

BYLAWS OF THE DEPARTMENT OF FAMILY STUDIES
AND COMMUNITY DEVELOPMENT

PROMOTION, TENURE, AND REAPPOINTMENT (PTR) COMMITTEE

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Approved by Dean of the College of Liberal Arts:

Approved by the UPTRM:

BYLAWS OF THE DEPARTMENT OF FAMILY STUDIES AND COMMUNITY DEVELOPMENT
PROMOTION, TENURE, AND REAPPOINTMENT (PTR) COMMITTEE

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7 BYLAWS OF THE DEPARTMENT OF FAMILY STUDIES AND COMMUNITY DEVELOPMENT
8 PROMOTION, TENURE, AND REAPPOINTMENT COMMITTEE
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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.
27

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.
32

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.
35

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.

39
40 G. Each faculty member is responsible for providing the departmental Promotion, Tenure,
41 Reappointment (PTR) Committees with any and all required forms and other materials in
42 support of their candidacy for promotion, tenure, reappointment, or merit in a timely and
43 professional manner. Failure to do so is sufficient cause for the Committee to deny
44 promotion, tenure, reappointment, or merit. Since a faculty member is in the best
45 position to understand and present their own accomplishments, they should frame reasons
46 for promotion and/or tenure and/or a successful First-Year, Third-Year, and
47 Comprehensive (Post-Tenure) Review in a letter addressed to the Committee. Committee
48 evaluation for reappointment and/or merit can be made on the basis of the faculty
49 member's Annual Report(s) and Agreement(s) on Annual Workload only, but the faculty
50 member is entitled to address a letter to the Committee should they so choose.

51
52 H. Faculty members of the Department of Family Studies and Community Development are
53 defined as those holding full-time tenured, tenure-track, clinical, and lecturer
54 appointments in the Department.

55
56 II. MEMBERSHIP AND RESPONSIBILITIES OF THE COMMITTEES FOR
57 PROMOTION, TENURE, REAPPOINTMENT AND DUTIES OF COMMITTEE
58 CHAIR

59
60 A. Changes to the bylaws will be initiated in the PTR Committee. All faculty members
61 of the Department, regardless of rank, vote on the adoption of any changes to the
62 bylaws and policies contained therein. Bylaws changes shall be approved by a
63 majority vote and forwarded to the College of Liberal Arts Promotion and Tenure
64 Committee by the first Friday in December.

65
66 B. Faculty members who are otherwise eligible to vote but are on sabbatical or other
67 approved leaves of absence may participate in Promotion and Tenure decisions and
68 vote on these matters provided that they fully participate in all deliberative activities
69 regarding the candidates in question.

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

C. Promotion, Tenure and Reappointment Committee (PTR)

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

The Chair is responsible for:

- a. Guiding the reappointment, third year review, promotion and tenure processes and ensuring that the policies outlined in this document are followed.
- b. Organizing and chairing all relevant committee meetings.
- c. Facilitating the naming of possible external members for the Committee as needed.
- d. Providing reasonable counsel to faculty members in gathering materials, preparing forms, and assembling dossiers for use in promotion, tenure, merit, and review deliberations.
- e. Ensuring the completion of documentation and securing necessary signatures.
- 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

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

D. Role of Department Chairperson

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

A. Standards and Expectations

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

B. Quorum

A quorum shall consist of a majority of the voting members. 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.

C. Voting Procedures

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

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

D. Confidentiality

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

E. Appeal Procedures

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

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

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.

F. Bylaws Changes

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

G. Evaluation Procedures

1. General Policies and Procedures

- a. The responsibility for presenting material for the annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review rests with the faculty member.
- b. The full evaluation portfolio shall be assembled by the individual being considered for annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review according to the guidelines described in the “Documentation & Material Inclusion” (Section I.B) of Appendix 3 of the Towson University ART policy and Section IV pg. 14 of this document.
- c. For every type of evaluation, including annual review, the faculty member shall sign a statement indicating that they have read, but not necessarily agreed with the evaluation. However, failure to sign shall not prevent the documentation from being forwarded to the next evaluation level.
- d. All clinical, tenured and tenure-track, and lecturer faculty shall be evaluated by students using instruments and procedures which assure confidentiality for the student. Faculty shall be evaluated for every course taught, including on-load, off-load, on-line, traditional classroom, and hybrid courses, taught during the academic year, mini-mester, and summer terms.
 - i. All clinical, tenured and tenure-track, and lecturer faculty shall undergo peer evaluation through classroom observation by colleagues in the department. Such observations will be scheduled at least one week in advance with the consent of the faculty member to be observed.

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

2. Annual Review for Merit

- a. The Department Chair shall annually review clinical, tenured and tenure-track, and lecturer faculty for merit.
- b. The Department Chair shall prepare an independent recommendation letter and include it in the faculty member's evaluation portfolio by the fourth Friday in October.
- c. The merit recommendation and statement shall be conveyed in writing to the faculty member via the University approved secure delivery system.

3. Reappointment: First-Year Faculty and Reappointment of Clinical Faculty

- a. The Department Chair shall evaluate each new faculty member's first semester performance and make a recommendation for reappointment
- b. This evaluation shall be conducted and completed by the third Friday in January.
- c. Each faculty member shall prepare an evaluation portfolio describing activities and accomplishments during their first semester. The evaluation portfolio must include a peer evaluation of teaching, documentation of scholarship and service activities, syllabi of current courses, and a reflective 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

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

6. Third-Year Review

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

- d. The following three-level scale is to serve as a general guideline for the review:
- i. Superior progress. Requirements include excellence in teaching/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 ranking indicates that the Department has determined that progress towards tenure is satisfactory but improvements are needed.
 - iii. Not satisfactory progress. This evaluation requires change by the faculty across one or more dimensions. This essentially means that continuance on this performance trajectory is unlikely to result in a favorable tenure decision.
- e. All documentation is due to the Chair of the Department by the third Friday in January.
- f. Feedback shall be in writing and in a face-to-face meeting with the Department Chair and the chair of the PTR Committee no later than the first Friday in March. The written report will be shared with the Dean.

7. Tenure and/or Promotion

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

each category evaluated including teaching, advising, scholarship, administrative accomplishment and service. Recommendations should be submitted to the Department Chair by the second Friday in October.

c. The Department Chair shall prepare an independent evaluation of each faculty member considered for tenure and/or promotion and include it in the faculty member's evaluation portfolio by the fourth Friday in October.

d. All recommendations shall be conveyed in writing via the University approved secure delivery system to the faculty member, inclusive of any Department Chair's statement and a record of the vote count, no later than the fourth Friday in October. Negative recommendations shall be delivered in person by the Department Chairperson or via the University approved secure delivery system.

e. The faculty member's evaluation portfolio, inclusive of the written recommendation of the Department Committee, the written evaluation of the Department Chair, and the vote count shall be forwarded by the chair of the PTR Committee to the Dean's office by the second Friday in November.

8. Three Year Appointment for Clinical Faculty

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

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

a. All tenured faculty shall be reviewed at least once every five (5) years.

Comprehensive reviews are summative for a period of the preceding five (5) academic years.

b. The PTR Committee shall review the evaluation portfolios of faculty members standing for their Comprehensive Five-Year Review and prepare a written report with recommendation and vote count. Recommendations shall contain reference to each category evaluated including teaching/ advising, scholarship

and university /civic/ professional service, and should be submitted to the Department Chairperson by the second Friday in October.

- c. The Chair of the Department, in consultation with the Dean of the college shall establish the cycle for comprehensive reviews of faculty within the Department. A faculty member who has submitted formal notice of retirement during the fourth or fifth year of their comprehensive review cycle with an intention to retire at the end of that cycle may be exempted from the comprehensive review process at the discretion of the Dean of the college.
- d. The Department Chairperson shall prepare an independent evaluation of each faculty member under review and include it in the faculty member's evaluation portfolio by the fourth Friday in October.
- e. The faculty member's evaluation portfolio, inclusive of the written recommendation of the Department Committee, the written evaluation of the Department Chair, and the vote count shall be forwarded by the chair of the PTR Committee to the Dean's office by the second Friday in November via the University approved secure delivery system.
- f. A negative comprehensive review shall be followed by the development of a written professional development plan to remediate the faculty member's failure to meet minimum expectations as noted in the comprehensive review. This written plan shall be developed by the faculty member and approved by the Chair and the Dean by the third Friday in June of the academic year in which the negative review occurred. The plan shall be signed by the faculty member, Chair and Dean.

IV. MATERIALS FOR FACULTY EVALUATION

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

- 511
- 512 C. Guided by the Department Chairperson, Chairperson of PTR Committee and department
- 513 and college criteria, the faculty member shall have the responsibility of making
- 514 distinctions between the various categories of teaching, scholarship, and service and shall
- 515 include such distinctions, as s/he deems appropriate in their narrative statements and
- 516 other documentation relevant to each evaluation portfolio section.
- 517
- 518 D. All material and documentation used in making recommendations for the annual review
- 519 process (which includes the Annual Review, reappointment, third-year review, merit
- 520 consideration, promotion, tenure, and comprehensive review) shall be submitted in the
- 521 form of an evaluation portfolio that addresses the professorial role and expectations of
- 522 faculty in the University, as well as the faculty member's college and department criteria.
- 523 The type of review determines portfolio material and process.
- 524
- 525 E. Evaluation portfolios shall be organized, indexed, and submitted as an electronic
- 526 portfolio to the University approved system. Portfolios should be organized with clarity.
- 527 Although the faculty member has freedom to include materials deemed pertinent to the
- 528 evaluation, repetitious or padded files are discouraged. Contents of the evaluation
- 529 portfolio are determined by type of review and minimally, shall include:
- 530
- 531 1. Evaluation portfolio materials for annual review of all tenured faculty must include
- 532 the following documents:
- 533 a. completed and signed Annual Report and Annual Workload Plan (AR and
- 534 AWP).
- 535 b. current Curriculum vitae. The curriculum vitae should summarize the
- 536 candidate's education, teaching, and professional employment; specific
- 537 courses taught at Towson; honors and grants; scholarly publications;
- 538 professional presentations, associations, and activities; and record of service
- 539 to the university, the profession, and the community.
- 540 c. syllabi of courses taught during the year under review.
- 541 d. evaluation of teaching and advising, as appropriate, and including the
- 542 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

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

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

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

Section I

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

Section II

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

Section III

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

Section IV

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

Section V

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

Section VI

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

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

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

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

V. STANDARDS AND CRITERIA

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

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

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

2. A faculty member shall be committed to collegiality and academic citizenship. —Collegiality and academic citizenship refer to the role and responsibility of faculty in shared decision making through open and fair processes devised to provide timely advice and recommendations on matters that relate to curriculum,

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

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

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

D. Areas of Evaluation

- a. **TEACHING AND ADVISING**— including intentional advising of students, directed readings, independent studies, honor's theses, and graduate theses.
- b. **SCHOLARSHIP** – every faculty member under review must be involved in scholarly endeavors that reach a professional community beyond the University.

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

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

1. striving for excellence and competence as a teacher in courses at all levels of the curriculum, as appropriate to the faculty member's areas of expertise and interests and the department's curricular needs.
2. exhibiting on-going growth as a classroom teacher at all stages of the career, developing new methods, pedagogies, and competencies and engaging in honest self-evaluation.
3. demonstrating competency as reflected in peer and student evaluations
4. developing new courses and curricular initiatives.
5. striving for excellence in advising and mentoring students.
6. constructively addressing any areas of concern which may be expressed in student and peer evaluations, merit deliberations, etc.
7. meeting all classes as scheduled and informing the Department Chair of circumstances requiring absences.
8. preparing syllabi for each course in accordance with University and Department standards and filing a copy of each syllabus with the Department.

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

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

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

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

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

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

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

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

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

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

I. Evaluation for Merit

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

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

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

J. Tenure

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

d. Collegiality and academic citizenship

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

K. Promotion

1. To Associate Professor

- a. The minimum years in rank as specified by the University.
- b. Excellence and commitment to teaching demonstrated by teaching effectiveness consistent with Departmental norms and by continued commitment to course and department development.
- c. Sustained and substantial intellectual, professional, scholarly development resulting in dissemination which includes peer reviewed publication.
- d. Satisfactory performance in all other areas specified under Standards and Criteria B through H above.
- e. Promotion to Associate Clinical Professor

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

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

2. To Professor

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

VI. CALENDAR

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

APPENDIX A

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

The first Friday in May

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

The Third Friday in June

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

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

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

August 1 (USM mandated)

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

The First Friday in September

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

The Second Friday in September

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

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

