

BYLAWS OF THE DEPARTMENT OF FAMILY STUDIES
AND COMMUNITY DEVELOPMENT

PROMOTION, TENURE, AND REAPPOINTMENT (PTR) COMMITTEE

1 **Approved by department: November 2023**

2 **Approved by College of Liberal Arts PTR Committee: December 21, 2023**

3 **Approved by Dean of the College of Liberal Arts:**

4 **Approved by the UPTRM:**

5

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TABLE OF CONTENTS

PRESUMPTIONS GOVERNING DEPARTMENTAL PROMOTION, TENURE, REAPPOINTMENT, AND MERIT DECISIONS	01
MEMBERSHIP AND RESPONSIBILITIES OF THE COMMITTEE FOR PROMOTION, TENURE, REAPPOINTMENT, AND MERIT APPEALS, AND DUTIES OF COMMITTEE CHAIR	02
Promotion, Tenure, and Reappointment Committee (PTR)	03
Promotion, Tenure, and Reappointment Committee (PTR) (additional).....	05
Role of Department Chairperson	09
POLICIES AND PROCEDURES	10
Standards and Expectations	10
Quorum	11
Voting Procedures	11
Confidentiality	12
Appeal Procedures	12
Bylaws Changes	13
Evaluation Procedures	13
General Policies and Procedures	13
Annual Review for Merit	14
Reappointment: First-Year Faculty and Reappointment of Clinical Faculty.....	15
Reappointment: Second-Year Faculty and Annual Appointment of Clinical Faculty	16
Reappointment: Third- through Fifth-Year Faculty	16
Third-Year Review	16
Tenure and/or Promotion	18
Three-year Appointment for Clinical Faculty	19
Comprehensive Five-Year Review (Post-tenure Review)	19
MATERIALS FOR FACULTY EVALUATION	20
STANDARDS AND CRITERIA	25
Areas of Evaluation	27
Annual Review for Merit	30
Tenure	31
Promotion	31
CALENDAR	33
APPENDIX A	

7 BYLAWS OF THE DEPARTMENT OF FAMILY STUDIES AND COMMUNITY DEVELOPMENT
8 PROMOTION, TENURE, AND REAPPOINTMENT COMMITTEE

9
10 *Note to Faculty: For complete information on promotion and tenure policies, this document*
11 *should be read together with the Policy on Appointment, Rank, and Tenure (ART) of Towson*
12 *University and its appendices (in particular, Appendix 3, “Tenured and Tenure-Track and*
13 *Clinical Faculty Evaluations: Annual Review, Reappointment, Third-Year Review, Merit,*
14 *Promotion, Tenure, and Comprehensive Review”), as well as the Bylaws of the College of*
15 *Liberal Arts (CLA) Promotion, Tenure, and Reappointment (PTR) Committee.*

16
17 I. PRESUMPTIONS GOVERNING DEPARTMENTAL PROMOTION, TENURE,
18 REAPPOINTMENT, AND MERIT DECISIONS

19 A. The promotion and tenure policies and procedures of the Department of Family Studies
20 and Community Development follow those established in the Towson University Policy
21 on Appointment, Rank, and Tenure (ART) of Faculty (02-01.00) and are in accordance
22 with the Bylaws of the College of Liberal Arts Promotion, Tenure, and Reappointment
23 (PTR) Committee (11-11-10).

24
25 B. All faculty members are entitled to fairness and due process in promotion, reappointment,
26 tenure, and merit deliberations.

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28 C. The Department encourages diversity in pedagogy, scholarly practices, and
29 interdisciplinary interests.

30
31 D. The Department encourages shared responsibility and collaborative decision-making.

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33 E. The Department considers teaching effectiveness to have primary importance in each
34 faculty member’s professional priorities, followed closely by scholarship and service.

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36 F. Promotion, tenure, reappointment, and merit decisions are made on an individual basis
37 and on their own merits, according to each faculty member’s Annual Report and
38 Agreement on Annual Workload.

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G. Each faculty member is responsible for providing the departmental Promotion, Tenure, Reappointment (PTR) Committees with any and all required forms and other materials in support of their candidacy for promotion, tenure, reappointment, or merit in a timely and professional manner. Failure to do so is sufficient cause for the Committee to deny promotion, tenure, reappointment, or merit. Since a faculty member is in the best position to understand and present their own accomplishments, they should frame reasons for promotion and/or tenure and/or a successful First-Year, Third-Year, and Comprehensive (Post-Tenure) Review in a letter addressed to the Committee. Committee evaluation for reappointment and/or merit can be made on the basis of the faculty member's Annual Report(s) and Agreement(s) on Annual Workload only, but the faculty member is entitled to address a letter to the Committee should they so choose.

H. Faculty members of the Department of Family Studies and Community Development are defined as those holding full-time tenured, tenure-track, clinical, and lecturer appointments in the Department.

II. MEMBERSHIP AND RESPONSIBILITIES OF THE COMMITTEES FOR PROMOTION, TENURE, REAPPOINTMENT AND DUTIES OF COMMITTEE CHAIR

A. Changes to the bylaws will be initiated in the PTR Committee. All faculty members of the Department, regardless of rank, vote on the adoption of any changes to the bylaws and policies contained therein. Bylaws changes shall be approved by a majority vote and forwarded to the College of Liberal Arts Promotion and Tenure Committee by the first Friday in December.

B. Faculty members who are otherwise eligible to vote but are on sabbatical or other approved leaves of absence may participate in Promotion and Tenure decisions and vote on these matters provided that they fully participate in all deliberative activities regarding the candidates in question.

71 The composition of the PTR Committee will be modified through revisions to these
72 bylaws in the academic year when permanent members of the Department's faculty
73 include a minimum of three tenured faculty members excluding the Chairperson of
74 the Department. Composition of the PTR Committee as outlined in Section II3Bi
75 follows a structure that modifies the TU Policy on Appointment, Rank and Tenure of
76 Faculty (02-01.00.) The composition of the PTR Committee outlined below was
77 subject to approval by the provost and legal counsel of the university on April 4,
78 2011.

79
80 **C. Promotion, Tenure and Reappointment Committee (PTR)**

- 81
- 82 1. Promotion, Tenure and Reappointment Committee Chair: The Chair will be
83 elected for a 3-year term from the ranks of the PTR committee. Eligible
84 members include tenured faculty members and faculty members approved for
85 tenure in their final probationary year. Individuals cannot serve more than
86 two consecutive 3-year terms as Committee Chair. When needed, elections
87 will take place in April. Elections will be held by written confidential ballot.
88 The Chair assumes office in June of that year.

89
90 The Chair is responsible for:

- 91 a. Guiding the reappointment, third year review, promotion and
92 tenure processes and ensuring that the policies outlined in this
93 document are followed.
- 94 b. Organizing and chairing all relevant committee meetings.
- 95 c. Facilitating the naming of possible external members for the
96 Committee as needed.
- 97 d. Providing reasonable counsel to faculty members in gathering
98 materials, preparing forms, and assembling dossiers for use in
99 promotion, tenure, merit, and review deliberations.
- 100 e. Ensuring the completion of documentation and securing necessary
101 signatures.
- 102 f. Recording the vote count for all deliberations.

- 103 g. Giving formal written notice of reappointment and tenure decisions
104 to the Department Chairperson to be passed on to the individual
105 concerned and to the proper College and University authorities and
106 committees.
- 107 h. Participating with the Department Chair in the presentation of the
108 written recommendations deriving from Third-Year and
109 Comprehensive Reviews.
- 110 i. Participating with the Department Chair in the presentation of
111 written reasons in cases of non-renewal or non-recommendation
112 for tenure.
- 113 j. Working with the Department Chair in the development and
114 distribution of the faculty peer evaluation schedule and tracking
115 the completion of peer evaluations.
- 116 k. Conducting a PTRM refresher seminar to all faculty in the spring
117 semester as part of a faculty meeting.
- 118 l. Designating a member of the committee to take minutes and record
119 attendance at PTR Committee meetings and disseminate these
120 minutes to committee members and the Department Chairperson.
- 121 2. The Chair of the PTR committee shall excuse themselves from deliberations
122 concerning their own dossier. Whenever the Chair excuses themselves from
123 deliberations on their own materials, the senior member of the remaining
124 committee shall serve as Chair pro tempore.
- 125
- 126 3. Promotion, Tenure, and Reappointment (PTR) Committee Composition
- 127 a. The PTR Committee is composed of all tenured faculty members
128 in the department. Faculty members must attend all deliberations
129 to vote.
- 130 b. In the case where there are fewer than 3 tenured faculty members,
131 the Department will supplement the Committee with tenured
132 faculty members from other departments for the minimum
133 requirement of 3 faculty members on the committee (excluding the
134 Department Chair).

135 i. If committee members external to the department are
136 needed, the additional faculty members will be
137 identified from a potential list of committee members.
138 Individuals expecting to come up for tenure, promotion
139 or reappointment during the subsequent two years will
140 together identify possible committee members from
141 tenured faculty in other departments. At least three
142 faculty members must be named if one additional
143 member is needed for the committee; at least five if two
144 additional members are needed.

145
146 The identification of additional members will be
147 facilitated by the PTR Chairperson the first week in
148 May so that the list is ready to be submitted to the
149 Department Chairperson by the second Friday in May.
150 The Department Chair and Dean will review the list and
151 make recommendations to the college PTR committee
152 on or before June 1st. The Dean will determine if
153 potential committee members are willing to serve on
154 the FMST PTR committee prior to making a
155 recommendation to the college PTR Committee. The
156 college PTR committee will select members to serve a
157 two-year term by the third Friday in June.

158
159 c. The Clinical Evaluation Committee will review clinical faculty.
160 This committee will be the same as the PTR Committee with the
161 addition of clinical faculty members who have been in the role of
162 clinical faculty for more than three years. (02-01.08 Policy for
163 Clinical Faculty Evaluation, Reappointment, Promotion and Merit
164 V.D.5.b.)

165
166 4. Promotion, Tenure, and Reappointment Committee Responsibilities

- 167 a. Review the portfolios submitted by faculty members and compare
168 them to annual reports, workload agreements, and Curriculum
169 Vitae.
- 170 b. Compare planned workload agreements to accomplishments over
171 the period of review.
- 172 c. Attend all meetings of the Promotion, Tenure, and Reappointment,
173 Committee.
- 174 d. Make promotion, tenure, third year review, and reappointment
175 recommendations based on the guidelines outlined in this
176 document.
- 177 e. Complete comprehensive 5-year reviews based on the guidelines in
178 this document and prepare a report based on the review.
- 179 f. Prepare a report for each tenured, tenure-track, or clinical faculty
180 member outlining the reappointment decision and/or advancement
181 towards promotion and/or tenure. All committee members must
182 sign the report. The faculty member shall sign a statement
183 indicating that they have read, but not necessarily agreed with, the
184 evaluation.
- 185 g. Complete the Department Summary Recommendation Form or
186 email acknowledgement.
- 187 h. All committee members must vote. No committee member shall
188 abstain from a vote for tenure or promotion unless the Provost
189 authorizes the abstention. When faculty has a professional or
190 familial conflict of interest, they must disclose the conflict and
191 seek authorization for the abstention.
- 192 i. Participate in any revisions to the PTRM bylaws under the
193 guidance of the PTR Committee Chairperson.

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D. Role of Department Chairperson

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1. The Department Chair shall serve as a non-voting member of the PTR Committee. They shall participate in all deliberations regardless of their academic rank, except for deliberations on their own dossier.
2. The Department Chair shall attend PTR committee meetings and participate in discussions but will not serve as a voting member of the committee.
3. The Department Chair will compose a separate evaluation report for each faculty member under review for tenure and promotion following the guidelines outlined in the Towson University ART Appendix 3.
4. The Department Chair will guide the merit process, determine the merit decision, and ensure that the policies outlined in this document are followed.
5. The Department Chair along with the PTR Committee Chair will meet with faculty members undergoing third year review. The purpose of the meeting will be to discuss PTR Committee's recommendations and progress to tenure.
6. The Department Chair may prepare a separate report for reappointment of clinical faculty.
7. The Department Chair will prepare a separate report for all clinical faculty considered for promotion.
8. The Department Chair will meet with all faculty members to discuss their annual reports, student and peer evaluations of teaching and advising, the Department's PTR Committee's recommendations, and the annual faculty evaluation in general.

III.POLICIES AND PROCEDURES

231 A. Standards and Expectations

232 The Family Studies and Community Development Department PTR Committees evaluate
233 candidate files in relation to the standards and expectations established by the Towson
234 University ART policy, the criteria of the College of Liberal Arts, and the criteria of the
235 Family Studies and Community Development Department.

236

237 B. Quorum

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239 A quorum shall consist of a majority of the voting members. Faculty members who are
240 otherwise eligible to vote but are on sabbatical or other approved leaves of absence may
241 participate in Promotion and Tenure decisions and vote on these matters provided that
242 they fully participate in all deliberative activities regarding the candidates in question.

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245 C. Voting Procedures

246

247 The FMST PTR committee follows the procedures established in Towson University
248 Policy on Appointment, Rank, and Tenure of Faculty and the Provost's guidelines for
249 voting procedures using TU approved web-based programs. All ballots must collect the
250 Faculty ID number. Any voting mechanism must be secure and allow for records
251 retention in accordance with USM records retention policies.

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253 A majority of those voting must support the granting of tenure, promotion, reappointment
254 to reach a favorable decision. Because a tie vote does not constitute a majority decision,
255 any proposal met with a tie vote fails. Committee members must be present in order to
256 vote. No member of any PTR Committee shall abstain from a vote unless the Provost
257 authorizes such abstention for good cause, including an impermissible conflict of interest.

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260 D. Confidentiality

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262 Members of the PTR Committee will maintain strict confidentiality concerning its
263 deliberations and recommendations at all points during and after the process, with the
264 exception of the information provided to candidates or departments by the Chair or the
265 Dean in performance of their duties under the ART policy.

266

267 E. Appeal Procedures

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269 The Family Studies and Community Development Department follows the appeals
270 procedures laid out in the University ART Policy, Appendix 3, V, B, 1-3. Faculty
271 members may appeal to the College PTR Committee negative judgments made at the
272 department level on questions of tenure, promotion, comprehensive review,
273 reappointment, and merit, if the appeal is on substantive grounds. Substantive appeals
274 refer to perceived errors in judgment by the Department Committee or Chair in
275 evaluating the faculty member's performance.

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277 All appeals shall be made in writing. The faculty member shall have 21 calendar days
278 from the date that a negative judgment is delivered in person or the date of the postmark
279 of a certified letter to file an appeal. The appeal must clearly state in writing the grounds
280 for the appeal and must be accompanied by supporting documents. The faculty member
281 may supplement the evaluation portfolio under consideration with any statement,
282 evidence, or other documents believed to present a more valid perspective on
283 performance. Appeals of department recommendations shall be copied to the Department
284 Chair and the Chair of the PTR Committee.

285

286 Faculty members may also submit procedural appeals to the University PTRM
287 Committee, or appeals alleging unlawful discrimination, as provided for in the University
288 ART policy, Appendix 3, and Towson University policy 06-01.00.

289

290 F. Bylaws Changes

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292 Every three years after the first approval of the PTRM bylaws, the FMST PTR
293 Committee will review and vote to either approve the existing bylaws or begin the
294 process to change the bylaws.

295

296 G. Evaluation Procedures

297

298 1. General Policies and Procedures

299

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

303 b. The full evaluation portfolio shall be assembled by the individual being
304 considered for annual review, reappointment, third-year review, merit,
305 promotion, tenure, or comprehensive review according to the guidelines
306 described in the “Documentation & Material Inclusion” (Section I.B) of
307 Appendix 3 of the Towson University ART policy and Section IV pg. 14 of
308 this document.

309 c. For every type of evaluation, including annual review, the faculty member
310 shall sign a statement indicating that they have read, but not necessarily
311 agreed with the evaluation. However, failure to sign shall not prevent the
312 documentation from being forwarded to the next evaluation level.

313 d. All clinical, tenured and tenure-track, and lecturer faculty shall be evaluated
314 by students using instruments and procedures which assure confidentiality for
315 the student. Faculty shall be evaluated for every course taught, including on-
316 load, off-load, on-line, traditional classroom, and hybrid courses, taught
317 during the academic year, mini-mester, and summer terms.

318 i. All clinical, tenured and tenure-track, and lecturer faculty shall
319 undergo peer evaluation through classroom observation by colleagues
320 in the department. Such observations will be scheduled at least one
321 week in advance with the consent of the faculty member to be
322 observed.

- 323 ii. The faculty member may express a preference as to which class(es)
324 will be observed.
- 325 iii. Faculty are encouraged to undergo peer evaluation for a mix of classes
326 – lower level, upper level and seminars as appropriate.
- 327 iv. Tenure-track, clinical, and lecturer faculty shall undergo classroom
328 observation and peer evaluation at least once per academic year.
- 329 v. Tenured faculty shall undergo classroom observation and peer
330 evaluation at least twice during the period of their comprehensive
331 review or application for promotion.

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333 2. Annual Review for Merit

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- 335 a. The Department Chair shall annually review clinical, tenured and tenure-
336 track, and lecturer faculty for merit.
- 337 b. The Department Chair shall prepare an independent recommendation letter
338 and include it in the faculty member’s evaluation portfolio by the fourth
339 Friday in October.
- 340 c. The merit recommendation and statement shall be conveyed in writing to the
341 faculty member via the University approved secure delivery system.
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343 3. Reappointment: First-Year Faculty and Reappointment of Clinical Faculty

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- 345 a. The Department Chair shall evaluate each new faculty member’s first
346 semester performance and make a recommendation for reappointment
- 347 b. This evaluation shall be conducted and completed by the third Friday in
348 January.
- 349 c. Each faculty member shall prepare an evaluation portfolio describing
350 activities and accomplishments during their first semester. The evaluation
351 portfolio must include a peer evaluation of teaching, documentation of
352 scholarship and service activities, syllabi of current courses, and a reflective
353 summary of teaching, scholarship, and service. For all new tenure track

- 354 faculty, the evaluation folder must also include the Standards and
355 Expectations of New Tenure-Track Faculty (SENTF) form.
- 356 d. The faculty member shall submit the electronic evaluation portfolio to the
357 Department Chair no later than the third Friday in January.
- 358 e. The Department Chair may prepare an independent recommendation on
359 reappointment and include it in the faculty member's evaluation portfolio by
360 the first Friday in February.
- 361 f. The recommendation shall be conveyed in writing to the faculty member and
362 the Dean via the University approved secure delivery system, inclusive of the
363 Department Chairperson's recommendation and a record of the vote count, no
364 later than the third Friday in January. A negative recommendation shall be
365 delivered in person by the Department Chair or via the University approved
366 secure delivery system.
- 367 g. Procedures for further steps in the evaluation process and for appeal of
368 negative recommendations are given in the University ART Policy, Appendix
369 3, III, D, 2, g-j.

370

371 4. Reappointment: Second-Year Faculty and Annual Reappointment of Clinical Faculty

- 372 a. The Family Studies and Community Development Department follows the
373 procedures for the reappointment of second-year faculty laid out in the
374 University ART Policy, Appendix 3, III, D, 3, a-g.
- 375 b. Evaluation procedures for annual reappointment for Clinical Faculty after
376 their first-year of appointment shall be the same as the evaluation procedures
377 for reappointment of second-year faculty set forth in section III.D.3.a-e of
378 Appendix 3, except that the Clinical Evaluation Committee shall be
379 substituted for the department PTR committee. Evaluation of Clinical Faculty
380 will follow 02-01.08 Policy for Clinical Faculty Evaluation, Reappointment,
381 Promotion and Merit V.C. & D.

382

383 5. Reappointment: Third- through Fifth-Year Faculty

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385 USM Policy II-1.00 Section I.C.3. provides that the appointments of faculty entering
386 the third through fifth years of service will automatically renew for one additional
387 year unless notice of non-reappointment is provided by August 1 prior to the third or
388 subsequent academic year of service as applicable.

389
390 6. Third-Year Review

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- 392 a. At the conclusion of the fall semester during a candidate's third year at
393 Towson University, the PTR Committee shall conduct a Third-Year Review
394 of tenure-track candidates to assess progress toward tenure and to advise and
395 mentor the faculty member. This includes providing assistance where issues
396 or shortcomings in the candidate's profile are identified and encouragement
397 where progress is deemed satisfactory or exemplary. The PTR Committee
398 evaluation of a candidate's interim progress will become part of the faculty
399 member's file at the department level and will be shared with the dean;
400 however, it will not be forwarded to either the college PTR Committee or the
401 Provost.
- 402 b. The faculty member to be reviewed shall prepare an interim evaluation
403 portfolio of activities for evaluation by the PTR Committee as outlined in the
404 section "Documentation and Material Inclusion" (Section I.B) of Appendix 3
405 of The Towson University ART policy and Section IV pg. 21 of this
406 document.
- 407 c. The PTR Committee will evaluate the materials and the Committee Chair will
408 prepare a clear, written statement of progress toward tenure addressing
409 teaching/advising, a plan for and evidence of scholarly/creative activity, and
410 service and other relevant criteria. This statement:
- 411 i. must include an indication of whether or not the faculty member's
412 work to date is leading to a positive promotion and tenure decision,
413 and
- 414 ii. must provide guidance for the improvement of the evaluation portfolio
415 in the event of a satisfactory or unsatisfactory rating.

- 416 d. The following three-level scale is to serve as a general guideline for the
417 review:
- 418 i. Superior progress. Requirements include excellence in
419 teaching/advising, excellence in scholarship, and meeting department
420 standards in service.
- 421 ii. Satisfactory progress. Requirements include progress towards
422 excellence in teaching and scholarly productivity with satisfactory
423 service as determined by the Department. This ranking indicates that
424 the Department has determined that progress towards tenure is
425 satisfactory but improvements are needed.
- 426 iii. Not satisfactory progress. This evaluation requires change by the
427 faculty across one or more dimensions. This essentially means that
428 continuance on this performance trajectory is unlikely to result in a
429 favorable tenure decision.
- 430 e. All documentation is due to the Chair of the Department by the third Friday in
431 January.
- 432 f. Feedback shall be in writing and in a face-to-face meeting with the
433 Department Chair and the chair of the PTR Committee no later than the first
434 Friday in March. The written report will be shared with the Dean.

435

436 7. Tenure and/or Promotion

- 437 a. The PTR Committee shall review evaluation portfolios for tenure and/or
438 promotion and Associate Professor and shall prepare a written report with
439 recommendation and vote count via the University approved secure delivery
440 system. Recommendations shall contain reference to each category evaluated
441 including teaching/advising, scholarship and university/ civic/professional
442 service. Recommendations should be submitted to the Department Chair by
443 the second Friday in October.
- 444 b. Clinical Faculty. The Clinical Evaluation Committee will review portfolios for
445 promotion to Associate Clinical Professor. The Committee shall prepare a
446 written report with recommendations and vote count via the University
447 approved secure delivery system. Recommendations shall contain reference to

- 448 each category evaluated including teaching, advising, scholarship,
449 administrative accomplishment and service. Recommendations should be
450 submitted to the Department Chair by the second Friday in October.
- 451 c. The Department Chair shall prepare an independent evaluation of each faculty
452 member considered for tenure and/or promotion and include it in the faculty
453 member's evaluation portfolio by the fourth Friday in October.
- 454 d. All recommendations shall be conveyed in writing via the University
455 approved secure delivery system to the faculty member, inclusive of any
456 Department Chair's statement and a record of the vote count, no later than the
457 fourth Friday in October. Negative recommendations shall be delivered in
458 person by the Department Chairperson or via the University approved secure
459 delivery system.
- 460 e. The faculty member's evaluation portfolio, inclusive of the written
461 recommendation of the Department Committee, the written evaluation of the
462 Department Chair, and the vote count shall be forwarded by the chair of the
463 PTR Committee to the Dean's office by the second Friday in November.

464

465 8. Three Year Appointment for Clinical Faculty

- 466 a. Upon request by the Clinical Faculty member, Clinical Faculty at the rank of
467 Clinical Assistant Professor and higher may be considered for a three-year
468 contract. The Clinical Evaluation Committee will follow procedures set forth in
469 the 02-01.08 Policy for Clinical Faculty Evaluation, Reappointment, Promotion
470 and Merit Section: V.D. 12.

471 9. Comprehensive Five-Year Review (Post-tenure Review)

- 472 a. All tenured faculty shall be reviewed at least once every five (5) years.
473 Comprehensive reviews are summative for a period of the preceding five (5)
474 academic years.
- 475 b. The PTR Committee shall review the evaluation portfolios of faculty members
476 standing for their Comprehensive Five-Year Review and prepare a written
477 report with recommendation and vote count. Recommendations shall contain
478 reference to each category evaluated including teaching/ advising, scholarship

- 479 and university /civic/ professional service, and should be submitted to the
480 Department Chairperson by the second Friday in October.
- 481 c. The Chair of the Department, in consultation with the Dean of the college
482 shall establish the cycle for comprehensive reviews of faculty within the
483 Department. A faculty member who has submitted formal notice of retirement
484 during the fourth or fifth year of their comprehensive review cycle with an
485 intention to retire at the end of that cycle may be exempted from the
486 comprehensive review process at the discretion of the Dean of the college.
- 487 d. The Department Chairperson shall prepare an independent evaluation of each
488 faculty member under review and include it in the faculty member's
489 evaluation portfolio by the fourth Friday in October.
- 490 e. The faculty member's evaluation portfolio, inclusive of the written
491 recommendation of the Department Committee, the written evaluation of the
492 Department Chair, and the vote count shall be forwarded by the chair of the
493 PTR Committee to the Dean's office by the second Friday in November via
494 the University approved secure delivery system.
- 495 f. A negative comprehensive review shall be followed by the development of a
496 written professional development plan to remediate the faculty member's
497 failure to meet minimum expectations as noted in the comprehensive review.
498 This written plan shall be developed by the faculty member and approved by
499 the Chair and the Dean by the third Friday in June of the academic year in
500 which the negative review occurred. The plan shall be signed by the faculty
501 member, Chair and Dean.

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503 IV. MATERIALS FOR FACULTY EVALUATION

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- 505 A. The responsibility for presenting material for the annual review, reappointment, third-
506 year review, merit, promotion, tenure, or comprehensive review rests with the faculty
507 member.
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- 509 B. Request for consideration for promotion and/or tenure must be submitted in writing to the
510 Department Chairperson by the third Friday in September the year prior to the review.

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C. Guided by the Department Chairperson, Chairperson of PTR Committee 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 s/he deems appropriate in their narrative statements and other documentation relevant to each evaluation portfolio section.

D. 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.

E. Evaluation portfolios shall be organized, indexed, and submitted as an electronic portfolio to the University approved system. Portfolios should be organized with clarity. 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 (AR and AWP).
 - 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:

- 543 i. student evaluations tabulated by the office of the Department
544 Chairperson or an administrative entity other than the faculty
545 member.
- 546 ii. grade distributions for courses beginning with the year this
547 document takes effect.
- 548 e. Documentation of scholarship and service. This documentation should include
549 a copy of any publication, review, presentation, grant application, or other
550 item identified by the faculty member as part of the faculty member's
551 scholarly activity.
- 552
- 553 1. Evaluation portfolio materials for annual review of tenure-track, clinical, and lecturer
554 faculty must include the following documents:
- 555 a. all of the above items listed above (Section E).
- 556 b. peer and/or Chairperson's evaluation(s) of teaching signed by faculty member
557 and evaluator.
- 558
- 559 2. Portfolio materials for full review of faculty for promotion and/or tenure must include
560 the following documents:
- 561 a. all materials listed above (Section E) from the faculty member's date of hire
562 or last promotion.
- 563 b. a narrative statement in which the faculty member describes how they have
564 met and integrated teaching, research, and service expectations based on their
565 workload agreements for the period under review.
- 566
- 567 3. If confidential external reviews are solicited pursuant to departmental or college
568 promotion and tenure policies, they will remain confidential and will not be made
569 available to the faculty member. These reviews will not be included in the faculty
570 evaluation portfolio, but will be forwarded under separate cover to each subsequent
571 level of review.
- 572
- 573 4. If the faculty member or the Chairperson participating in the evaluation process
574 wishes to add a statement to their file rebutting or clarifying information or

575 statements in the file, this information must be included in the evaluation portfolio in
576 a special section entitled —Information Added. All documentation used as part of the
577 consideration process must be included in the evaluation portfolio no later than
578 November 30.

579
580 5. If the Chairperson participating in the evaluation process includes information in the
581 faculty member’s evaluation portfolio, other than their evaluation, that specific
582 information shall immediately be made known to the faculty member undergoing
583 evaluation and before any evaluation at the next level of review takes place. Solicited
584 external reviews will not be added to the evaluation portfolio but will be forwarded
585 under separate cover to each level of review. Record of the faculty member’s
586 notification shall be tracked via the Promotions, Tenure, Reappointment, and Merit
587 (PTRM) Document Review Transmittal Form. A failure to notify the faculty within
588 five (5) business days will result in the material being removed from the evaluation
589 portfolio.

590
591 F. In addition to the evaluation portfolio, faculty being reviewed for promotion or tenure
592 shall also prepare a summative portfolio for the Provost that shall accompany the full
593 evaluation portfolio from the beginning of the process. It shall be clearly labeled with the
594 faculty member's name, department, and type of review. In each section, documents shall
595 be presented from the most recent year evaluated to the time of last promotion or year of
596 hire. The summative portfolio shall be compiled in an electronic portfolio, labeled and
597 indexed as follows:

598
599 Section I

- 600 • Curriculum vitae.
- 601 • A copy of one recent peer-reviewed publication or description of a comparable
602 creative activity.

603
604 Section II

- 605 • University Forms: Completed and signed Annual Report and Annual Workload
606 Plan (AR and AWP) or Chairperson’s Annual Workload Plan (CAWP) Forms
607 arranged from most recent to the time of last promotion or year of hire.
608

609 Section III

- 610 • Summary of student evaluations across the evaluation period. Faculty using
611 university evaluation forms should submit the summary of results for each course
612 received from the assessment office. Those using departmental forms should
613 compile the data in a format that will allow analysis of trends over time.
614 • A narrative statement about individual teaching and/or advising philosophy and
615 an interpretation of student and/or peer/chairperson evaluations.
616 • Peer teaching evaluations.
617

618 Section IV

- 619 • Supporting Statement: Summary statement describing correlation between
620 expectations and accomplishments and integrating accomplishments in the areas
621 of scholarship, teaching, and service. The statement must include a discussion of
622 advising responsibilities that reflect records from advising sessions.
623

624 Section V

- 625 • Recommendations (to be added by the appropriate party at the appropriate stage).
626 • Written recommendation of the PTR committee, including the Departmental
627 Summary Recommendation form.
628 • Written recommendation of the academic Chairperson.
629 • Additional recommendations to be added by the College PTR Committee and the
630 academic Dean.
631

632 Section VI

- 633 • Information added (if needed), as specified in IV, E, 5 above.
634

635 G. Student evaluation forms used in the College of Liberal Arts shall ordinarily be the
636 University evaluation forms tabulated by the Office of Assessment.

637

638 H. Peer evaluations are a required part of the review process.

639 I. Upon request of the faculty member, external evaluations may be conducted as part of a
640 FMST faculty member's tenure or promotion evaluation. The evaluation must comply
641 with University policy on external evaluations. Faculty must submit such requests in
642 writing to both the Chair of the Department and the Chair of the Department of Family
643 Studies and Community Development PTR Committee by no later than February 1st of
644 the calendar year in which the tenure and/or promotion evaluation will occur.

645

646 V. STANDARDS AND CRITERIA

647

648 A. A faculty member in the Department of Family Studies and Community Development
649 shall meet the standards and expectations set forth in the Towson University Policy on
650 Appointment, Rank, and Tenure of Faculty (02-01.00) and in accordance with the
651 Policies and Procedures of the College of Liberal Arts Promotion, Tenure, and
652 Reappointment (PTR) Committee

653

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

658

659 1. A faculty member shall fulfill their workload agreement in the areas of teaching
660 and advising, scholarship, and service; shall be available for consultation and
661 advising during office hours; and shall meet all classes as scheduled.

662

663 2. A faculty member shall be committed to collegiality and academic citizenship.

664 —Collegiality and academic citizenship refer to the role and responsibility of
665 faculty in shared decision making through open and fair processes devised to

666 provide timely advice and recommendations on matters that relate to curriculum,

667 academic personnel, and the educational functions of the institution. The
668 demonstration of high standards of humane, ethical, and professional behavior is
669 fundamental to collegiality and academic citizenship. These concepts include
670 mutual respect for similarities and differences among participants on the basis of
671 background, expertise, opinions, and assigned responsibilities. Collegiality does
672 not imply agreement; vibrant university communities must include the capacity
673 for respectful disagreement among faculty members and administrators.

674

675 3. A faculty member shall share the responsibility of University, College, and/or
676 Department governance. Faculty members must make themselves available to
677 participate in the work of the department, of assigned committees, or of College
678 and University processes in which faculty play an essential part (admissions
679 activities and graduation could stand as examples of such wider processes).

680

681 4. A faculty member shall participate each year in the faculty evaluation process as
682 described in University, College, and Department documents. Satisfactory
683 participation includes the full completion of annual review forms and submission
684 of the forms signed and accompanied by all documents required no later than the
685 due date specified in the PTRM calendar.

686

687 C. The Department considers teaching effectiveness to be of primary importance, followed
688 closely by scholarship and service. Therefore, all evaluations—merit, reappointment,
689 tenure, promotion, and third and fifth year reviews will be premised on this consideration.

690

691 D. Areas of Evaluation

692 a. TEACHING AND ADVISING— including intentional advising of students,
693 directed readings, independent studies, honor's theses, and graduate theses.

694

695 b. SCHOLARSHIP – every faculty member under review must be involved in
696 scholarly endeavors that reach a professional community beyond the University.

697

698 c. SERVICE – every member of the faculty is expected to participate in
699 departmental, college and/or university/professional service.

700

701 E. Criteria for Teaching and Advising: Criteria for evaluating teaching and advising shall be
702 based on the following considerations:

703

704 1. striving for excellence and competence as a teacher in courses at all levels of the
705 curriculum, as appropriate to the faculty member's areas of expertise and
706 interests and the department's curricular needs.

707

708 2. exhibiting on-going growth as a classroom teacher at all stages of the career,
709 developing new methods, pedagogies, and competencies and engaging in honest
710 self-evaluation.

711

712 3. demonstrating competency as reflected in peer and student evaluations

713

714 4. developing new courses and curricular initiatives.

715

716 5. striving for excellence in advising and mentoring students.

717

718 6. constructively addressing any areas of concern which may be expressed in
719 student and peer evaluations, merit deliberations, etc.

720

721 7. meeting all classes as scheduled and informing the Department Chair of
722 circumstances requiring absences.

723

724 8. preparing syllabi for each course in accordance with University and Department
725 standards and filing a copy of each syllabus with the Department.

726

727 F. Evaluation of Teaching and Advising shall take four forms:

728

- 729 1. Self- evaluation of teaching and advising effectiveness shall include a narrative
730 statement about individual teaching and advising philosophy and an interpretation
731 of student and/or peer/Chairperson evaluations.
732
- 733 2. Student evaluation of teaching is required and is one kind of evaluation to be
734 considered in concert with all other measures of teaching effectiveness. Student
735 evaluations shall be conducted in such a manner to assure confidentiality of the
736 student. Tenured and tenure-track faculty shall be evaluated for all courses taught.
737 This includes all on-load, off-load, on-line, traditional classroom, and hybrid
738 courses taught during the academic year, minimester, and summer terms.
739
- 740 3. Evaluation of teaching by peers requires peer observations be conducted per
741 review period, as frequently as appropriate. Advance notice of at least one (1)
742 week of the peer observation shall be given to the faculty member.
- 743 4. Evaluation of advising will include excerpts from student responses to department
744 administered surveys prior to graduation and may include the inclusion of letters
745 of recommendation written on behalf of students for graduate study or
746 employment, discussion of advising in Annual Review, and/or significant
747 contributions to career advising.
748

749 G. Scholarship: Evaluation of Scholarship shall be based on the following:
750

- 751 1. The quality and value of scholarship shall be subject to the professional judgment
752 of the members of the Tenure, Promotion, and Reappointment and Clinical
753 Evaluation Committees, who shall consider such things as the audience of
754 journals or conferences, the rigor of the refereeing process, reviews,
755 administrative accomplishment, or other outside evidence of the quality of the
756 work. Examples of such work may include:
- 757 a. the writing and dissemination of peer reviewed articles or peer
758 reviewed books
 - 759 b. the writing and dissemination of book chapters both refereed and non-
760 refereed

- 761 c. presentations at international, national, regional and TU professional
- 762 conferences
- 763 d. serving as principal investigator/co-investigator on an external grant
- 764 related to the faculty member's discipline
- 765 e. invited lectures
- 766 f. external grant-writing (submitted)
- 767 g. external grant writing (funded)
- 768 h. panel participant/discussion in area of expertise at professional
- 769 conferences
- 770 i. invited publications and lectures.

771 Published scholarship will be considered toward a rating of Excellent in the year of
772 documentation of acceptance for publication.

- 773 a. For Clinical faculty: demonstrated administrative
- 774 ability/accomplishments include areas below. All examples
- 775 provided in G.1
- 776 b. Leadership associated with all department internship, service
- 777 learning and community partner activities
- 778 c. Oversight of all sequential department developed field work courses
- 779 (FMST 297 Preparing Human Service Workers: Pre-Internship and
- 780 FMST 397 Internship in Family and Human Services)
- 781 d. Student Development including Managing Student Issues Related to
- 782 Field Work and Field Work Courses
- 783 e. Community Engagement and Collaboration, and Dissemination
- 784
- 785 f. Maintaining a high level of Clinical/Professional Excellence
- 786 including appropriate professional licensure.

787

788 H. Service: Evaluation of service shall consider the following:

789

- 790 1. service to the Department in the form of committee work and work requested by
- 791 the Department.

792

- 793 2. service to the College of Liberal Arts, the University or the University System of
794 Maryland.
795
796 3. service within the discipline – e.g. review of manuscripts and other scholarship
797 with the peer-reviewing process; chairing and organizing a conference panel
798
799 4. professionally related service to the community
800
801

802 I. Evaluation for Merit

- 803 1. Faculty members will be evaluated for merit based on the information
804 provided through annual reviews. The College of Liberal Arts follows the
805 procedures, and calendar established in the Towson University Policy on Merit.
806

807 A rating of satisfactory Merit shall mean at minimum that (a) the faculty member
808 has met the responsibilities defined in Section V of this document.
809

810 A rating of not meritorious shall mean that the faculty member has not met the
811 responsibilities of Section V of this document or has failed to provide evidence
812 of effectiveness or effort consistent with these expectations.

813 J. Tenure
814

- 815 1. The probationary faculty member must, in the judgment of the members of the
816 Tenure and Promotion Committee, have met the department's Standards and
817 Criteria specified in B through H above, including:
818 a. teaching effectiveness consistent with the Department's norms
819 b. serving the University and the Department in a substantial and
820 sustained manner,
821 c. Sustained and substantial intellectual, professional, scholarly
822 development resulting in dissemination which includes peer reviewed
823 publication.

824 d. Collegiality and academic citizenship

825

826 2. The decision to recommend tenure is based on the professional judgment of the
827 members of the Tenure Committee, who may consider the candidate's future
828 potential as well as past performance.

829

830 K. Promotion

831

832 1. To Associate Professor

833 a. The minimum years in rank as specified by the University.

834 b. Excellence and commitment to teaching demonstrated by teaching
835 effectiveness consistent with Departmental norms and by continued
836 commitment to course and department development.

837 c. Sustained and substantial intellectual, professional, scholarly
838 development resulting in dissemination which includes peer reviewed
839 publication.

840 d. Satisfactory performance in all other areas specified under Standards
841 and Criteria B through H above.

842 e. Promotion to Associate Clinical Professor

843 Clinical Faculty at all ranks (except Clinical Professor) are eligible for
844 review for promotion. The minimum number of years in rank is six
845 years full-time University teaching for Associate Clinical Professors.
846 Review will normally occur no earlier than the sixth-year in a Clinical
847 Faculty position. Evaluation procedures for promotion are the same as
848 those set forth in section III.D.6.a-c, g-o, and q-r of Appendix 3 to the
849 ART Policy, with the following exceptions: a. References to tenure
850 shall not apply. b. The Clinical Evaluation Committee shall be
851 substituted for the department PTR committee. c. Departmental
852 standards for Clinical Faculty (as described in Section D.3. above)
853 shall be substituted for department PTRM documents. d. As provided
854 in the evaluation procedures referenced in E. 3. above, the Clinical
855 Evaluation Committee and the Department Chairperson both make

856 recommendations regarding the promotion. If the department level
857 recommendation is favorable, the College PTR Committee and the
858 Dean make recommendations regarding the promotion.

859 2. To Professor

- 860 a. The minimum years in rank as specified by the University.
 - 861 b. Excellence and commitment to teaching, demonstrated by teaching
862 effectiveness at a level at least as high as Departmental norms and by
863 continued commitment to course and Department development.
 - 864 c. Significant body of scholarly or professional work,
 - 865 d. Distinguished record of service to the Department, College, and
866 University that includes leadership roles,
 - 867 e. Satisfactory performance in all other areas specified under Standards
868 and Criteria B through H above
 - 869 f. Promotion to Clinical Professor
- 870 Clinical Faculty at all ranks (except Clinical Professor) are eligible for
871 review for promotion. The minimum number of years in rank is ten
872 years for Clinical Professor.

873 VI. CALENDAR

874 The Department of Family Studies and Community Development will abide by the
875 Towson University Annual Review, Reappointment, Third-Year Review, Merit,
876 Promotion, Tenure, and Comprehensive Review Calendar as published in Appendix 3
877 of the ART policy. The calendar is included in this document as Appendix A, pg.35
878 with the understanding that if the published university calendar changes, the FMST
879 calendar may change without formal amendment of the FMST Policies and
880 Procedures document.
881

882 APPENDIX A

883 Department of Family Studies and Community Development
884 Annual Review, Reappointment, Third-Year Review, Merit, Promotion,
885 Tenure, and Comprehensive Review Calendar
886

887 **The first Friday in May**

888 Department and college PTR committee is formed (elections for membership on the college
889 committee are already completed)
890

891 **The Third Friday in June**

892 All faculty members submit an evaluation portfolio to the department chair.

893 A. Faculty submit a list of at least three (3) names of any additional faculty to be included on
894 department tenure and/or promotion committee (if necessary) to the department
895 chairperson and dean.

896 B. All faculty members with a negative comprehensive review must have final approval by
897 chair and dean of the written professional development plan.
898

899 **August 1 (USM mandated)**

900 Tenure-track faculty in the third or later academic year of service must be notified in writing of
901 non-reappointment prior to the third or subsequent academic year of service if the faculty
902 member's appointment ends after the third or subsequent academic year. To meet this deadline, a
903 modified schedule may be required as provided in Section III.D.4.a of Appendix 3 of the ART
904 policy.
905

906 **The First Friday in September**

907 Department chair approval of the list of additional faculty to be considered for inclusion in the
908 department tenure and/or promotion committee
909

910 **The Second Friday in September**

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

913

914 **The Third Friday in September**

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

924

925 **The Fourth Friday in September**

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

928

929 **The Second Friday in October**

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

934

935 **The Fourth Friday in October**

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

943

944 **The Second Friday in November**

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

948

949 **November 30th**

950 A. All documentation to be used as part of the consideration process must be included in the
951 evaluation portfolio.

952 B. The dean must notify the Provost in writing of reappointment/non-reappointment
953 recommendation(s) for tenure-track faculty in their second or subsequent academic year
954 of service. Negative recommendations shall be delivered in person by the dean or sent by
955 certified mail to the faculty member's home.

956

957 **The First Friday in December**

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

960

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

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

964

965 **The First Friday in January**

966 A. The college PTR committee reports with vote counts and recommendations for faculty
967 reviewed for tenure and/or promotion are submitted to the dean.

968

969 **The Third Friday in January**

970 A. First year tenure track faculty submit SENTIF, syllabi, and student/peer evaluations to the
971 Chair of the Department via University approved electronic system.

- 972 B. The dean's written evaluation regarding promotion and/or tenure with recommendation is
973 added to the faculty member's evaluation portfolio.
- 974 C. The college PTR committee's report with vote counts and recommendations and the
975 dean's recommendation are conveyed in writing to the faculty member.
- 976 D. The department PTR committee and chairperson recommendations concerning
977 reappointment for first-year tenure-track faculty are delivered to the faculty member and
978 the dean.
- 979 E. All documentation for the third year review of tenure-track faculty is submitted by the
980 faculty member to the department chairperson.
- 981 F. Department chair recommendations on reappointment of first-year faculty must be added
982 to the faculty member's evaluation portfolio.

983

984 **The First Friday in February**

- 985 A. The department Chair makes a recommendation regarding reappointment of first year
986 tenure track faculty members via a secure delivery system.
- 987 B. The college dean forwards the summative portfolio inclusive of the committee's and the
988 dean's recommendations of each faculty member with a recommendation concerning
989 promotion and/or tenure or five-year comprehensive review to the Provost.
- 990 C. The dean forwards all recommendations regarding reappointment/non-reappointment to
991 the Provost. If the dean disagrees with the department recommendation, the dean shall
992 prepare their own recommendation and send a copy to the faculty member and add this
993 recommendation to the summative portfolio.

994

995 **The Second Friday in February**

- 996 **A.** The dean will, following their review, forward department recommendations for faculty
997 merit to the Provost. If the dean disagrees with the department recommendation, the dean
998 shall add their recommendation to the faculty member's evaluation portfolio and deliver
999 the negative decision in person or via the University approved secure delivery system.

1000 B. Department documents concerning promotion, and tenure/reappointment (with an
1001 approval form signed by all current faculty members) are submitted to the university
1002 PTRM committee.

1003 C. Negative reappointment recommendations for first-year faculty are forwarded from the
1004 Provost to the President.

1005

1006 **March 1**

1007 First year faculty must be notified of non-reappointment by written notification from the
1008 university President.

1009

1010 **First Friday in March**

1011 Faculty under third-year review must be provided with written and face-to-face feedback on their
1012 performance toward tenure.

1013

1014 **Third Friday in March**

1015 Provost's letter of decision is conveyed to the faculty member, department and college PTR
1016 committee chairpersons, department chairperson, and dean of the college.

1017

1018

Approved by FMST PTR Committee:

Approved by FMST Department:

Approved by CLA PTR Committee:

Approved by Dean

