letter template attached to these guidelines.
- V. External evaluators are not to evaluate the faculty member's teaching, advising, or service to the University. The external evaluation will address the faculty member's scholarly and/or creative work as it relates to promotion or tenure.

Material provided to external evaluators should include the scholarly and/or creative work appropriate to the faculty member's discipline, such as books, articles, grant proposals, computer programs, or electronic scholarship. The department chairperson or designee must provide these materials to external evaluators no later than July 1, along with the faculty member's current curriculum vitae.

Departmental PTR Committee Flow Chart



APPENDIX C

A “typical” path to tenure and promotion

Faculty is hired on the tenure track at the Assistant Professor Level.

First Year:

August: Contract begins

September (3rd Friday):

Finalize SENTF (Standards and Expectations for New Tenure-Track Faculty)

First semester

Faculty in department do one to two peer evaluations as assigned by Department Assistant Chair.

November

Faculty submit Annual Workload Plan (AWP) to department chair.

January (3rd Friday)

First year faculty submit SENTF, syllabi, peer and student evaluations to department chair

Second Semester

Faculty in department complete additional peer evaluations if needed. Two per year are required.

February

(1st Friday):

Department Chair makes recommendation regarding reappointment & recommendation is delivered to faculty member, department PTR committee and dean.

March 1

First year faculty must be notified of non-reappointment by written notification from the university President.

May 31

All full time faculty submit their Annual Workload Plan and Annual Report form to the department chair.

June (3rd Friday)

All faculty submit Annual Report portfolio to the department.

Second Year

Department faculty do peer evaluations, ideally one in each semester

November

Faculty submit Annual Workload Plan (AWP) to department chair.

May 31

All full time faculty submit their Annual Workload Plan and Annual Report form to the department chair.

June (3rd Friday)

All faculty submit Annual Report portfolio to the department.

Third Year

Department faculty do peer evaluations

November

Faculty submit Annual Workload Plan (AWP) to department chair.

January (3rd Friday)

Faculty submit materials for Third-Year Review (see PTRM Bylaws VII, part F for details and VI “Materials for Faculty Evaluation)

March (1st Friday)

Deadline for written evaluation and face-to-face meeting with Department Chair and Tenure Committee Chair on outcome of Third Year Review.

May 31

All full time faculty submit their Annual Workload Plan and Annual Report form to the department chair.

June (3rd Friday)

All faculty submit Annual Report portfolio to the department.

Fourth Year

Department faculty do two peer evaluations, ideally one in each semester

November

Faculty submit Annual Workload Plan (AWP) to department chair.

May 31

All full time faculty submit their Annual Workload Plan and Annual Report form to the department chair.

June (3rd Friday)

All faculty submit Annual Report portfolio to the department.

Fifth Year

Department faculty do two peer evaluations, ideally one in each semester

September (3rd Friday)

Faculty notifies department chair of intention to submit materials for promotion and tenure.

November

Faculty submit Annual Workload Plan (AWP) to department chair.

May 31

All full time faculty submit their Annual Workload Plan and Annual Report form to the department chair.

June (3rd Friday)

Faculty submits comprehensive portfolio and summative portfolio for promotion and tenure in addition to Annual Report portfolio

Sixth Year (Mandatory Tenure Review Year)

October (Second Friday)

Department PTR committee submits recommendation on tenure and promotion to department chair.

October (Before 4th Friday)

Department Chair prepares an independent evaluation of faculty

October (4th Friday)

Recommendations conveyed to faculty member in writing

November (2nd Friday)

Portfolio plus recommendations to Dean's Office and College PTR

November

Faculty submit Annual Workload Plan (AWP) to department chair.

January (1st Friday)

Recommendation of College PTR to the Dean

January (3rd Friday)

Recommendation of dean and college PTR committee conveyed to faculty member

February (1st Friday)

Summative portfolio to Provost

March (3rd Friday)

Provost conveys their recommendation to faculty member, college, dean, and department and summative portfolio plus recommendations conveyed to President.

Date not specified in ART policy

President confers promotion and tenure, via secure electronic delivery, with next contract start date and pay increase specified in letter

May 31

All full-time faculty submit their Annual Workload Plan and Annual Report form to the department chair.

June (3rd Friday)

All faculty submit Annual Report portfolio to the department.

APPENDIX D: Peer Observation forms for classroom observation and hybrid online

Classroom Observation Form:



Instructor's Name:

Observer's Name:

Number and Course Title:

Date of Classroom Observation:

Number of students enrolled:

Type of class:

- ☐ Class Discussion
- ☐ Student Presentations
- ☐ Group work
- ☐ Lecture
- ☐ Writing Workshops
- ☐ Seminar
- ☐ Other (please describe below)

Pedagogy

1. Knowledge of the subject:

Excellent

Good

Needs Improvement

Comments:

2. Organization of the class: Identifying a central purpose, holding to it, integrating questions and answers into it, clarifying major points in it, managing time, etc.

Excellent

Good

Needs improvement

Comments:

3. Teaching strategy: E.g., classroom manner, classroom presence, innovation, ability to guide a discussion or workshop, responsiveness to student input, clarity, etc.

Excellent

Good

Needs Improvement

Comments:

4. Academic Rigor: To what degree did the classroom activities and reading and writing assignments meet the intellectual expectations of a course at this level? To what degree did the faculty member encourage critical thinking and careful reasoning?

Excellent

Good

Needs Improvement

Comments:

5. Student Engagement: To what degree did the faculty member encourage student engagement and enthusiasm (through dialogue, energy level, eye contact, calling upon students by name, etc.)?

Excellent

Good

Needs Improvement

Comments:

Syllabus-Required Information

According to the Faculty Handbook, the following information is required on all syllabi. Check all that apply.

- ☐ Course name and number
- ☐ Instructor information(name, email address, telephone and office numbers)
- ☐ Text[s] required including bibliographic information
- ☐ Brief description of course content
- ☐ Learning Outcomes Statement
- ☐ Assignments and requirements
- ☐ Grading procedures
- ☐ Attendance policy (including lateness)
- ☐ Plagiarism policy
- ☐ Policy for students with special needs
- ☐ Statement that the course can be repeated only once without permission of the Academic Standards Committee
- ☐ A week-by-week or session-by-session calendar

Syllabus-Supplemental Information

Other information (Check all that apply):

- ☐ Classroom conduct policy
- ☐ Cellphone and laptop policies
- ☐ Test make-up policy
- ☐ Other—Include and/or comment on any information that you found particularly effective in communicating expectations and requirements.

Marking and Grading

Collect three samples of a graded assignment that the students have completed as part of this course. The instructor should choose three that demonstrate a range of quality.

Type of commentary on assignments:

- ☐ Written comments
- ☐ One-on-one conferences
- ☐ Detailed instructions for peer critiques and responses

Additional comments and observations.

6. Clarity and thoroughness of the comments

Excellent Good Needs improvement

7. Grading Standards

Too high Satisfactory Too low

Attach the syllabus and any additional materials supplied by the instructor (written assignments, handouts, etc.)

Conference with Instructor

The observation process and form are meant to serve both an evaluative and a mentoring purpose. The post-observation conference should be a dialogue between observer and the observed faculty member. Comment on your post-observation conference with the instructor. When did you meet? Briefly list any relevant information that came up in your discussions with the instructor.

OBSERVER'S SIGNATURE _____

Instructor's Signature

Date Completed and Submitted to the Department _____

Online/Hybrid Evaluation Template



Department of English

Online/Hybrid Evaluation Template

Instructor's Name:

Observer's Name:

Number and Course Title:

Date of Evaluation:

Number of students enrolled _____ **Combined course site?** _____ **Number of sections** _____.

Type of class:

- ☐ Online
☐ Hybrid (Percent online _____)

Consider using the regular evaluation form if a classroom session is being observed and this form as a supplement to evaluate online material.

1. Evaluation of Blackboard course site (or other online learning method) for clear organization, ease of navigation, consistent design, availability of course documents.

Excellent Good Needs Improvement

Comments:

2. Evaluation of assignment or learning module:

a. Clarity of guidelines, expectations, due date, and method of submission.

Excellent Good Needs Improvement

Comments:

b. Academic Rigor: To what degree did the assignment meet the intellectual expectations of a course at this level? To what degree did the assignment encourage critical thinking and careful reasoning?

Excellent

Good

Needs Improvement

Comments:

c. Communication: To what degree did the faculty member offer assistance on the assignment, beyond the assignment sheet (video, PowerPoint, supplemental materials, additional meetings, chat sessions, phone calls, Skype, Instant Messenger)

Excellent

Good

Needs Improvement

Comments:

Syllabus-Required Information

According to the Faculty Handbook, the following information is required on all syllabi. Check all that apply.

- ☐ Course name and number
- ☐ Instructor information (name, email address, telephone and office numbers)
- ☐ Text[s] required including bibliographic information
- ☐ Brief description of course content
- ☐ Learning Outcomes Statement
- ☐ Assignments and requirements
- ☐ Grading procedures
- ☐ Attendance policy (noting relationship to online activity)
- ☐ Plagiarism policy
- ☐ Policy for students with special needs
- ☐ Statement that the course can be repeated only once without permission of the Academic Standards Committee.
- ☐ A week-by-week or session-by-session calendar

Syllabus-Supplemental Information

Other information (Check all that apply):

- ☐ Internet connectivity issues
- ☐ Hardware and software requirements
- ☐ Alternative communication methods
- ☐ Online and campus resources
- ☐ Test make-up policy
- ☐ Other—Include and/or comment on any information that you found particularly

effective in communicating expectations and requirements.

Marking and Grading

Collect three samples of a graded assignment that the students have completed as part of this course. The instructor should choose three that demonstrate a range of quality.

Type of commentary on assignments:

- ☐ Written comments
- ☐ One-on-one conferences in person/by phone, Blackboard chat, Instant Messenger, Skype, or other method
- ☐ Detailed instructions for peer critiques and responses

Additional comments and observations.

6. Clarity and thoroughness of the comments.

Excellent Good Needs improvement

7. Grading Standards

Too high Satisfactory Too low

Attach the syllabus and any additional materials supplied by the instructor (written assignments, handouts, etc.)

Conference with Instructor

The observation process and form are meant to serve both an evaluative and a mentoring purpose. The post-observation conference should be a dialogue between observer and the observed faculty member. Comment on your post-observation conference with the instructor. When did you meet? Briefly list any relevant information that came up in your discussions with the instructor.

Observer's Signature _____

Instructor's Signature _____

Date Completed and Submitted to the Department _____