

**Department of Political Science**  
**Promotion, Tenure, Reappointment and Merit Procedures**

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

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# Department of Political Science Promotion, Tenure, Reappointment and Merit Procedures

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## Department of Political Science Promotion, Tenure, Reappointment and Merit Procedures

Approved unanimously by the Political Science Faculty December 4, 2023

*Note to Faculty: For complete information on promotion and tenure policies, this document should be read together with the Policy on Appointment, Rank and Tenure (ART) of Towson University 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”), as well as the PTR Policies and Procedures document of the College of Liberal Arts (CLA).*

### **I. Presumptions Governing Departmental Promotion, Tenure, Reappointment, and Merit Decisions**

- A. The promotion and tenure policies and procedures of the Political Science Department follow those established in the Towson University Policy on Appointment, Rank and Tenure (ART) of Faculty (02-01.00) and are in accordance with the Policies and Procedures of the College of Liberal Arts Promotion, Tenure, and Reappointment (PTR) Committee (11-11-10).
- 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 then service.
- F. Promotion, tenure, reappointment, and merit decisions are made on an individual basis, according to each faculty member’s submitted portfolio, which will include the Annual Report and Annual Workload Plan, as well as other materials depending on the type of evaluation. Each faculty member is responsible for providing the Department’s Promotion, Tenure, and Reappointment (PTR) Committee with any and all required forms and other materials in support of their candidacy for promotion, tenure, reappointment, or merit by the listed deadlines and in a professional manner. Materials must be submitted to an electronic portfolio. For action-year reviews, including tenure

and promotion to associate professor, promotion to full professor, and five-year reviews, faculty will use a digital portfolio set up in SharePoint by the Office of Technology Services/Office of the Provost. For annual reviews, faculty will use a portfolio set up by the Department Chairperson in a OneDrive folder.

- G. Failure to provide these materials by the deadlines listed in this document is sufficient cause for the Committee to deny promotion, tenure, reappointment, or merit. Since a faculty member is in the best position to understand and present their own accomplishments, they should frame reasons for promotion and/or tenure and/or successful First-Year, Third-Year, and Comprehensive (Post-Tenure) Review in a narrative statement included with their portfolio. Evaluation for appointment and/or merit can be made on the basis of the faculty member's Annual Report(s) and Annual Workload Plan(s) only, but the faculty member is entitled to attach an accompanying narrative statement or letter should they so choose.
- H. Political Science Faculty are defined as those holding full-time tenured, tenure-track, or full-time Lecturer appointments in the Department.

## **II. Membership and Responsibilities of the Committee for Promotion, Tenure, and Reappointment, and Duties of Committee Chair**

- A. The Political Science Department Promotion, Tenure, and Reappointment (PTR) Committee is a Committee of the Whole, consisting of all tenured, tenure-track, and full-time Lecturer faculty in Political Science. The PTR Committee votes on promotion, tenure, reappointment, merit appeals, and the Department's recommendations for Third-Year and Comprehensive Reviews.
- B. Committee members shall review, discuss, and vote on promotion and reappointment decisions of faculty members holding academic rank junior to, or, in the case of Professors, equal to their own. Tenure decisions will be voted on only by tenured members of the Department. Untenured members of the Department, including full-time Lecturers, can deliberate on merit appeals and five-year review decisions of all faculty. Untenured faculty will not vote on or take part in the deliberations regarding promotion, tenure, reappointment, or First-Year and Third-Year Review decisions. Those ineligible to participate in a given vote shall be excused from the deliberations therein.
- C. All members of the Committee, regardless of rank, including those on sabbatical and leave, may vote on the adoption of or any changes to this document and the policies contained therein.

- D. The Chairperson of the PTR Committee shall serve a term of three years. Election of a new Chairperson shall occur no later than May 1 of the year during which the current Chairperson's term expires as provided in the University Calendar. Individuals eligible to participate in the election of the Chairperson of the PTR Committee will be limited to tenured and tenure-track faculty and full-time lecturers in the Department of Political Science.
- E. The elected Chairperson must be a tenured member of the faculty and should excuse themselves from deliberations concerning their dossier.
- F. Should the Department of Political Science in the future decide to amend this document to use specialized Committees, a different Chairperson for each Committee shall be selected by the same procedures as those governing the election of the Chairperson of the full Committee, and for the same term of office. The Department will adhere to the deadline for changes in the document as established in the University Calendar.
  - 1. In such case, deliberations on faculty holding the rank of Professor shall be conducted by a subcommittee of the PTR Committee consisting of all tenured members of the Political Science Department who hold that rank, chaired by its senior member.
  - 2. The Chairperson of the Subcommittee shall excuse themselves from deliberations concerning their own dossier.
- G. Faculty members who are otherwise eligible to vote but are on sabbatical or other approved leaves of absence may participate in promotion and tenure and Third-Year and Comprehensive Review decisions, and vote on these matters, provided that they fully participate in all deliberative activities regarding the candidates in question.
- H. The Department Chairperson shall serve as a non-voting member of the PTR Committee and shall participate in all deliberations regardless of their academic rank, except for deliberations on their own dossier.
- I. Whenever the PTR Chairperson, or a Subcommittee Chairperson should the Department employ specialized committees, excuses themselves from deliberations on their own materials, the senior member of the remaining Committee shall serve as Chairperson *pro tempore*.

- J. Faculty members who intend to present themselves for promotion may not be elected to represent the Department on the CLA Promotion and Tenure Committee.
- K. Duties of the PTR Chairperson:
  - 1. To call and conduct meeting of the PTR Committee. The Chairperson will participate in all deliberations of the Committee but will vote only on the records of colleagues of academic rank equal to or junior to their own.
  - 2. To arrange for any required classroom peer evaluations; this responsibility may be delegated to another faculty member with approval of the PTR Committee.
  - 3. To provide reasonable counsel to faculty members in gathering materials, preparing forms, and assembling dossiers for use in promotion, tenure merit, and review deliberations.
  - 4. To give formal written notice of reappointment and tenure decisions to the Department Chairperson to be passed on to the individual concerned and to the proper College and University authorities and committees.
  - 5. To participate with the Department Chairperson in the presentation of the written recommendations deriving from Third-Year and Comprehensive Reviews.
  - 6. To participate with the Department Chairperson in the presentation of written reasons in cases of non-renewal or non-recommendation for tenure.

### **III. Policies and Procedures**

- A. The Department PTR Committee evaluates 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 Political Science Department, IV. A-E.
- B. Quorum: A quorum shall consist of a majority of the voting members.
- C. Voting Procedures

All voting shall be by secret ballot and consistent with ART procedures and cast upon completion of the discussion of each candidate, signed with a Towson University ID number, and dated by the voting member. Votes shall be tallied by the PTR Chairperson. The PTR Chairperson will forward to the Chairperson of the Department a signed, dated report of the vote, the confidential ballots and the Committee's recommendation. The ballots shall not be included in the faculty evaluation portfolio but forwarded by the

Chairperson of the Department under separate cover to the Provost. A simple majority of those voting must support the granting of tenure, promotion, reappointment, or merit appeal 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, either in person or via the Internet, in order to vote. No member of the PTR Committee shall abstain from a vote unless the Provost authorizes such abstention for good cause, including an impermissible conflict of interest.

For committee members participating in the meeting remotely, votes will be recorded using Towson University's *Involved@TU* web-based program or its equivalent. A paper copy of the electronic voting record, which includes a record of faculty ID numbers associated with each ballot, will be printed and kept on file.

#### D. Confidentiality

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

#### E. Appeal Procedures

The Political Science 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, and reappointment, if the appeal is on substantive grounds. Substantive appeals refer to perceived errors in judgment by the Department Committee or Chairperson 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 sent via Towson University's File Delivery Service 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 Chairperson and the Chairperson 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.

#### **IV. Evaluation Procedures**

##### **A. General Policies and Procedures**

1. The responsibility for presenting material for the Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, or Comprehensive Review rests with the faculty member.
2. 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.
3. 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.
4. All faculty shall be evaluated by students using instruments and procedures which assure confidentiality for the student. Faculty shall be evaluated by students 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.
5. All tenured, tenure-track faculty, and full-time Lecturers shall undergo peer evaluation through classroom observation by colleagues in the Department.
  - a) Such observations will be scheduled at least one week in advance with the consent of the faculty member to be observed.
  - b) The faculty member may express a preference as to which class(es) will be observed.
  - c) Faculty are encouraged to undergo peer evaluation for a mix of classes – lower level, upper level, and seminars as appropriate.
  - d) Tenure-track faculty shall undergo classroom observation and peer evaluation at least once per academic year.
  - e) Tenured faculty shall undergo classroom observation and peer evaluation at least twice during the academic year of their comprehensive review or application for promotion.



B. Annual Review for Merit

1. The Department Chairperson shall annually review tenured and tenure-line faculty for merit. The Dean will review the Department Chairperson. Faculty shall submit their dossier for the year under review to the Department Chairperson, and the Chairperson shall submit to the Dean, by May 31<sup>st</sup> or the First Business Day subsequent in the event that date is a weekend or holiday.
2. The Chairperson will send the Dean, and copy individual faculty members, the completed *Merit Evaluation Forms for Fulltime Faculty* by the First Business Day in July. The Dean will likewise submit the Chairperson's evaluation to the Provost by this date, and copy the Chairperson. Any negative decision must be accompanied by a written rationale in the comments section of the evaluation form or as an attachment.
3. To appeal negative merit decisions, the faculty member will provide a written rebuttal of the Chairperson's decision to the Department PTR Committee by the Second Friday in September, copying the Chairperson. The faculty member shall also include the Chairperson's *Merit Evaluation Form*. The no-merit decision will then be reviewed by the PTR Committee. A decision of no merit will only be reviewed if a rebuttal is filed by the faculty member. The Department Chairperson, likewise, may provide a written rebuttal of the Dean's decision to the Provost, with a copy to the Dean.
4. In the case of an appeal, the PTR Chairperson should notify the Department Chairperson who may provide additional written comments regarding the negative decision. Any deliberations by the PTR Committee shall exclude participation by the faculty member under consideration and the Department Chairperson.
5. By the Fourth Friday in September, the Department PTR Committee will render a written decision of the appeal to the Dean, copying the faculty member and Department Chairperson. The Dean will review the appeal materials and render a decision to the faculty member by the Second Friday in October, copying the Department PTR Committee and the Department Chairperson. If the appeal is by the Department Chairperson, the Dean will notify the Provost.
6. In the event of a negative decision by the Dean, the Provost will review the materials and render a decision by the Fourth Friday in October. In cases of the Department Chairperson appealing the Dean's negative merit decision, the Provost will decide on the appeal by this date. The Provost's decision shall be final.

C. Reappointment: First-Year Faculty

1. The Department Chairperson shall evaluate each new faculty member's first semester performance and make a recommendation for reappointment.
2. Each faculty member shall prepare an evaluation portfolio. The evaluation portfolio must include the Standards and Expectations of New Tenure-Track Faculty (SENTF) form, which must be finalized with the Department Chairperson by the Third Friday in September. In addition, the evaluation portfolio must include peer and student evaluations of teaching, syllabi of current courses, and a copy of the current curriculum vitae.
3. The faculty member shall submit the evaluation portfolio to the Department Chairperson no later than the Third Friday in January.
4. The Department Chairperson makes their recommendation regarding reappointment by the First Friday in February.
5. If the Department Chairperson recommends reappointment, they notify the PTR Committee, faculty, Dean, and Provost.
6. If the Department Chairperson does not recommend reappointment, they notify the Department PTR Committee, Dean, and faculty member under review.
7. Following a Department Chairperson's decision to not recommend reappointment, the Department PTR Committee must meet and vote to approve or disapprove this recommendation.
8. The recommendation shall be conveyed in writing by the PTR Chairperson to the Department Chairperson, Dean, and Provost, and the faculty member under review, no later than the Third Friday in February.
9. Procedures for further steps in the evaluation process and for appeal of negative recommendations are given in the University ART Policy, Appendix 3, III, D, 2, g-j.

D. Reappointment: Second-Year Faculty

The Political Science 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 and the criteria of the Political Science Department IV, a-e.

E. 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.

1. Third-Year Review

- a) At the conclusion of the fall semester during a candidate's third year at Towson University, the Department 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 the Appendix 3 of the Towson University ART Policy.
- c) The PTR Committee will evaluate the materials and the PTR Chairperson 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:
  - (1) 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
  - (2) must provide guidance for the improvement of the evaluation portfolio in the event of a satisfactory or unsatisfactory rating.
  - (3) The following three-level scale is to serve as a general guideline for the review:

- (a) Superior Progress. Requirements include excellence in teaching/advising, excellence in scholarship, and meeting Department standards in service.
  - (b) 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.
  - (c) 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.
- d) All documentation is due to the Chairperson of the Department by the Third Friday in January.
  - e) The Department Chairperson may prepare an independent recommendation on reappointment and include it in the faculty member's evaluation portfolio by the Third Friday in January.
  - f) Feedback shall be in writing and in a face-to face meeting with the Department Chairperson and the Chairperson of the PTR Committee no later than the First Friday in March. Faculty participating in the Third-Year Review process must sign a statement saying they have read but do not necessarily agree with the evaluation. The written report will be shared with the Dean.

## 2. Five-Year Review – Tenure and/or Promotion

- a) The PTR Committee shall review evaluation portfolios for tenure and promotion to Associate Professor and 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 Chairperson by the Second Friday in October. This same process applies to applications for promotion to Professor.
- b) The Department Chairperson 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.

- c) 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 in person by the Department Chairperson or sent via Towson University's File Delivery Service.
- d) The Chairperson of the PTR Committee shall forward the faculty member's evaluation portfolio, inclusive of the Evaluation Record, to the Dean's office by the Second Friday in November.

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

1. 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.
2. 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.
3. The Department Chairperson, in consultation with the Dean of the College shall establish the cycle for comprehensive reviews of faculty with the Department. A faculty member who has submitted formal notice of retirement during the fourth or fifth year of his/her 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.
4. 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.
5. The faculty member's evaluation portfolio, inclusive of the written recommendation of the Department PTR Committee, the written evaluation of the Department Chairperson, and the vote count shall be forwarded by the Chairperson of the PTR Committee to the Dean's office by the Second Friday in November.
6. A negative comprehensive review shall be followed by the creation 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 Chairperson 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 Chairperson, and Dean.

## **V. Standards and Expectations**

- A. As specified in Appendix 3 of the University ART Policy and in accordance with the Bylaws of the CLA PTR committee, the standards and expectations in this Political Science PTRM document pertain to the evaluation processes associated with Annual Reviews, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review.
- 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/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.
  - 3. A faculty member shall share the responsibility of university, college, and/or department governance.
  - 4. A faculty member shall participate each year in the faculty evaluation process as described in university, college, and department documents.
- C. Chairpersons shall be evaluated in the additional category of leadership. Chairperson activities are reported as part of their annual review on the CAR form and constitute a minimum of fifty percent of the Chairperson's workload by University Policy. Evaluators will nevertheless make judgments about the responsibilities of leadership, consistent with university policies and the responsibilities defined for the Chairperson. Program Directors who supervise faculty and who prepare Annual Reports on their activities may also be evaluated for leadership consistent with the proportion of their time committed to such work under their workload agreements.

D. The expectations for promotion to Associate Professor or Professor in the Political Science Department shall include the following:

1. The faculty member recommended for promotion to Associate Professor shall hold the doctorate in the field of specialization and show continuing potential for superior performance commensurate with the University's mission. The faculty member ordinarily shall have demonstrated excellence in teaching, as determined through the evidence in the evaluation portfolio and the criteria of the Department and the College. The faculty member shall have demonstrated successful experience in research, provided evidence of a pattern of scholarship meeting standards of dissemination and validation. The faculty member shall also have supplied evidence of relevant and effective service, as defined in III. Section F (Evaluation Procedures).
2. The faculty member recommended for promotion to Professor shall have all of the qualifications of an Associate Professor and shall have established an outstanding record of teaching and scholarship. The faculty member shall have demonstrated continuing growth as a teacher during the period since promotion to Associate Professor, as evidenced in annual reports, syllabi, and other evaluative materials on teaching included in the evaluation portfolio. The faculty member shall have demonstrated additional accomplishments as a scholar since promotion to Associate Professor at least equivalent to the pattern of completed work meeting the standards of dissemination and validation expected for the prior rank. The scholarly work as a whole should reflect a degree of cohesion consistent with establishing a sound scholarly reputation. The faculty member shall have presented evidence of relevant and effective service to the University, the community, and the profession in the period after promotion to Associate Professor.
3. Any exceptions to the standards outlined above shall be consistent with the provision of the Towson University ART Policy, and the specific rationale for any recommendation involving an exception shall be spelled out in the appropriate letter of recommendation in the faculty member's evaluation file.

E. Faculty members shall be evaluated for merit based on the information provided through Annual Reviews.

1. Terminology used in Evaluation of Faculty Performance. There are two (2) categories of merit as follows:

- a) Not Meritorious (No Merit): Performance fails adequately to meet one or more of the standards listed below for teaching and advising, scholarship and service.
  - b) Meritorious (Merit): Performance is competent and contributes to fulfilling the mission of the University, College and Department. This implies that the faculty member performs satisfactorily in all three broad areas.
2. Standards for Merit and No Merit are as follows (meeting all of these standards will normally be considered justification for the award of Merit; failure or refusal to meet any of these standards may be the basis for an unfavorable merit decision and an award of No Merit). The Political Science Department expects each full-time faculty member:
- a) to demonstrate 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.
  - b) to meet all classes as scheduled and to inform the Department Chairperson of any extraordinary circumstances requiring absence, including illness and family emergency.
  - c) to prepare syllabi for each course in accordance with University standards and to file a copy of each syllabus with the Department.
  - d) to abide by the published calendar for all final examinations and for all faculty evaluation procedures (Annual Review, etc.)
  - e) to retain final examinations and class records for at least one year following the completion of each course.
  - f) 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.
  - g) to address constructively any areas of concern which may be expressed in student and peer evaluations, merit deliberations, etc.
  - h) to honor the confidentiality of all PTRM deliberations.
  - i) to be an active member of the Department's collegial community, sharing ideas, best practices, and pedagogical materials with colleagues as appropriate.
  - j) to advise students and to assist them in matters related to their discipline. This may include regular semester academic advising, 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.

- k) to share departmental responsibilities through committee participation at all levels.
- l) to enforce prohibitions against plagiarism and to avoid practicing plagiarism in any form in their own work.
- m) to engage in advanced study, scholarly growth and/or research that produces tangible evidence in the form of conference papers, articles, books or invited lectures.

## **VI. Calendar**

The Political Science 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, with the understanding that if the published University Calendar changes, the Political Science PTRM Calendar may change without formal amendment of the departmental document.

**Appendix 1 – Peer Evaluation of Teaching**  
**Political Science Department Policies and Procedures for Promotion, Tenure,**  
**Reappointment and Merit**

The following procedures and guidelines will be utilized with evaluating the teaching of Political Science Faculty (tenured, tenure-track, adjunct and lecturers):

- A. Non-Tenured members of the Department will be observed in class while teaching by a least two members of the Department each year. The Faculty member to be observed will be given advance notice at least a week ahead of time of the planned observation.
- B. Each observing member will write a summary of his/her observations. Peer evaluation of teaching should include assessment of:
  - 1. course syllabi should reflect the learning objectives of the Department;
  - 2. observation of classroom dynamics;
  - 3. special projects or assignments;
  - 4. grading methods and standards
- C. The summary will be forwarded to the observed faculty member for signature. The observer and the observed will go over the summary. The signature indicates only that the observed has read the summary. The observed faculty member may write a response to be attached to the observation.
- D. The summary will be taken into consideration by the appropriate PTR Committees during deliberations.
- E. Any member wishing to be considered for promotion must request to be observed in the previous year.

**Appendix 2 – Comprehensive Review Calendar**  
**Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and**  
**Comprehensive Review**

**The First Friday in May**

Department and College PTR Committees are formed (elections for membership on the College Committee are already completed).

**The Third Friday in June**

- A. All faculty members submit an evaluation portfolio to the Department Chairperson.
- B. All faculty members with a negative comprehensive review must have final approval by the Department Chairperson 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 Second Friday in September**

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

**The Third Friday in September**

- A. Faculty notify Department Chairperson of intention to submit materials for promotion and/or tenure in the next academic year.
- B. College PTR Committee approval of faculty to be added to a Department's PTR Committee (if necessary).
- C. 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.D. First year faculty members must finalize the Statement of Standards and Expectations for New Tenure-Track Faculty (SENTF) with Department.

### **The Fourth Friday in September**

Department Chairperson notifies Department faculty, Dean, and Provost of any Department faculty member's intention to be reviewed for promotion and/or tenure in the next academic year.

### **The Second Friday in October**

- A. Department PTR Committee's reports with recommendations and vote count on all faculty members are submitted to the Department Chairperson.
- B. College PTR documents are due to the University PTRM Committee if changes have been made.

### **The Fourth Friday in October**

- A. 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.
- B. The Department Chairperson will place his/her independent evaluation into the evaluation portfolio.
- C. The Department PTR Committee's report with recommendations and vote count and the Department Chairperson's evaluation are distributed to the faculty member.

### **The Second Friday in November**

The faculty member's evaluation portfolio, inclusive of the Department PTR Committee's written recommendation with record of the vote count, and the written recommendation of the Department Chairperson, are forwarded by the Department PTR Chairperson to the Dean's office.

### **November 30<sup>th</sup>**

- A. All documentation to be used as part of the consideration process must be included in the evaluation portfolio.
- B. The Dean must notify the Provost in writing of reappointment/non-reappointment recommendation(s) for tenure-track faculty in their second or subsequent academic year of service. Negative recommendations shall be delivered in person by the Dean or sent via Towson University's File Delivery Service.

### **The First Friday in December**

Department PTRM documents are delivered to the College PTR Committee if any changes have been made.

**December 15<sup>th</sup> (USM mandated date)**

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

**The First Friday in January**

The College PTR Committee reports with vote counts and recommendations for faculty reviewed for tenure and/or promotion are submitted to the Dean.

**The Third Friday in January**

- A. The Dean's written evaluation regarding promotion and/or tenure with recommendation is added to the faculty member's evaluation portfolio.
- B. The College PTR Committee's report with vote counts and recommendations and the Dean's recommendation are conveyed in writing to the faculty member.
- C. First-year tenure-track faculty submit an evaluation portfolio for the fall semester to the Department Chairperson.
- D. All documentation for the third-year review of tenure-track faculty is submitted by the faculty member to the Department Chairperson.

**The First Friday in February**

- A. Department Chairperson makes their recommendation regarding reappointment of first-year tenure-track faculty.
- B. 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.
- C. The Dean forwards all recommendations regarding reappointment/non-reappointment to the Provost. If the Dean disagrees with the Department recommendation, the Dean shall prepare his/her own recommendation and send a copy to the faculty member and add this recommendation to the summative portfolio.

**The Second Friday in February**

Department documents concerning promotion and tenure/reappointment (with an approval form signed by all current faculty members) are submitted to the University PTRM Committee.

**The Third Friday in February**

Department PTR Committee recommendation on Chairperson denial of reappointment of first-year tenure-track faculty due to faculty, Chairperson, Dean, and Provost.

**The Fourth Friday in February**

Dean's decision on negative first-year faculty reappointment decision due.

**March 1<sup>st</sup>**

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

**Third Friday in March**

Provost's letter of decision for tenure and/or promotion is conveyed to the faculty member, Department and College PTR Committee Chairperson, Department Chairperson, and the Dean of the College.