

**DEPARTMENT OF LANGUAGES, LITERATURES AND
CULTURES
REAPPOINTMENT, PROMOTION, TENURE, AND MERIT
DOCUMENT**

Approved by department:

Approved by College of Liberal Arts PTRM Committee:

Approved by Dean of the College of Liberal Arts:

Languages, Literatures and Cultures
Languages, Literatures and Cultures Department Policies and Procedures
for Promotion, Tenure, Reappointment and Merit (PTRM)
Revised November 2023

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

- A. The promotion and tenure policies, procedures, and calendar of the Languages, Literatures and Cultures Department follow those established in the Towson University Policy on Appointment, Rank, and Tenure (ART) of Faculty (02-01.00) and its appendices (in particular, Appendix 3, “Tenured and Tenure-Track Faculty Evaluations: Annual Review, Reappointment, Third- Year Review, Merit, Promotion, Tenure, and Comprehensive Review”), the University’s Updated Merit Policy, approved by the Senate on 04/04/22, and the PTRM Policies and Procedures document of the College of Liberal Arts (CLA).
- B. All faculty members are entitled to fairness and due process in promotion, reappointment, tenure, and merit deliberations.
- C. The department encourages diversity in pedagogy, scholarly practices, and interdisciplinary interests.
- D. The department encourages shared responsibility and collaborative decision-making.
- E. The department considers teaching effectiveness to have primary importance in each faculty member’s professional priorities, followed closely by scholarship and service.
- F. Promotion, tenure, reappointment, and merit decisions are made on an individual basis and on their own merits, according to each faculty member’s Annual Report(s) and Agreement(s) on Annual Workload Plan.
- G. Each faculty member is responsible for providing the Department with any and all required forms and other materials in support of his/her candidacy for promotion, tenure, reappointment, or merit in a timely and professional manner. Failure to do so is sufficient cause to deny promotion, tenure, reappointment, or merit.
- H. Unless specified, Languages, Literatures and Cultures faculty are defined as those holding full-time tenured, tenure-track or clinical or lecturer appointments in LLC, or joint tenured or tenure-track appointments with another department or in an administrative position.
- I. All tenure-track and tenured members of the Languages, Literatures and Cultures faculty vote on the adoption of any changes to this document and the policies contained therein. This vote will take place no later than December 1st prior to the year in which the proposed adoption or changes are to take place; the document will be made available to the faculty at least two weeks before the vote.

II. Membership and Responsibilities of the PTR Committees

- A. The Languages, Literatures and Cultures Department PTR Committee consists of all tenured Languages, Literatures and Cultures faculty. The Committee votes on promotion, tenure, reappointment, and the department's recommendations for the First-Year, Third-Year and Comprehensive Five Year (post-tenure) Reviews, as well as appeals to Merit decisions. The PTR Committee shall also evaluate Annual Reports submitted by Tenure-track faculty.
- B. In the case of PTR recommendations regarding Lecturers, the LLC PTR committee follows the procedures and calendar established in the Towson University Policy on Appointment, Rank and Promotion of Lecturers – TU Policy: 02-01.05.
- C. In the case of appeals to the department Chair's Merit decisions, the Languages, Literatures and Cultures Department PTR Committee follows the procedures, and calendar established in the Towson University Policy on Merit. Should faculty decide to appeal the chairperson's merit decision, the faculty member will provide a written rebuttal of the chairperson's decision to the departmental PTR Chair, along with the LLC chairperson's rationale, copying the LLC chairperson.
- D. All members of the PTR Committee shall vote on all tenure decisions. Members shall review, discuss, and vote on the portfolios only of colleagues holding academic rank junior to, or, in the case of Professors, equal to their own.
- E. Members who are absent from the University because of medical leave, sabbatical leave, etc., are not required to participate in Committee deliberations but are entitled to do so if they so choose and if they are able to dedicate appropriate time and attention to the work of the PTR Committee. Participation in service activities while on sabbatical is prohibited, with the exception of engagement in either departmental PTRM activities or departmental-wide faculty search interviews. If faculty wish to engage in these activities, it should be requested at the time of sabbatical application. (02-02.00 – Policy on Sabbatical Leave, IV, G)
- F. Any member whose portfolio is under consideration by the PTR Committee shall excuse themselves from the deliberations.
- G. In cases in which the department has fewer than three members eligible to serve on the PTR committee, the college PTR committee will select additional faculty members to serve on the departmental committee in accordance with the procedures specified in Appendix 3 of the ART policy.

H. Clinical Evaluation Committee

- 1. Membership and Responsibilities: In the case of PTR recommendations regarding Clinical Faculty, the LLC PTR committee follows the procedures and calendar established in the 02-01.08 Policy for Clinical Faculty and the Towson University Policy on Appointment, Rank, and Tenure (ART).
- 2. Expectations and Standards of Evaluation for Clinical Faculty: In the case of PTR recommendations regarding Clinical Faculty, the LLC PTR committee follows the procedures and calendar established in the 02-01.08 Policy for

Clinical Faculty and the Towson University Policy on Appointment, Rank, and Tenure (ART).

I. The Role of the Chair of the PTR Committee

1. The Department representative to the College PTR Committee will be the chair of the LLC PTR Committee and the Clinical Evaluation Committee (referred to henceforth as the LLC PTR Committees).
2. The chair shall call and conduct meetings of LLC PTR Committees.
3. The chair of the PTR Committees must be tenured and hold the rank of Full Professor and shall serve a term of three years. Election of a new chair shall occur no later than May 1 of the year, during which the current chair's term expires.
4. In years when the duly-elected chair of the PTR Committees is to be on sabbatical in the fall semester the Committee shall elect an Acting Chair for one year. This election shall occur no later than May 1 of the year prior to the chair's absence. The Acting Chair will then be nominated by the department as its representative on the CLA PTR Committee for the year in question, conditional on the outcome of a special election held by the duly-constituted authority within the CLA.
5. The Chair of the PTR Committees will participate in all deliberations of the Committee and is a voting member. The PTR chair shall prepare a written report of the committee's deliberations regarding submitted Annual Reports by Tenure-Track faculty, votes on promotion, tenure, reappointment, and the department's recommendations for the First-Year, Third-Year and Comprehensive Five Year (post-tenure) Reviews. The report shall contain references to each category evaluated by the committee, including teaching/advising, scholarship and university/civic/professional service. The report shall be submitted to the department chair no later than the second Friday of October.
6. In the case of appeals to Merit decisions, the Chair of the PTR Committees will forward a written decision to the Dean as stipulated in the Towson University Policy on Merit, copying the faculty member and the LLC chairperson by the fourth Friday in September.
7. The Chair of the PTR Committees shall provide reasonable counsel to faculty members in gathering materials, preparing forms, and assembling portfolios for use in promotion, tenure, merit, and review deliberations.
8. The Chair shall participate with the department chair in the presentation of the written recommendations deriving from Third-Year and Comprehensive Reviews.
9. The Chair shall participate with the department chair in the presentation of written reasons in cases of non-renewal or non-recommendation for tenure.
10. Whenever the PTR Committees chair must be excused from deliberations on their own materials, the senior member of the remaining committee shall serve as chair *pro tempore*.

J. The Role of the Department Chair on the LLC PTR Committees

1. The department chair shall serve as a non-voting member of the PTR Committees and shall participate in all deliberations regardless of their academic rank, except for deliberations on their own portfolio and with appeals to Merit decisions.
2. The department chair shall be responsible for making all pertinent evaluation portfolios available to the PTR Committees.
3. The department chair shall prepare an independent recommendation in cases of tenure, promotion, and comprehensive review. The chair may prepare an independent recommendation in the case of annual reviews of untenured Tenure-Track faculty. These recommendations will be included in the faculty member's evaluation portfolio by the fourth Friday in October.

III. Policies and Procedures

A. Standards and Expectations

1. The Languages, Literatures and Cultures PTR Committees evaluate faculty portfolios 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 Languages, Literatures and Cultures Department (as listed below, Section III.F.3).

B. Quorum

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

C. Voting Procedures for PTR Committees

1. Motions require a majority vote to be passed. All voting shall be by secret ballot cast upon completion of the discussion of each colleague's portfolio. The LLC Department 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.
2. Votes shall be tallied by the Committee chair. The Committee chair will submit to the chair of the Department a signed, dated report of the vote, the secret ballots and the Committee's recommendation. The secret ballots shall not be included in the faculty evaluation portfolio but forwarded by the chair of the Department under separate cover to the Office of the Dean. A majority of those voting must support the granting of tenure or promotion, or must support action to sustain an appeal on merit, for the committee to reach a favorable recommendation.
3. In PTR Committee votes, a tie vote does not constitute a majority decision, and therefore any proposal met with a tie vote fails. Committee members must be present in order to vote. No member shall abstain from a vote unless the Provost authorizes such abstention for good cause, including an impermissible conflict of interest.

D. Confidentiality

1. Members of the PTR Committees 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

1. The Languages, Literatures and Cultures Department follows the appeals procedures laid out in the University ART Policy, Appendix 3, V, B, 1-3, and the Towson University Policy on Merit.
2. Tenure-track and tenured faculty may appeal to the college PTR Committee negative judgments made at the department level on questions of tenure, promotion, comprehensive review, and reappointment, if the appeal is on substantive grounds. 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 via a secure file delivery system 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 Committees. 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. 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 faculty member being considered for annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review according to the guidelines and calendar described in the "Documentation & Material Inclusion" (Section I.B) of Appendix 3 of the Towson University ART policy as well as for Merit as described in the Towson University Policy on Merit.
- c. In the case of evaluations by the PTR Committees for annual review, reappointment, third-year review, promotion, tenure, or comprehensive 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 tenured and tenure-track 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,

minimester, and summer terms.

- e. All faculty shall undergo peer evaluation of teaching based on classroom observation by colleagues in the department. Peer evaluations shall be coordinated by a faculty member designated by the Chair of the Languages, Literatures and Cultures Department.
- f. Classroom observations will be scheduled at least one week in advance with the consent of the faculty member to be observed.
- g. The faculty member may express a preference as to which class(es) will be observed.
- h. Faculty are encouraged to undergo classroom observation for a mix of language, literature, culture, and service-learning courses, as appropriate.
- i. Tenure-track faculty shall undergo classroom observation/peer evaluation at least once per academic year.
- j. A minimum of two (2) peer observations shall be conducted per review period for reappointment, tenure, promotion, and comprehensive review evaluations. Before and/or after the classroom visit, the colleague performing the observation will consult with the faculty member. Evaluations should include assessment of the following, as appropriate to the situation: course syllabi, textbooks, classroom performance, special projects or assignments, examinations, feedback provided to students, and grading methods and standards. In every case the colleague performing the observation will describe their impressions in a letter sent to the Department Chair and addressed to the colleagues in the department, which will comment on all aspects of teaching and may include recommendations or suggestions. This letter will become part of the faculty member's evaluation portfolio.

2. Annual Review for Untenured Tenure-Track Faculty

- a. Untenured Tenure-Track faculty shall submit an evaluation portfolio to the department chair. This Annual Report describes activities and accomplishments during the Academic Year, to which the evaluation applies as outlined in the section "Documentation and Material Inclusion" (Section I.B) of the TU ART policy. The PTR Committee shall evaluate the submitted portfolios and the Committee's chair shall prepare a written report. The report shall contain reference to each category evaluated including teaching/ advising, scholarship and university/civic/professional service. The report shall be submitted to the department chair no later than the second Friday of October.

3. Department Standards/Expectations for Merit

- a. 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, approved by the Academic Senate on 4/4/22.
- b. To receive a Merit Recommendation a faculty member must meet departmental expectations. A recommendation of merit indicates that faculty performance is

competent and contributes to fulfilling the mission of the university, college, and department. This implies that the faculty member performs satisfactorily according to all standards listed below. Failure or refusal to meet any of these standards will justify an unfavorable merit decision and an award of No Merit. A recommendation of No Merit indicates that faculty performance fails adequately to meet one or more of the standards listed below.

The Languages, Literatures and Cultures Department expects each full-time faculty member:

- i. to demonstrate competence and strive for excellence as a teacher in courses at all levels of the curriculum, as appropriate to the faculty member's discipline and the department's curricular needs;
- ii. to meet all classes as scheduled and to inform the department chair of any extraordinary circumstances requiring absence, including illness, family emergency, or attendance at off-campus professional activities, and to make suitable arrangements for making up any instructional time lost as a result of such absences;
- iii. to prepare syllabi for each course in accordance with university standards and to file a copy of each syllabus with the department
- iv. to abide by the published calendar for all final examinations and for all faculty evaluation procedures (Annual Review, etc.)
- v. to retain final examinations and class records for at least one year following the completion of each course
- vi. to demonstrate on-going growth as a classroom teacher at all stages of the career, developing new methods and competencies and engaging in honest self-evaluation;
- vii. to address constructively any areas of concern which may be expressed in student and peer evaluations, feedback from the PTR committees, etc.
- viii. to honor the confidentiality of all PTRM deliberations
- ix. to be an active member of the department's collegial community, sharing ideas, best practices, and pedagogical materials with colleagues as appropriate, and welcoming their insights
- x. to advise students and to assist them in matters related to their discipline
- xi. to share departmental responsibilities through committee participation at all levels
- xii. to enforce prohibitions against plagiarism and to avoid practicing plagiarism in any form in their own work
- xiii. to engage in advanced study, scholarly growth and/or research that produces tangible evidence in the form of refereed publication or presentation.

4. Reappointment: First-Year Faculty

- a. The LLC Department follows the Provost's recommended standard procedure regarding Reappointment for First-Year Faculty.
- b. Chair and Department PTR recommendations will advance to the College Dean.

5. Reappointment: Second-Year Faculty

- a. The Languages, Literatures and Cultures Department follows the procedures for the reappointment of second-year faculty laid out in the University ART Policy, Appendix 3, III, D, 3, a-g, applying the standards laid out in III, F, 2, j-k of this document, above, as appropriate for a colleague at this stage of the academic career.

6. Reappointment: Third- through Fifth-Year Faculty

- a. 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.

7. Third-Year Review

- a. At the conclusion of the fall semester during a tenure-track faculty member's third year at Towson University, the PTR Committee shall conduct a Third-Year Review to assess progress towards tenure and to advise and mentor the faculty member. This includes providing assistance where issues or shortcomings in the faculty member's profile are identified and encouragement where progress is deemed satisfactory or exemplary. The PTR Committee evaluation of a colleague'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 shall submit to the department chair, by the third Friday in January, an interim evaluation portfolio 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.
- c. The PTR Committee will evaluate the materials and prepare a clear written statement of progress towards 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. Standards used in this evaluation to determine the level of progress towards tenure are essentially the same as those used in determining merit (III, F, 3), as appropriate for this stage of the academic career. 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. The PTR Committee will use this ranking to make specific suggestions for improvement in performance, with the understanding that failure to implement those suggestions is likely to eventually result in an unfavorable tenure decision.
 - 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.

Satisfactory progress towards tenure indicates that the candidate has met the standards used in determining merit as appropriate for this stage of the academic career.

To receive the designation of superior progress the candidate must show evidence of excellence in (at least two) areas of teaching, scholarship, and service, which may include the following:

TEACHING

- unusual validation of teaching, such as a Regent's Award or Student Government Award
- new course development requiring substantial continuing education and serving the needs of the department
- peer reviews of the faculty member's teaching that describe high standards of instruction far exceeding the normative standards of the Department
- narrative student evaluations that indicate high quality teaching
- significant pedagogical innovation
- extensive and high quality advising and mentoring

SCHOLARSHIP

- publication of refereed scholarly books and articles in the faculty member's discipline, including translations of comparable length and

importance, as appropriate, and including alternative modes of refereed publication (electronic, etc.); award of Base Plus merit on the basis of published scholarship will normally take place in the year of publication

- publication of refereed textbooks or other pedagogical materials in the faculty member's discipline
- publication of refereed books and articles concerning pedagogies within the faculty member's discipline
- presentation of refereed or invited scholarly papers in the faculty member's discipline, weighted according to the scope of the conference (international/national, regional, local)
- publication of reviews of books or articles in the discipline
- service as principal investigator on a significant external grant related to the faculty member's discipline
- service as chair/organizer of a scholarly conference or panel

SERVICE

- preparation of substantive national or regional accreditation reports, in the absence of assigned time or compensation from other sources
- service on departmental, College, or University committees which require unusual commitments of time, and especially chairing such committees, in the absence of assigned time
- extraordinary service to community organizations, related to the faculty member's discipline
- extraordinary involvement in professional organizations and associations in the faculty member's field at the state, regional, national, or international level
- award of a significant external grant related to the faculty member's discipline leading to a significant product that impacts teaching, scholarship, or service

- e. 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.

8. Tenure and Promotion

- a. Faculty members intending to apply for promotion and/or tenure shall notify the department chair of their intention by the third Friday in the September preceding the academic year in which the application will occur.
- b. Faculty members applying for tenure and/or promotion shall submit their complete portfolios to the department chair no later than the third Friday in June of the year of application.
- c. The PTR Committee shall review evaluation portfolios for tenure and/or

promotion to Associate Professor and its chair shall 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. Recommendations should be submitted to the department chair by the second Friday in October.

- d. Standards used in this evaluation to determine the faculty member's qualifications for tenure and/or promotion are essentially the same as those used in determining merit and as expected for the Third-Year Review as appropriate for the individual colleague's stage in the academic career:
 - i. Excepting truly extraordinary circumstances, the PTR Committee will not recommend tenure or promotion to Associate Professor prior to the mandatory tenure-review year (stated in the University ART policy Appendix 3, III, D, 6, e, as "typically... the faculty member's sixth year of continuous, full-time service").
 - ii. No faculty member will be recommended for tenure or promotion to Associate Professor without fully meeting all the expectations listed for merit (above) and demonstrating excellence in at least two of the key areas of teaching, scholarship, and service as described above in Third-Year Review.
 - iii. In no case will a faculty member be recommended for tenure or promotion to Associate Professor without exhibiting sustained and substantial intellectual and scholarly development which includes peer-reviewed publication.
 - iv. Excepting truly extraordinary circumstances, the PTR Committee will not recommend promotion to the rank of Professor prior to the tenth year of continuous, full-time service at the University.
 - v. Promotion to the rank of Professor will likewise require, in addition to conscientious fulfillment of all expectations laid out in III, F, 3, a record of sustained excellence in at least two areas.
 - vi. In cases in which the application for promotion to Professor is based primarily on accomplishments in the areas of teaching and service, the faculty member must nevertheless provide substantial evidence of continuing intellectual growth, activity, and productivity as a scholar.
- e. 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.
- f. All recommendations shall be conveyed in writing to the faculty member, along with the 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 chair or sent to the faculty member via a secure file delivery system.
- g. The chair of the PTR Committees shall forward the faculty member's evaluation portfolio, including the evaluation record and the department chair's statement, to the dean's office by the second Friday in November.

9. Comprehensive Review

- a. All tenured faculty shall be reviewed at least once every five years. Comprehensive reviews are summative for a period of the preceding five academic years.
- b. The faculty member undergoing Comprehensive Review shall submit their evaluation portfolio to the department chair no later than the third Friday in June.
- c. The PTR Committee shall review the evaluation portfolios of faculty members standing for their Comprehensive Five-Year Review and its PTR chair shall 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 shall be submitted to the department chair by the second Friday in October.
- d. The chair of the department, in consultation with the dean of the college, shall establish the cycle for comprehensive review 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.
- e. The department chair 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.
- f. The faculty member's evaluation portfolio, including the written recommendation of the department PTR 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.
- g. 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 department 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, department chair and dean.

G. Calendar

1. The Languages, Literatures and Cultures Department will abide by the Towson University Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review Calendar as published in Appendix 3, VI, of the ART Policy and the calendar published in the university's updated Merit Policy, with the understanding that if the published university calendar changes, the Languages, Literatures and Cultures PTRM calendar may change without formal amendment of this departmental document.