

DEPARTMENT OF BIOLOGICAL SCIENCES
POLICIES AND PROCEDURES
OF THE PROMOTION, TENURE AND RETENTION COMMITTEE

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DEPARTMENT OF BIOLOGICAL SCIENCES
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COMMITTEE

(Adopted May 2, 2000, Modified April 28, 2017, Revised November 21, 2017, Revised November 14, 2023)

Additional information concerning tenure policies and procedures may be obtained by reading the current Towson University Faculty Handbook.

1. **Preamble**

- A. The basic statements of faculty requirements and expectations are established by the University of Maryland (USM) Board of Regents and are stated in the University System Policy on Appointment, Rank, and Tenure of Faculty and the University System of Maryland Policy on Faculty Workload and Responsibilities. Towson University (TU) statements include the TU Policy on Faculty Evaluation for Promotion, Tenure/Reappointment, and Merit and the TU Policy on Faculty Workload and Responsibilities
- B. The Promotion, Tenure, and Retention Committee (hereafter PTR Committee) of the Department of Biological Sciences is responsible for tenure, promotion, and comprehensive review policies.
- C. Confidentiality. All points of discussion and votes of the Committee should be treated as strictly confidential.

2. **Tenure Committee Composition/Officers**

- A. The PTR Committee of the Department of Biological Sciences shall be composed of faculty of varying ranks, depending upon the issue being considered. Any faculty who has attained the rank of Lecturer II, Clinical Associate, Associate Professor or above will have a voice and vote on procedural issues. Faculty at the rank of Lecturer II will be involved in the observations of faculty at the rank of Lecturer I and Clinical Assistant Professors and can vote on the promotion of faculty at the rank of Lecturer I to Lecturer II and Clinical Assistant Professor to Clinical Associate Professor. Faculty at the rank of Lecturer III will be involved in the observations of faculty at the rank of Lecturer I, Lecturer II, Clinical Assistant Professor and Clinical Associate Professor and can vote on the promotion of faculty at the rank of Lecturer I to Lecturer II, the promotion of faculty at the rank of Lecturer II to Lecturer III, the promotion of faculty at the rank of Clinical Assistant Professor to Clinical Associate Professor and the promotion of faculty at the rank of Clinical Associate Professor to Clinical Full Professor. Faculty at the rank of Clinical Associate Professor will be involved in the observations of all lecturer ranks and vote on all lecturer transitions as well as being responsible for observing faculty at the rank of Clinical Assistant Professor and voting on their promotion to Clinical Associate Professor as well as having a vote on the promotion of faculty at the rank of Clinical Associate Professor to Clinical Full Professor. Faculty at the rank of Clinical Full Professor will be involved in the observations of all Lecturer and Clinical Professor ranks as well as being responsible for voting on all Lecturer and Clinical Professor transitions. Full-time tenured Biology faculty are responsible for observing all faculty ranks and voting on all Lecturer and Clinical Professor transitions as well as for recommendations of tenure and promotion from Assistant Professor to Associate Professor and promotion from Associate Professor to Full Professor. Tenured Faculty are also responsible for conducting 5-year reviews of tenured faculty. The department chairperson will serve on the department PTR Committee as an ad hoc (non-voting) member and will prepare separate evaluations of faculty undergoing review. These responsibilities and voting privileges are summarized in Table 1, to be found on page 4.

Table 1:

Rank	Votes on Procedure	Makes Observations									Votes on approvals and Promotions							TT 5- year review
		Lec 1	Lec 2	Lec 3	CLIN APClin Asst Prof	CLIN AOP Clin Assoc Prof	CLIN PROF Clin Full Prof	TT Asst AP Prof	TT Assoc AOP Prof	TT Full PROFrof	Lec 1 prom.to Lec 2	Lec 2 prom.to to Lec 3	CLINAPlin Asst prom.Prof to CLINAOPC lin Assoc Prof	CLINAOP prom. to CLINPROF Clin Assoc Prof to Clin Full Prof	TT Asst P prom. to rof to TT AOPssoc Prof	TT prom. to Assoc Prof to TT Full PROFrof		
Lec 2	x	x			x						x		x					
Lec 3	x	x	x		x	x					x	x	x	x				
CLIN AOPClin Assoc Prof	x	x	x	x	x						x	x	x	x				
CLIN AOPClin Full Prof	x	x	x	x	x	x	x				x	x	x	x				
TT Assoc AOPProf	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
TT Full PROFrof	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	

B. The Chairperson and Secretary shall be elected from the ranks of tenured faculty in alternate years for two-year terms by majority vote of the committee by the first Friday in May. The Chairperson and Secretary will have the same voting privileges as other committee members.

i. Duties of the Chairperson of the PTR Committee.

1. Call and conduct meetings
2. Ensure that policies of the department as well as those of the college and university are followed.
3. Prepare appropriate forms for recommendation to the College Promotion/Tenure/Reappointment(PTR) Committee.
4. Appoint members of the PTR Committee to serve on subcommittees.
5. Call for and present suggestions for changes to the tenure document.
6. Conduct elections of officers of the PTR Committee.
7. In consultation with the department chairperson, assemble subcommittees and assign faculty for classroom teaching observations.

ii. Duties of the Secretary of the PTR Committee

1. Record the outcomes of deliberations and votes.
2. Maintain records of the tenure committee.
3. Assist the Chairperson in duties so designated.
4. Prepare and submit documents for annual approval by the department.

3. Procedure for meetings

A. A quorum shall be three-fourths of the eligible PTR Committee members excluding the Department Chair. Faculty on leaves, sabbatical leaves or with assigned duties outside the department for a semester or year may choose to exempt themselves from voting. This decision must be in written form to the Secretary of the PTR Committee, and, without a letter to the contrary, faculty members on sabbatical leave can vote if they read the pertinent documents.

B. Policy votes shall be by simple majority of those present and voting. Tie votes will result in reopening discussion followed by a subsequent vote. If after two votes a decision cannot be made, then the question will be tabled until the next meeting.

C. Votes on acceptance of faculty five-year plans, reappointment, requests for consideration of an early tenure decision, tenure recommendations and promotion recommendations require a two-thirds majority vote of those present and eligible to vote. Any abstention needs to be approved by the Provost.

D. Any member of the PTR Committee who cannot attend a meeting at which candidates are discussed may submit to the PTR Chairperson a written statement concerning the candidate(s). This statement should be documented as fully as possible and would be read at the meeting and destroyed immediately thereafter. No proxy or absentee votes may be counted.

E. Voting may use paper or electronic ballots. For electronic voting, the following process shall be used: The PTR Chair and Secretary will choose a University platform available to all voting members, such as Microsoft Forms or Involved@TU. The Secretary shall prepare electronic ballots identical to the required paper ballots as listed in the FCSM document <https://www.towson.edu/fcsm/about/facultystaff/promotiontenure.html>. Ballots shall be deployed either during a virtual meeting by sharing a link in the chat wherein attendees are exclusively voting faculty with the exception of the Department Chair or by email to the appropriate list of voters. The Secretary shall monitor the votes using the voting platform and report the vote totals to the PTR Chair and Department Chair, if election is done by email; report shall be to attendees if election is during a zoom meeting.

4. Departmental Policies and Procedures Governing Evaluation of Full-Time Faculty

A. Frequency

- i. The total number of probationary appointments for any tenure track individual will be as stipulated in the faculty member's letter of appointment.
- ii. The PTR Committee shall consider the desirability of granting reappointment and tenure, where appropriate, to tenure track and clinical faculty during their first and each subsequent year of service until promotion.
- iii. Under exceptional circumstances, a faculty member may request an early decision on tenure prior to the end of the probationary period. A faculty member who is being considered for tenure prior to his/her mandatory tenure review year, and any faculty member who is being considered for promotion, may withdraw from the evaluation process for promotion and/or tenure review at any time prior to submission

of their portfolio to the Provost. A faculty member who is being considered for tenure during his/her mandatory tenure review year may not withdraw from the evaluation process.

B. Criteria for Tenure and Promotion of Tenure Track Faculty

The Department of Biological Sciences recognizes the individuality of professional accomplishment by its faculty, and therefore it does not have a rigidly specific, quantitative set of standards for tenure and promotion. This is in line with the general criteria and standards for promotion and tenure as stated by the Fisher College of Science and Mathematics, which the Department adheres to (see FCSM Promotion and Tenure website). In addition to the FCSM Criteria for Promotion and Tenure, the following criteria are specific to faculty in Biological Sciences

- i. **Teaching**- This criterion concerns the individual's teaching effectiveness in the "normal" classroom situation, on field trips, in student project supervision and in any other activities related to teaching courses within the university. The individual should possess a comprehensive knowledge of pertinent subject material and have the ability to lecture, conduct discussions, answer questions, encourage independent thought, and direct laboratory experiences. Additionally, class preparation, reading, developing new courses and curricula, learning new or innovative methods and practices, grading assignments and exams are to be considered as components of teaching.
- ii. **Scholarship**-Evidence of scholarly growth includes not only increasing one's general knowledge of his/her field, but also conducting research and other creative activities and participating in professional organizations and/or meetings. Scholarly growth is not confined merely to learning; it must also be an exercise of the methodology of one's chosen discipline; that is, such growth will almost certainly yield tangible evidence in the form of publications, exhibits, lectures, and other products. Research and scholarly expression need not be only the highly original kind which advances knowledge; such critical and analytic activities as writing of book reviews or review essays should be encouraged, as well as the compilation of the results of current research into a paper or book which can be used for instruction. In one of these ways - original research or expression, critical analysis, or synthesizing existing data -- the good teacher should give evidence that he/she is functioning as a scholar.
- iii. **Service**-Service includes activities to the institution, discipline and community relating to the faculty disciplinary expertise.

C. Criteria for Promotion for Clinical Faculty

Candidates for appointment or promotion to the rank of clinical associate professor and above are expected to demonstrate accomplishment and competence in teaching, and service to the department, college, university and profession. Furthermore, for promotion to clinical full professor, they are expected to have established a record for making significant contributions appropriate to the rank and discipline and commensurate with their experience. The standard minimum number of years in a rank is five. Candidates may be considered for early promotion to a higher rank with sufficient documentation of evidence for meeting the criteria for that rank. In appropriate cases, candidates may be granted credit based on service elsewhere. To qualify for credit, such service must have been either in a similar full-time capacity with faculty status at an institution of higher learning, or other relevant professional service which the Provost deems acceptable for this purpose. At the time of the initial appointment, the clinical faculty member will be informed in writing of the exact number of years comprising their credit.

As outlined above, a positive recommendation for promotion is based primarily on demonstrated excellence in teaching and strong service. Promotion must consider the candidate's potential for continued professional development and future contributions to the teaching and clinical service goals of the department.

i. Criteria for Promotion to Clinical Associate Professor

Promotion from the rank of Clinical Assistant Professor to Clinical Associate Professor may be considered after five years of service as a Clinical Assistant Professor. The appointee must also have demonstrated excellent teaching ability and scholarly or service accomplishments. Promotion to the rank of Clinical Associate Professor is based on evidence which may include:

- excellence in teaching
- creativity and innovation in teaching
- scholarship that contributes to the body of knowledge in one's specialty
- institutional, public or professional service
- demonstrated grant or project activities

- community outreach

ii. Criteria for Promotion to Clinical Professor

In general, promotion to Clinical Professor recognizes achievement as an outstanding practitioner-educator. Generally, promotion to the rank of Clinical Professor may be considered after five years of service as a Clinical Associate Professor. In addition to the qualifications required of a clinical associate professor, the appointee shall have demonstrated a degree of excellence in teaching sufficient to establish an outstanding reputation among colleagues. The appointee shall also have demonstrated extraordinary scholarly competence and leadership in the profession. Promotion to the rank of Clinical Professor is based on evidence that may include:

- sustained excellence in teaching
- distinctive creativity and innovation in teaching
- professional recognition in the specific discipline
- scholarly contributions within the discipline
- exemplary institutional, public, or professional service
- recognized leadership in one's field
- demonstrated grant or project activities
- evidence of national recognition may include, but is not limited to, invited lectures at scientific and professional meetings; invited chapters in textbooks; honors and awards from national or international organizations; service on editorial boards or as a reviewer for professional/scientific publications; consultancies and elected or appointed leadership positions in professional organizations

D. Methods of Evaluation for Reappointment of Clinical and Tenure-Track Faculty

- Creation of subcommittee.** At the beginning of the first semester of a clinical or tenure-track faculty member's appointment, a subcommittee will be formed and charged with the responsibility of guiding and evaluating that faculty member. This subcommittee will consist of two permanent PTR Committee representatives (Tenure Track or Clinical faculty at the Associate or higher level) chosen by the PTR Committee Chairperson in consultation with the Chair of the Department for their ability to evaluate and direct the newly appointed individual's professional development. The two permanent members will alternate years serving as Subcommittee Chair. In addition to the Subcommittee, a senior member of the faculty will likewise be selected to mentor the newly appointed individual on an informal basis.
 - Modification of the subcommittee due to absence.* In the event that a permanent member of a subcommittee would be unable to complete his/her responsibilities as a co-chair for the duration of the subcommittee, a new permanent member will be appointed following the procedures above. Examples of events that would initiate such a change might include an administrative appointment, retirement, or severance. Should a permanent member be away on sabbatical leave for a defined term, the Chairs of the PTR Committee and the Department may appoint a temporary replacement if requested by the faculty member or the remaining subcommittee co-chair.
 - Modification of the subcommittee by request of the faculty member.* The tenure-track or clinical faculty member may ask for a change in the permanent members of the subcommittee with a written request to both the Department Chair and Chairperson of the PTR Committee. This request must be detailed and the specifics of the request will remain confidential. The Department Chair and the PTR chairperson will consult to determine if changing composition of the subcommittee is warranted, and, if so, they shall select a new permanent member. The Department Chair will explain the generalities of the change to the outgoing member of the subcommittee without providing any specifics of the written request.
- Requirements and Expectations of Tenure-track Faculty.** The Subcommittee will meet with a newly appointed faculty member to explain and discuss the Statement of Standards and Expectations for New Tenure-track Faculty (SENTF; available on the FCSM Promotion & Tenure website). The SENTF, syllabi and student/peer evaluations from the 1st semester of teaching are due to the Chair by the 3rd Friday in January. Once the required signatures are obtained, this form

will be placed in the faculty member's permanent tenure file and a copy provided to the faculty member.

iii. **Development of five-year plan.** The Subcommittee will be charged to work with the newly appointed faculty member to develop a specific five-year professional development plan. This plan must contain specific goals appropriate to institutional, departmental, and individual needs regarding teaching, service, and scholarship, and must contain benchmarks that indicate achievement of goals. (For example, a specific goal might be the development of a research program that involves undergraduate and graduate students, and benchmark indicators might be publication of peer-reviewed papers in area of specialty, presentations at scientific meetings, and receipt of extramural funding.) This plan must be developed by the end of the third Friday in April of 1st full year and will be subject to approval by the Promotion and Tenure Committee as a whole.

iv. **Classroom observation.** The Chair of the PTR Committee will determine which faculty will participate in classroom teaching observations in a given semester. Observations will be arranged by the Chair of the PTR Committee but the Subcommittee Chair has the responsibility of ensuring that their probationary faculty are scheduled for an observation when required. The faculty selected and the TT or Clinical faculty member will mutually agree upon the time and dates of the observations. In any event, the TT or clinical faculty member must be given an advance notice of at least one week. Each subcommittee Chair will normally participate in one observation with at least one additional promoted faculty present at each visit. Following the classroom observation, each observer will prepare a separate written report evaluating faculty performance (Peer Evaluation form located on FCSM website). Evaluation should include examination of course materials such as syllabus, exams, etc. Following the classroom observation, the subcommittee will meet with the probationary faculty member to discuss the classroom observation report that will be provided to the Promotion and Tenure Committee.

v. **Report to the PTR Committee.** The tenure subcommittee will report to the PTR as a whole on the newly appointed faculty member by the dates established by the University Calendar (See Appendix X-Important Dates). The PTR will discuss and vote to approve the newly appointed faculty member's five-year plan in the spring or second semester following appointment. Approval will require acceptance by two-thirds of all committee members present and voting. Upon approval, the five-year plan will be used to evaluate the newly appointed faculty member throughout their probationary period, and cannot be altered without mutual approval of the faculty member and two-thirds of the PTR Committee. In the event the PTR Committee does not approve the five-year plan, the tenure subcommittee will work with the newly appointed faculty member to develop a revised five-year plan to be brought to the PTR Committee by the start of the following semester. The approved five-year plan will be added to the candidate's permanent tenure file.

vi. **Spring classroom observation.** A newly appointed faculty member must be observed in the classroom in each of the first two semesters of their appointment. In the second semester, at least two new representatives of the PTR committee will replace the faculty mentor and the rotating member(s) on the PTR subcommittee. Observations and evaluation will be conducted as described previously.

vii. **First Year Tenure-Track Faculty Review.** The first-year faculty will submit SENTF, CV, course syllabi, student and peer evaluations to the department chair who will review the information, 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. Decisions on reappointment or non-reappointment of first-year faculty shall be conveyed to the Dean and Provost.

viii. **Annual Review.** In the second year of a tenure-track or clinical faculty member's appointment, and every year thereafter during the probationary period, the PTR subcommittee will conduct an annual review of that faculty member's progress. Committee members will examine the Annual Report of the probationary faculty member from the previous year and compare this with the goals and benchmarks stated in the five-year plan. Additional material supporting the Annual Report may be included in this review. The subcommittee chair may schedule a meeting of the subcommittee with the probationary faculty member to aid in gathering information. The

subcommittee must prepare a report detailing their assessment of the probationary faculty member's professional development. The classroom observation results from the previous spring should be included in this report. This annual review must be completed and presented to the PTR Committee by the 4th Friday in September.

- ix. **PTR Committee assessment and reappointment decision.** The subcommittee will present its annual review to the PTR Committee as a whole by the dates established by the 4th Friday in September. The oral report will be discussed, and either approved or modified, as deemed appropriate by PTR Committee. The final version must be acceptable to two-thirds of the PTR committee present and voting. Following acceptance of the oral report, the PTR Committee will vote on the reappointment of the tenure-track faculty member following the voting guidelines and a written report prepared. A two-thirds majority positive vote of those voting is necessary to recommend reappointment. The final version of the report will be provided to the probationary faculty member. The Chairs of the subcommittee will meet with the faculty member to explain the position of the PTR Committee. The probationary faculty member, the chairperson of the PTR Committee, the Chairs of the tenure subcommittee, and the Departmental Chair, must all sign this final version of the annual review. The signed annual review will be added to the candidate's permanent file. The recommendation for reappointment will be recorded on the DSR form to be submitted to the College PTR Committee, by the second Friday in November.
- x. **Non-reappointment.** Negative recommendations at any level regarding the annual review, promotion, tenure, reappointment and/or the comprehensive five-year review shall be delivered in writing in person or sent by the secure file delivery system (FDS) to the faculty member's last known address by the administrator at the appropriate level no later than the date on which reports are to be distributed to the faculty member according to the university PTR calendar. The chair has responsibility for conveyance of any recommendation made at the departmental level, and the Dean has responsibility for conveyance of any recommendation made at the college level. The Provost has responsibility for conveyance of any decision rendered by the Provost.
- xi. **Appeals.** The process for appeals of the PTR Committee follow those of the FCSM, and are outlined on the FCSM Promotion and Tenure website.
- xii. **Continued classroom observation.** Tenure-track and clinical faculty must be observed in the classroom, each year, throughout their probationary period. In addition, probationary faculty member must be observed in any new course he/she teaches. The Chair of the tenure subcommittee will arrange for classroom observations as described previously (see #IV above) and the Chair of the PTR Committee will then assign the observers. Observations will take place during the spring semester unless a new course is offered initially in the Fall semester. Each spring, the non-permanent members of the tenure subcommittee will be replaced so that many members of the PTR Committee have the opportunity to participate in a probationary faculty member's evaluation.
- xiii. **Third-year review:** 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 and clinical faculty. The purpose of the review is to serve an advisory and mentoring function for the faculty member. The review will be done in concert with the Guidelines for Development of Departmental Standards and Expectations for Teaching, Scholarship and Service, as described in the Towson University Faculty Handbook. Candidates will be evaluated on three primary dimensions: Teaching, Scholarship and Service. As noted below, department committee evaluations of a candidate's interim progress will become part of the faculty member's file at the department level and shared with the Dean; however, it will not be forwarded to either the college PTR committee or the provost.
 1. Dossier: At the conclusion of the Fall semester during a candidate's third year at Towson University, tenure track and clinical faculty should prepare a dossier of activities for evaluation by the department's PTR committee according to the instructions on the FCSM Promotion and Tenure webpages.

2. Third-year evaluation: The PTR committee will assess the third-year review candidate and will produce a clear statement of progress toward tenure or promotion. All documentation is due to the Chair of the PTR Committee by the dates established by the University Calendar. The committee's evaluation will be presented to the candidate both in writing and in a face to face meeting with the department Chair and the Chair of the PTR Committee. This feedback also will be shared with the Dean. The faculty member should receive feedback related to teaching, scholarship and service in detail deemed sufficient by the department. A three-level scale provides a guideline for evaluation:
 - a. *Superior progress*. Performance in teaching, scholarship and service, that projects excellent progress towards tenure or promotion.
 - b. *Satisfactory progress*. Developing towards excellence in teaching and scholarly productivity with satisfactory service. The department has determined that progress towards tenure or promotion is satisfactory but improvements may be needed.
 - c. *Unsatisfactory progress*. Change by the faculty across one or more dimensions is necessary. This means that continued performance at this level is unlikely to result in a favorable tenure decision or promotion.

5. Methods of Evaluation for Reappointment and Promotion of Lecturers: The department is following the guidelines adopted by the university in 2022 that may be found at:
<https://www.towson.edu/about/administration/policies/02-01-05-policy-appointment-rank-promotion-lecturers.html>

6. Tenure Recommendation Procedures

- A. Tenure review will follow the calendars of the University committees.
- B. The tenure review normally occurs in the penultimate year of the probationary period. The department may, in exceptional circumstances and at the request of the tenure track faculty, make a tenure recommendation earlier than the normal tenure review date.
- C. Prior to the meeting at which the ballot will be cast, the candidate's dossier containing annual reports and observer evaluations from his/her years of probation will be made available to PTR Committee members. Faculty Tenure/Promotion dossiers must be submitted to the Department Chair or designees by the third Friday in June. However, faculty may update their dossier until the third Friday in September with outcomes regarding work done prior to June 1.
- D. Votes will be cast in the form of a closed ballot, signed with the Towson University ID number, and dated by the voting member, and tallied by the committee secretary. The committee chair shall forward a signed, dated report of the results of the vote and the committee's recommendations to the next level of review. The secret ballots shall not be included in the faculty evaluation portfolio, but shall be forwarded under separate cover to the Provost, to be preserved with the tenure and promotion file for three (3) years following the faculty member's termination or resignation from the university. To be recommended for tenure within the Department of Biological Sciences, at least two-thirds of the PTR Committee members present must approve the recommendation.
- E. In the event of a decision not to recommend tenure, notice shall be delivered in person or sent by certified mail to the faculty member's last known address by the administrator at the appropriate level no later than the date on which reports are to be distributed to the faculty member according to the university PTR calendar. The chair has responsibility for conveyance of any recommendation made at the departmental level and the Dean has responsibility for conveyance of any recommendation made at the college level. The Provost has responsibility for conveyance of any decision rendered by the Provost.
- F. Appeals of the final decision of the PTR Committee follow the process outlined in the FCSM Promotion and Tenure Guidelines.

7. Promotion Recommendation Procedures

- A. The Calendar of the promotions process follows the dates established by the University.
- B. Documents required are outlined in the Fisher College of Science and Mathematics (FCSM) Promotion & Tenure Guidelines online.
- C. Letters of Evaluation from external reviewers are required for Promotion to Professor, but not for promotion to Full Clinical Professor.

Letters of evaluation from external reviewers will be solicited from outside the University pursuant to the Guidelines approved by the Faculty Senate. In general, external evaluators should not be current or former mentors, students or collaborators within the past five years, nor should they pose other significant potential conflicts of interest. Candidates may also submit names of those persons that they prefer NOT be asked to write an evaluation. The external evaluation will address the candidate's scholarship, teaching and service as it relates to the candidate's promotion to Professor. The letters will remain confidential and will not be made available to the faculty member. These letters will not be included in the faculty evaluation portfolio.

The external reviewer procedure is detailed in the FCSM Promotion and Tenure Guidelines document.

8. Comprehensive review

A. Selection of faculty for review

- i. Faculty are to be reviewed five years after being granted tenure and at least every fifth year thereafter.
- ii. Clinical faculty are to be reviewed three years after being granted promotion and every three years thereafter.
- iii. Faculty are to be reviewed in the event that, when evaluating the faculty member for merit, an Unsatisfactory rating was given in the same area (i.e., teaching, service or scholarship) for two consecutive years. The review is to be made in the year following the second unsatisfactory evaluation.
- iv. Schedule for reviews will be updated by the Chair of the PTR Committee yearly and made available to faculty.

B. Documents used in evaluation

- i. Faculty up for comprehensive review will submit a dossier as an electronic portfolio, as indicated in the FCSM Promotion and Tenure Guidelines.
- ii. The PTR sub-Committee will add to the dossier their evaluation of teaching based on the observation that they will make.

C. Procedure

- i. The Chair of the PTR Committee appoints two or three tenured PTR Committee members to serve on a subcommittee for the comprehensive review of a faculty member.
- ii. The subcommittee arranges for and makes classroom observation of the faculty, prepares a teaching evaluation, reviews the dossier provided by faculty, and prepares a written comprehensive evaluation of performance in the areas of teaching, scholarship, and service. This evaluation must clearly indicate whether the subcommittee finds performance in these areas “acceptable” or “unacceptable” and must contain a detailed, explanation of why the faculty member’s performance is being evaluated as such.
- iii. The written evaluation is read and discussed by full PTR Committee and amended as appropriate.
- iv. The subcommittee report is delivered to the full PTR Committee by the 4th Friday in September. The full committee then votes, by secret ballot, as to whether they Approve or Disapprove of the recommendations and a written report prepared. A majority of committee members must agree to send the written evaluation to the College in its current form. In the event that such a majority is not obtained, further discussion, revision of the written recommendation, and voting will ensue until such majority is reached.

- v. As per TU Policy, all votes regarding comprehensive reviews taken by any committee shall be by secret ballot, signed with the Towson University ID number, dated by the voting member, and tallied by the committee secretary. The committee chair shall forward a signed, dated report of the results of the vote and the committee's recommendations to the next level of review. The secret ballots shall not be included in the faculty evaluation portfolio, but shall be sent under separate cover to the Provost, to be preserved with the tenure and promotion file until three (3) years following the faculty member's termination or resignation from the university. No committee member shall abstain from voting unless the Provost authorizes such abstention based for good cause, including an impermissible conflict of interest.
- vi. Committee members disapproving of the majority's evaluation may singly or collectively prepare their own evaluation or a rebuttal to the majority's evaluation and add it to the faculty member's dossier alongside the majority evaluation.
- vii. The Chair and/or Secretary of the PTR Committee will provide a copy of each written evaluation (including minority evaluations/rebuttal) to the faculty member. The committee will also report, in writing, the number of committee members that voted to Approve or Disapprove of the majority's evaluation (i.e., the size of the majority). All written evaluations are to be signed by the faculty member and returned to the PTR Committee secretary or designee. Specifically, the faculty member will sign and date a statement indicating that s/he has read the evaluation. This signature is not intended to indicate agreement with the evaluation. Failure to sign shall not prevent any document from being forwarded to the next evaluation level.
- viii. If a majority of faculty members deem a faculty member's performance in any area (teaching, service, or scholarship) "unacceptable", then this will be considered a negative evaluation. Negative evaluations must be delivered in person by the department chairperson or sent by certified mail to the faculty member's last known address. A negative evaluation that is not overturned on appeal, automatically triggers 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. Details are provided in the University's PTR policies and procedures document.
- ix. In the event that the faculty member under review wants to challenge, rebut, or appeal the committee's evaluation, they must follow procedures outlined in the FCSM Promotion and Tenure Guidelines.

9. Important Dates:

April Faculty Meeting: Elect PTR Committee officers (due the 1st Friday of May, so can be delayed until the May faculty meeting if scheduled before then).

Third Monday of May: Chair of the Department forwards a list of ten potential external reviewers to evaluate candidates for promotion to Professor. Five of these names originate from the candidate and five from the Chair of the Department.

The Third Friday in June: All faculty members submit an evaluation portfolio to the department chair.

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

Candidates for Professor submit their electronic files for external evaluators to the Dean's office.

The Third Friday in September: Deadline for faculty to notify department chair of intention to submit materials for promotion and/or tenure in the next Academic Year.

Final date for faculty to add information to update their evaluation portfolio for work that was completed before June 1

External review letters for promotion to Professor will be forwarded from the Dean's office to the department PTR committee for departmental review.

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: Department PTR committee's reports with recommendations and vote count on all faculty members are submitted to the department chairperson.

The Fourth Friday in October: 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.

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.

The First Friday in December: Department PTR documents are delivered to the college PTR committee if any changes have been made.

The Third Friday in January: All documentation for the third-year review of tenure-track and clinical faculty is submitted by the faculty member to the department chairperson.

First-year tenure-track faculty submit an evaluation portfolio inclusive of SENTF, syllabi, and student/peer evaluations for the Fall semester to the department chairperson.

The First Friday in February: 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.

Chair makes recommendation on reappointment of first-year tenure-track faculty

The Second Friday in February: Department documents concerning promotion, tenure and reappointment, (with an approval form signed by all current faculty members) are submitted to the University PTR committee.

The dean will deliver any negative decision at the FCSM level in person or by certified mail to the faculty member's home.

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

The Third Friday in February: The department PTR committee reviews the negative recommendation of the chair for first year faculty and delivers its recommendation to the first-year faculty, chair, and dean.

The Fourth Friday in February: The FCSM Dean's review and recommendation of the first-year faculty is delivered to the first year faculty, chair, department PTR committee, and Provost

March 1: First year faculty must be notified of non-reappointment by written notification from the University President.

First Friday in March: 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 is conveyed to the faculty member, department and college PTR committee chairpersons, department chairperson, and dean of the college.

10. Evaluation and Revision of Policies for Promotion, Tenure and Reappointment

A. Three Year Review

- i. Every three years the PTR Committee will conduct a complete review of this document with input from the faculty.
- ii. The document, whether or not revisions have been made, will be distributed to all tenured, tenure-track, clinical faculty and lecturers who were evaluated by the Committee the previous year, at least ten (10) business days prior to the first Friday in November.
- iii. The document will be presented to faculty for discussion, revision, and approval by a simple majority vote at the November department meeting. With the exception of faculty who are on leave from the department, the signature of each tenured, tenure-track, clinical faculty or lecturer who was evaluated by the Committee the previous year on the Approval Form will signify that s/he has voted on the documents.

B. The Committee may, in any year, call for specific revisions.

C. The revised policies will be submitted to the FCSM PTR committee for approval by the first Friday in December.

11. Process for Merit Evaluation and Appeals

The department is following the procedure adopted by the university in 2022 that may be found at:
<https://www.towson.edu/about/administration/senate/committees/fulltimefacultymeritprocess2023.pdf>