

**DEPARTMENT OF GEOGRAPHY AND ENVIRONMENTAL PLANNING
PROMOTION, TENURE, REAPPOINTMENT,
AND MERIT GUIDELINES**

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Approved by Dean of the College of Liberal Arts:

Approved by the UPTRM:

DEPARTMENT OF GEOGRAPHY AND ENVIRONMENTAL PLANNING PROMOTION,
TENURE, REAPPOINTMENT, AND MERIT GUIDELINES

I.	PREAMBLE	2
II.	DEFINITIONS.....	3
	a. The Faculty.....	4
	b. Teaching.....	4
	c. Scholarship.....	4
	d. Service.....	4
III.	MEMBERSHIP OF COMMITTEES	6
	a. Promotion, Tenure, and Reappointment Committee.....	6
	b. Minimum number of committee members.....	6
	c. The Chair of the PTR Committee	6
	d. Duties of the PTR Committee	7
	e. Role of the Department Chair.....	7
IV.	POLICIES AND PROCEDURES	8
	a. Conforms to University ART.....	8
	b. Confidentiality	8
	c. Periodic Review of Document.....	8
	d. Quorum.....	8
	e. Faculty on Leave Voting	8
	f. Voting Procedures	8
	g. Portfolios	9
	h. Student and Peer Evaluations.....	10
	i. Negative Recommendations.....	11
	j. Appeals	11
	k. Third-Year Review	12
	l. Comprehensive Five-Year Review (Post-tenure Review).....	13
V.	CRITERIA.....	15
	a. Evaluation Consistent with AR or CAR	15
	b. First Year Reappointment	15
	c. Merit	15
	d. Promotion	15
VI.	MERIT CRITERIA IN GEOGRAPHY	17
	a. Below Department Standards.....	17
	b. Meets Department Standards	17
VII.	CALENDAR	19
VIII.	APPENDIX I	23
	Geography Teaching Evaluation Form	23

I. PREAMBLE

- a. The purpose of this Committee is to ensure that PTRM decisions in the Department are conducted in a fair, orderly, and consistent manner.
- b. For complete information on promotion and tenure policies, this document should be read together with the Appointment, Rank, and Tenure Policy of Towson University and its appendices, the department PTRM document, as well as the Senate resolution on merit that was passed on April 4th, 2022, the UPTRM motion on first-year tenure-track faculty review (passed on October 17th, 2019), the policies on First Year Lecturer Review, and the recommendations from the Provost's Office on Voting Procedures for Remote PTR Deliberations

II. DEFINITIONS

a. The Faculty

- i. The faculty refers to all tenured and tenure track faculty.

b. Teaching

- i. Teaching takes a variety of forms, including the use of technology, development of new courses and programs (including those involving collaborative or interdisciplinary work and civic engagement), faculty exchanges and teaching abroad, off-site-learning, supervision of undergraduate and graduate research and thesis preparation, emphasis on pedagogy including the various learning outcomes defined in a specific curriculum, and other aspects of learning and its assessment. It also includes advising responsibilities.

c. Scholarship

- i. Scholarship is widely interpreted and takes many forms, including the scholarship of Application, Discovery, Integration and/or Teaching. Regardless of type, each faculty member shall be reviewed in terms of continuing professional development and currency in their academic field, as affirmed by its community of scholars.
 1. **Scholarship of Application** – applying knowledge to consequential problems, either internal or external to the university, and including aspects of creative work in the visual and performing arts.
 2. **Scholarship of Discovery** – traditional research, knowledge for its own sake, including aspects of creative work in the visual and performing arts.
 3. **Scholarship of Integration** – applying knowledge in ways that overcome the isolation and fragmentation of the traditional disciplines.
 4. **Scholarship of Teaching** – exploring the dynamic endeavor involving all the analogies, metaphors, and images that build bridges between the teacher’s understanding and the student’s learning.

d. Service

- i. University Service
 1. The “American Association of University Professors Statement on Shared Governance” (<http://www.aaup.org/AAUP/pubsres/policydocs/contents/governancestatement.htm>) as it exists on the date that the Towson University ART Policy is adopted is incorporated herein as the guiding principles of shared governance at Towson University.

2. University service shall include substantive participation in the shared governance activities of the department, college and university.
- ii. Civic Service
 1. Civic service includes participation in the larger community (local, regional, national, or global) outside the university in ways that may or may not be directly related to one's academic expertise, but in ways which advance the university's mission.
- iii. Professional Service
 1. Professional service shall include activities in professional organizations or participating in other venues external to the university (local, regional, national, or global) in which one's expertise is applied, and which advance the university's mission.

III. MEMBERSHIP OF COMMITTEES

a. Promotion, Tenure, and Reappointment Committee

- i. The Promotion, Tenure, and Reappointment Committees are the same.
- ii. The Promotion, Tenure, and Reappointment Committee consists of all tenured faculty members.

b. Duties of the PTR Committee

- i. The PTR Committee votes on reappointment at the second year, on recommendations for the Third Year Review, on recommendations for Comprehensive Five-Year Reviews (post-tenure), promotion, and tenure. USM Policy II-1.00 Section I.C.3. provides that appointment to the rank of full-time Assistant Professor will be renewed automatically for one additional year unless the appointee is notified in writing to the contrary in accordance with the following deadlines: not later than March 1 of the first academic year of service if the current appointment expires at the end of that year, not later than December 15 of the second academic year of service if the current appointment expires at the end of that year, and not later than August 1 prior to the third or any subsequent academic year of service if the current appointment expires at the end of that year.

c. Minimum number of committee members

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

d. The Chair of the PTR Committee

- i. The Department representative to the College PTR Committee is the chairperson of the PTR Committees. College PTR committee members who are presenting themselves for promotion shall not serve during the year in which their promotion is under consideration.

- ii. Duties of the chair include calling and conducting the fall PTR meetings, filling out proper forms for votes taken and gathering signatures. The chair assigns letters to be written and assures that the final draft of the letters, along with the Department Summary Reports, are in each faculty's PTR folders and that the folders submitted to the chair of the Department in accordance with the calendar. PTR chair is responsible for transmitting ballots when required to the College dean. In early fall, the PTR chair also assigns faculty reviewers for peer reviews. In addition, the PTR chair is responsible for conducting the Department review of the Department PTR document in accordance with the calendar and submitting revisions to the College PTR committee.

e. Duties of the PTR Committee

- i. The Department PTR Committees shall review the evaluation portfolios and shall prepare a written report, with vote count, for each recommendation. The recommendation shall contain reference to each category evaluated: teaching/advising, scholarship, and university/civic/professional service. The statement should be consistent with the department's standards and expectations (Section V) and submitted to the department chair by the second Friday in October. The chair shall forward the evaluation portfolio, Department PTR Committee and Department chairperson recommendations and the department vote count record to the Dean's office by the second Friday in November.

f. Role of the Department Chair

- i. The Chair of the Department of Geography is a non-voting member of the Promotion, Tenure, and Reappointment Committee.
- ii. The department chair will review all relevant documentation for first-year faculty, including SENTF, CV, course syllabi, and student and peer evaluations; meet with the candidate to discuss the review; and make a recommendation for reappointment or non-reappointment. Should the chair's recommendation be for non-reappointment, the Department PTR committee will convene to review the relevant documentation and vote in accordance with standard PTR procedure.

IV. POLICIES AND PROCEDURES

a. Conforms to University ART

- i. The Policies and Procedures of the Department of Geography's PTRM committees conform to the standards and expectations established in the Towson University ART for faculty, the College of Liberal Arts PTRM document

b. Confidentiality

- i. All deliberations pertaining to annual faculty evaluations, reappointment, merit, tenure, promotion, and comprehensive review at all levels shall be confidential and conform to the Towson University ART for faculty.

c. Periodic Review of Document

- i. This document shall be reviewed every three years. The chair of the Department PTR Committee shall see that the document is distributed to all faculty members. The chair shall solicit suggestions for revisions to the document. The faculty shall meet to discuss any suggested revisions. Any changes to the document must be approved by a two thirds vote of the faculty. The chair will submit evidence of the three-year review of this document to the Dean of the College of Liberal Arts and to the University PTR Committee by the first Friday in December every third year. If there are any changes to the document, it must be submitted to the CLA PTR Committee before the first Friday in December.

d. Quorum

- i. A quorum shall be a simple majority of voting members.

e. Faculty on Leave Voting

- i. Faculty on sabbatical or other leave are permitted to vote in person.

f. Voting Procedures

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

Provost. A majority of those voting must support the granting of tenure, reappointment, or promotion, or must support action to sustain an appeal, for the committee to reach a favorable recommendation. Because a tie vote does not constitute a majority decision, any proposal met with a tie vote fails. Committee members must be present in department deliberations to vote. Faculty who are absent due to sabbatical, attendance of a conference, illness, or some other reason may not vote by proxy. Faculty on sabbatical may vote if they have reviewed material and are present at the meeting. No committee member shall abstain from a vote for tenure, reappointment, or promotion unless the Provost authorizes such abstention for good cause, including an impermissible conflict of interest.

- ii. Votes regarding reappointment and/or comprehensive reviews taken by any committee and/or the department shall be by confidential ballot and tallied by the committee chair. The record of the vote will be forwarded to the Dean who shall maintain these documents for three years.

g. Portfolios

- i. Evaluation portfolios shall be submitted as an electronic portfolio to the University's approved system. Portfolios should be organized with clarity, based on University standards. Although the faculty member has the 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:
- ii. Evaluation portfolio materials for annual review of all tenured faculty must include the following documents:
 - 1. Completed and signed Annual Report and Annual Workload Plan or Chairperson's Annual Report and Chair's Annual Workload Plan.
 - 2. *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.
 - 3. Syllabi of courses taught during the year under review.
 - 4. Evaluation of teaching and advising, as appropriate, and including the following:
 - a. Student evaluations tabulated by the office of the department chairperson or an administrative entity other than the faculty member.

- b. Grade distributions for courses beginning with the year this document takes effect.
 - c. Statements of advising experience and practice and any materials evidencing engagement with advising responsibilities. These may include the evidence of regular and reliable records of the advice given, logs of advising appointments, peer or chair review of advising, examination of exit interview responses, notable instances of positive advising contributions or of advising errors, letters of recommendation written on behalf of students, research mentoring beyond the expectations of course supervision, definable contributions through organizational or group advising, evidence of significant contributions to career advising, or other advising contributions for the benefit of students.
- 5. Documentation of scholarship and service. This documentation should include a copy of any publication, review, presentation, grant application, or other item identified by the faculty member as part of the faculty member's scholarly activity.
- iii. Evaluation portfolio materials for annual review of tenure-track faculty must include the following documents:
 - 1. All of the above items listed in g(ii).
 - 2. Peer and/or chairperson's evaluation(s) of teaching signed by faculty member and evaluator.
- iv. Evaluation portfolio materials for full review of faculty for promotion, third year review, and tenure must include the following documents:
 - 1. All materials listed above in g(ii) and g(iii) from the faculty member's date of hire or last promotion.
 - 2. A narrative statement in which the faculty member describes how they have met and integrated teaching, research, and service expectations based on their workload agreements for the period under review.

h. Student and Peer Evaluations

- i. Student evaluations are those conducted by the university. 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.
- ii. Peer reviews of faculty teaching shall be conducted using a method approved by the department and provided in Appendix I. Non-tenured faculty will have at least one peer evaluation per year. Faculty at the

Associate or Professor rank will have two evaluations per five-year review period. Those faculty assigned by the PTR chair to conduct peer evaluations are responsible for completing the evaluations, not the faculty being reviewed.

i. Negative Recommendations

- i. Negative recommendations at any level regarding the annual review, merit, promotion, tenure, reappointment and/or the comprehensive five-year review shall be delivered by the File Delivery Service. The chair of the department has responsibility for conveyance of any recommendation made at the departmental level. Negative recommendations shall be delivered by the File Delivery Service no later than the date on which reports are to be distributed to the faculty member according to the university PTRM calendar.

j. Appeals

- i. All appeals shall be made in writing. The timeframe for appeals at all levels is twenty-one (21) calendar days beginning with the date that the negative judgment is delivered in person or the date of the postmark of the certified letter.
- ii. Substantive Appeals
 1. Substantive appeals refer to perceived errors in judgment by either department and/or college PTR committees, the department chairperson, the dean and/or the provost with regard to evaluation of the faculty member's performance.
 2. The next higher level shall serve as the appeals body. Appeals must be delivered by certified mail or in person to the college PTR, dean, or provost within twenty-one (21) calendar days of notification of the negative recommendation.
 3. The appeal must be in writing, clearly stating the grounds for appeal and must be accompanied by supporting documents. The faculty member may supplement the evaluation portfolio under review with any statement, evidence, or other documentation they believe would present a more valid perspective on their performance. Appeals of departmental recommendations shall be copied to the department chair and the department PTR chair.
 4. Appeals of college recommendations shall be copied to the college dean and the college PTR committee.
 5. All challenge material shall be placed in the evaluation portfolio under review no later than five (5) business days before the evaluation portfolio is due to the next level. All material placed in the file, including challenge material, shall become a part of the cumulative expansion of the evaluation portfolio and shall not be removed by subsequent levels of evaluators. The evaluation

portfolio under review, with additions, will be forwarded to the next level by the appropriate PTR committee chair.

iii. Procedural Appeals

1. Appeals of procedural errors shall be submitted directly to the university PTR committee.

iv. Unlawful discrimination

1. Appeals alleging unlawful discrimination in race, color, religion, age, national origin, gender, sexual orientation and disability shall follow the specific procedures described in Towson University policy 06-01.00 –Prohibiting Discrimination on the basis of Race, Color, Religion, Age, National Origin, Sex and Disability.

k. Third-Year Review

- i. The Tenure Committee will conduct the Third-Year Review of tenure-track candidates to assess progress toward tenure and to advise and mentor the faculty member. The Tenure 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.
- ii. By the third Friday in January, the faculty member will submit to the department chair an evaluation portfolio for evaluation by the Tenure Committee following the guidelines in the section IV g(iv) above.
- iii. The Tenure Committee will prepare a written evaluation of the portfolio that addresses teaching/advising, scholarly/creative activity, and service and other relevant criteria. The written report will be shared with the dean.
- iv. The following three-level scale is to serve as a guideline for the review:
 1. **Superior progress.** Requirements include a trajectory of excellence in teaching/advising, excellence in scholarship, and meeting department standards in service appropriate to this stage of the candidate's career.
 2. **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.
 3. **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.
- v. The chair of the department and the chair of the PTR Committee will meet with the faculty member to discuss their progress no later than the

first Friday in March. The faculty member shall sign a statement indicating that they have read, but not necessarily agreed with the evaluation.

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

- i. The comprehensive review policies herein are in accordance with the principles established by the USM Board of Regents on 7/12/96 and shall not be construed to substitute for them.
- ii. The comprehensive review shall be conducted in accordance with all policies, including appeals, relevant to the Annual Review process except as noted in this section.
- iii. 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.
- iv. 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.
- v. Evaluation portfolio materials for the Five-Year Comprehensive Review are listed in Section I B 3.d.
- vi. The department PTR committee(s) shall review the evaluation portfolios and shall prepare a written report, with vote count, for each recommendation. The recommendation shall contain reference to each category evaluated: teaching/advising, scholarship, and University/civic/professional service. The statement should be consistent with the department's standards and expectations (stipulated in the department PTRM document) and submitted to the department chair by the second Friday in October.
- vii. 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.
- viii. 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 department PTR committee chair to the dean's office by the second Friday in November.
- ix. The dean of the college shall write a review with recommendation for the five-year comprehensive review by the first Friday in February. A copy of

the review must be included in the evaluation portfolio submitted to the Office of the Provost.

- x. A faculty member may appeal a negative recommendation at any point in the process, following procedures outlined in the Appeals Section (Section V) of this document.
- xi. All recommendations shall be conveyed in writing to the faculty member, inclusive of any department chairperson's statement and a record of the vote count no later than the fourth Friday in October. Negative recommendations shall be delivered by the File Delivery Service.
- xii. 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.
- xiii. The plan shall be implemented in the fall semester following approval of the plan. Evidence of improvement must be clearly discernible in evaluation portfolio materials submitted in the next annual review process. Lack of evidence of discernible improvement may result in a formal warning, sanction or termination.
- xiv. Two (2) consecutive annual reviews indicating the faculty member has not met minimum expectations shall occasion an immediate comprehensive review, which shall be in addition to those otherwise required by policy.
- xv. Chairpersons, as faculty members, are included in the comprehensive review process.
- xvi. Faculty members with joint appointments are to be reviewed according to the schedule of their "home" department.

V. CRITERIA

a. Evaluation Consistent with AR or CAR

- i. In conjunction with guidelines issued by the Chancellor or the Board of Regents, the “Standards and Expectations for New Tenure-Track Faculty” or section AR II of the Annual Report form or section CAR II of the Chairperson’s Annual Report form shall serve as the basis for merit evaluation. To qualify for merit, faculty members shall demonstrate achievement in teaching, scholarship, and service consistent with their AR or CAR Part II.

b. First Year Reappointment

- i. For **First Year Reappointment** the evaluation shall be based on the Standards and Expectations of New Tenure-Track Faculty (SENTF).

c. Merit

- i. For **Merit** there are two (2) categories
 1. Not Satisfactory: Performance fails to meet standards.
 2. Satisfactory (Merit): Performance is competent and contributes to fulfilling the mission of the university, college, and department.

d. Promotion

- i. For **Promotion** there are three (3) ranks
 1. **Assistant Professor** shall hold a doctorate or recognized terminal degree in the field of specialization. Exceptions may be made for comparable professional activity or research and in areas in which there is a critical shortage of doctorates. An assistant professor should also show potential for superior teaching, service, and research, scholarship, or where applicable, creative performance, commensurate with the University’s mission.
 2. **Associate Professor.** In addition to having the qualifications of an assistant professor, the associate professor ordinarily shall have demonstrated excellence in teaching and successful experience in research, scholarship, or where appropriate, creative performance, and be competent to offer graduate instruction and direct graduate research. There shall also be evidence of relevant and effective service to the University, the community, and the profession.
 3. **Tenure.** The qualifications for tenure are the same as those for Associate Professor in d(i)2 above.
 4. **Professor.** In addition to having the qualifications of an associate professor, the appointee ordinarily shall have established an outstanding record of teaching and research, scholarship, or where appropriate, creative performance, and, where appropriate

to the mission of Towson University, a national reputation. The appointee shall have a minimum of ten years of full-time university/college teaching experience. Exceptions may be made for faculty who have attained national distinction for comparable professional activity or research. There shall be continuing evidence of relevant and effective service to the institution, the community, and the profession.

VI. Merit Criteria in Geography

a. Below Department Standards

- i. Below Department Standards is characterized by a pattern of repeated failure to meet contractual obligations or to otherwise fail to meet the standards for “Satisfactory” performance, defined below. Contractual obligations include meeting classes as scheduled; distributing course syllabi at the beginning of each semester; holding office hours and being accessible to students; being available for advising and counseling students; attending departmental meetings; reviewing the teaching of peers when requested; attending commencement when required; conducting final examinations in conformity with the published schedule; teaching and scheduling courses as required by the department; and addressing issues of concern as presented in student and peer evaluations of teaching.

b. Meets Department Standards

- i. Meeting Department Standards is characterized by continued professional development in teaching, scholarship, and service; as well as performance in these areas that is competent and contributes to the mission of the university, college, and department.
- ii. Competence and continued professional development in teaching shall be documented through peer-evaluations of teaching that include classroom visitation, evaluation of the teaching portfolio, and consideration of student evaluations of teaching. The department believes that teaching effectiveness requires more than teaching the same content semester after semester and that faculty must invigorate their teaching through activities such as revising course content and developing new courses; by sponsoring extra-curricular programs or activities for students; by supervising independent research, directed readings, and graduate research essays or theses; serving on thesis committees; or by attending teaching workshops.
- iii. Competence and continued professional development in scholarship is required for all faculty. This requires an on-going commitment to research that is demonstrated through submission of a paper to a journal, submission of a proposal to a grant or contract award process, presentation at a professional forum, or other documentation of progress in scholarship.
- iv. Service to the department, college, university, profession, and community is required to support our mission. We expect all faculty to serve on committees within the department and, when needed, within the college and the university. Service to the department includes, but is not limited to, activities such as attending open houses for prospective students, contributing to newsletters, directing course evaluations or handling assessments for individual courses, programs, or for the department as a

whole. The department values the services of those who serve as program directors for graduate, major, minor and interdisciplinary programs. Service to the profession and community includes, but is not limited to, activities such as community outreach and through service as an officer for a professional organization or as an editor for a professional journal.

VII. CALENDAR

- a. **The first Friday in May**
 - i. Department PTR committee is formed.
- b. **Last Day of May**
 - i. All faculty members submit an Annual Report to the department chair
- c. **The Third Friday in June**
 - i. All faculty members up for PTR review submit an evaluation portfolio to the department chair.
 - ii. 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.
 - iii. All faculty members with a negative comprehensive review must have final approval by chair and dean of the written professional development plan.
- d. **August 1 (USM mandated)**
 - i. 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 III of the University Handbook.
- e. **The First Friday in September**
 - i. Department chair approval of the list of additional faculty to be considered for inclusion in the department tenure and/or promotion committee
- f. **The Second Friday in September**
 - i. University PTR 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.
- g. **The Third Friday in September**
 - i. Faculty notify department chair of intention to submit materials for promotion and/or tenure in the next academic year.
 - ii. College PTR Committee approval of faculty to be added to a department's PTR committee (if necessary).
 - iii. Final date for faculty to add information to update their evaluation portfolio for work that was completed before June 1 unless the schedule for review is modified pursuant to Section III.D.4.a of the University Handbook.
 - iv. First year faculty members must finalize the Statement of Standards and Expectations for New Tenure-Track Faculty (SENTF) with the department chairperson.
- h. **The Fourth Friday in September**
 - i. Department PTR Committee forwards the determination of the appeal of chair's merit decision to the dean and notifies the faculty member and the chairperson.

- ii. Department chairperson notifies department faculty, dean, and provost of any department faculty member's intention to be reviewed for promotion and/or tenure in the next academic year.
- i. **The Second Friday in October**
 - i. Department PTR committee's reports with recommendations and vote count on all faculty members are submitted to the department chairperson.
 - ii. College PTR documents are due to the university PTR committee if changes have been made.
 - iii. Dean notifies the faculty member, department PTR chair, and department chairperson of their decision on appeal of negative merit determination.
- j. **The Fourth Friday in October**
 - i. Department chairperson's written evaluation for faculty considered for reappointment in the first through fifth years, promotion, tenure, and comprehensive five-year review is added to the faculty member's evaluation portfolio and conveyed to the faculty member.
 - ii. The department chairperson will place their independent evaluation into the evaluation portfolio.
 - iii. The department PTR committee's report with recommendations and vote count and the department chairperson's evaluation are distributed to the faculty member.
- k. **The Second Friday in November**
 - i. The faculty member's evaluation portfolio, inclusive of the department PTR committee's written recommendation with record of the vote count, and the written recommendation of the department chairperson, are forwarded by the department PTR chairperson to the dean's office.
- l. **November 30th**
 - i. All documentation to be used as part of the consideration process must be included in the evaluation portfolio.
 - ii. The dean must notify the Provost in writing of reappointment/non-reappointment recommendation(s) for tenure-track faculty in their second or subsequent academic year of service. Negative recommendations shall be delivered in person by the dean or sent by certified mail to the faculty member's home.
- m. **The First Friday in December**
 - i. Department PTRM documents are delivered to the college PTR committee if any changes have been made.
- n. **December 15th (USM mandated date)**
 - i. Tenure-track faculty in the second academic year of service must be notified by the President in writing of non-reappointment for the next academic year.
- o. **The First Friday in January**

- i. The college PTR committee reports with vote counts and recommendations for faculty reviewed for tenure and/or promotion are submitted to the dean.
- p. **The Third Friday in January**
 - i. The dean's written evaluation regarding promotion and/or tenure with recommendation is added to the faculty member's evaluation portfolio.
 - ii. The college PTR committee's report with vote counts and recommendations and the dean's recommendation are conveyed in writing to the faculty member.
 - iii. First-year tenure-track faculty submits SENTF, syllabi, and student/peer evaluations to the chair.
 - iv. All documentation for the third-year review of tenure-track faculty is submitted by the faculty member to the department chairperson.
 - v. First year faculty submit SENTF, syllabi, and student/peer evaluations to the department chair.
- q. **The First Friday in February**
 - i. In case of positive recommendation, the chair notifies Department PTR Committee, faculty, dean, and provost of reappointment of first-year tenure-track faculty. In the case of a negative recommendation, the chair forwards all materials to the Department PTR Committee and dean and notifies faculty.
 - ii. The college dean forwards the summative portfolio inclusive of the committee's and the dean's recommendations of each faculty member with a recommendation concerning promotion and/or tenure or five-year comprehensive review to the provost.
 - iii. The dean forwards all recommendations regarding reappointment/non-reappointment to the provost. If the dean disagrees with the department recommendation, the dean shall prepare their own recommendation and send a copy to the faculty member and add this recommendation to the summative portfolio.
- r. **The Second Friday in February**
 - i. The dean will, following their review, forward department recommendations for faculty merit to the provost. If the dean disagrees with the department recommendation, the dean shall add their recommendation to the faculty member's evaluation portfolio and deliver the negative decision in person by the File Delivery System.
 - ii. Department documents concerning promotion, and tenure/reappointment (with an approval form signed by all current faculty members) are submitted to the university PTR committee.
 - iii. Negative reappointment recommendations for first-year faculty are forwarded from the Provost to the President.
- s. **Third Friday in February**

- i. In the case of the chair's negative recommendation for reappointment of first year faculty, the Department PTR Committee makes recommendations and notifies faculty, chair, dean, and provost.
- t. **Fourth Friday in February**
 - i. Dean makes recommendations on appeal of negative recommendations of first year faculty.
- u. **March 1**
 - i. First year faculty must be notified of non-reappointment by written notification from the university president.
- v. **First Friday in March**
 - i. Faculty under third-year review must be provided with written and face-to-face feedback on their performance toward tenure.
- w. **Third Friday in March**
 - i. Provost's letter of decision is conveyed to the faculty member, department and college PTR committee chairpersons, department chairperson, and dean of the college.

VIII. APPENDIX I

Geography Teaching Evaluation Form

Course

Instructor:

Title:

Enrollment:

Catalog description

Core category

Course material conforms to requirements of University core category, if applicable.

Syllabus

Conforms to University requirements

- ☐ Title, Course Number, Section Number(s),
- ☐ Instructor Name and Contact Information
- ☐ Office Hours
- ☐ Course Meeting time(s) and Location(s),
- ☐ Required texts/resources.
- ☐ Separate syllabi that distinguish between undergraduate and graduate learning outcomes, grading schemes/policies and requirements if applicable.
- ☐ Course catalog description (including prerequisites, if applicable)
- ☐ Learning Outcomes: In addition to specific course learning outcomes, list relevant Core Curriculum category learning outcomes when applicable.
- ☐ Statements of Requirements: readings, tests, papers, projects, or participation.
- ☐ Connection of student learning outcomes to requirements/assignments (recommended)
- ☐ Grading Scheme/Policy
 - ☐ weighting of course assessments and indication of determination of the final course letter grade.
 - ☐ participation is graded must be clearly explicated so that students cannot question the grade (if applicable)
 - ☐ the range of values that correspond to each final letter grade.

- ☐ Towson University Policy on Student Class Attendance/Absence.
- ☐ Attendance/absence policy as it relates to grades in this course, consistent with TU Class Attendance/Absence Policy
- ☐ Late work policy, including penalties for late work (if any) and procedures for making up work in the case of absence (if allowed)
- ☐ Academic integrity policy as it relates to grades for this course, consistent with TU Academic Integrity Policy
- ☐ Course repeat policy: “Students may not repeat a course more than once without prior permission of the Academic Standards Committee.” (if course can be repeated for credit, provide a statement such as “May be repeated for a maximum of X credits.”)
- ☐ Students with disabilities policy -- "Students with disabilities are encouraged to register with Accessibility and Disability Services (ADS), 7720 York Road, Suite 232, 410-704-2638. Students who expect that they have a disability but do not have documentation are encouraged to contact ADS for advice on how to obtain appropriate evaluation. A memo from ADS authorizing your accommodation is needed before any accommodation can be made."
<https://www.towson.edu/accessibility-disability-services/>
- ☐ Course Content –a schedule of topics and assignments, providing information about what will be taught at each class meeting or each week and assigned readings for each class meeting (if applicable)
- ☐ Additional Educational Resources (required for upper level undergraduate and all graduate courses) may include additional books, articles, online resources to supplement the required resources for the course.

Course texts

Appropriate to course objectives and appropriate level for students

Course website

Course format

Appropriate for fulfilling objectives and engages students

Assignments

Related to course objectives

Assessment

Evaluation methods assess course objectives and sufficiently assess student achievement

Classroom observation

Date

Three class strengths

- 1.
- 2.
- 3.

Three suggestions for improvement

- 1.
- 2.
- 3.

Reviewer's Signature

Date

Signature

Date