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3 **DEPARTMENT OF PHYSICS, ASTRONOMY & GEOSCIENCES**
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5
6 **PROMOTION, TENURE, REAPPOINTMENT and MERIT DOCUMENT**
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8 Approved November 28, 2023
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This document describes the standards, procedures, and processes of the Department of Physics, Astronomy & Geosciences (PAGS) in reappointment, tenure, promotion, comprehensive review, and merit, under the guidelines set forth in the Towson University Policy on Appointment, Rank and Tenure of Faculty (ART). Any contradiction between this document and the ART or FCSM PTR document shall be resolved in favor of those documents. All full-time faculty, tenured, tenure track, lecturer, and visiting, are covered, but the applicability of some items are limited by the terms of appointment.

I. Department of Physics, Astronomy & Geosciences Standards and Expectations

Instruction

1. Classes should be met and dismissed promptly. If class cancelations are necessary, the department chair and office staff must be notified in advance. Provision should be made for suitable alternate activities when classes cannot be met.
2. Laboratory sessions should have the instructor in attendance at all times when they are regarded as equivalent in contact hours to lecture or discussion meetings. Other kinds of arrangements should be made in advance of schedule preparation.
3. All materials submitted by students will be evaluated and made available to students in a timely manner. Final exams do not need to be returned, but must be retained for at least one year.
4. Instructors are obliged during the first week of classes to explain the system of evaluation that will be employed. Clear evaluation criteria should also be specified in the course syllabus, including course goals and learning outcomes, particularly for Gen Ed./Core courses.
5. Department members should show understanding and consideration for the activities of their colleagues. They should honor colleagues' scheduled meetings, equipment needs, requests for legitimate funds, and requests for support from non-teaching personnel.
6. Assisting students outside regular class meeting times is part of the teaching load.
7. Departmental or group standards for course work will be met, or formal approval for departure from them obtained prior to deviation. This is to be interpreted in the most liberal way possible.
8. Students and colleagues should be treated with elementary courtesy; appointments kept; insults avoided; etc.
9. Department members should actively attempt to improve the quality of teaching/learning in their own courses and in the department as a whole. A conscious effort should be made to uncover and resolve impediments to learning, both of an intellectual and a material sort. Department members are expected to continually improve both in scope and depth of one's own knowledge.
10. The statement concerning teaching effectiveness is in the University ART document, section 46 II.C.2.

Scholarship

1. Commensurate with workload expectations, department members are expected to contribute to the advancement of knowledge in their disciplines. It is through the scholarship of the faculty that knowledge and skills within a discipline are enhanced or extended.
2. Department members should recognize that scholarship takes many forms ([see FCSM PTR document, section III.B.](#)) depending upon discipline and scholarly focus. Scholarship is not limited to basic or applied research in a discipline.

Service

1. One of the prices of freedom is the assumption of onerous administrative and decision-making responsibilities. Each department member is expected to share in the day-to-day, mundane, routine, irksome tasks necessary to the functioning of the department. This means attending announced meetings, performing agreed-to responsibilities and even, once in a while, going along with a procedure not to one's liking. Faculty should come prepared to meetings and meetings should be run in an efficient manner.
2. Similarly, each department member is expected to share in the governance of the college and university. Service on college and university committees, accepting nomination to elected posts, voting in elections, and attendance at hearings on matters of concern are all ways of participating.
3. The basic levels of fulfillment of service to the discipline and University are described in the University ART document, section III.B.

Milieu, Tenor, Tone

1. Each department member is expected, normally and with tolerance of eccentricities, to contribute to and exemplify a general sense of personal worth, commitment to principle, and the notion that what occurs in the Department of Physics, Astronomy & Geosciences at Towson University is important.
2. Department members should encourage in students and colleagues the desire to work to high standards.

Other

1. Each department member's work at Towson will be their primary professional responsibility.
2. Tenure will not be considered for any person without a terminal degree.
3. Each new faculty member shall be assigned a mentor who will assist and/or advise in PTR matters or other professional concerns.

Confidentiality

All deliberations pertaining to annual faculty evaluations, reappointment, merit, tenure, promotion, third year review, and comprehensive review at all levels shall be confidential.

II. Department of Physics, Astronomy & Geosciences PTR Governance Structure

The department PTR governance structure consists of a Department Promotion, Tenure, and Reappointment Committee (DPTRC) and a PTR Executive Committee.

A. **Department Promotion, Tenure, and Reappointment Committee**

The duty of determining recommendations for reappointment (second-year faculty and beyond), third year review, tenure, promotion, and comprehensive (five year) review for the Department of Physics, Astronomy & Geosciences will be conducted by the Department Promotion, Tenure, and Reappointment Committee (DPTRC).

Composition

The DPTRC consists of all faculty members, regardless of rank, who have *de facto* or *de jure* tenure. The department chairperson shall serve on the DPTRC as a non-voting member.

Duties of DPTRC Chairperson

The Chair of the DPTRC shall:

1. Be responsible for coordinating the department procedures for reappointment, third year review, tenure, promotion, and comprehensive review by:
 - a) Identifying the non-tenured faculty under review and helping assure that the DPTRC meets reappointment, third year review, promotion to associate professor, and tenure procedures and deadlines,
 - b) identifying the tenured faculty under review and helping assure that the DPTRC meets comprehensive review and promotion to full professor procedures and deadlines,
 - c) assisting with the coordination of faculty classroom visits of tenure-track and tenured faculty,
 - d) making sure needed forms and other materials are available,
 - e) preparing the agenda and calling meetings of the DPTRC,
 - f) reminding committee members to read the relevant sections of the department PTR document, the FCSM PTR document, and/or the ART document, and then answering questions about DPTRC procedures
 - g) transferring all tenure, promotion, and comprehensive review portfolios to the Dean's office by the second Friday in November.
2. Act as liaison between the DPTRC, the department members, the College PTR Committee, the University PTRM Committee, the department chair, and any other concerned group.

Duties of the DPTRC Secretary

1. The DPTRC secretary will draft and distribute committee correspondence to faculty and the department chairperson. The DPTRC secretary will also maintain a copy of all correspondences.
2. The DPTRC secretary will record and maintain meeting notes, decision outcomes, and action items of the committee. This shall include voluntarily made signed statements from DPTRC members.
3. The DPTRC secretary will create the signature forms that faculty must sign to indicate that they have received and read the committee's promotion, tenure, reappointment, third year review, and comprehensive review evaluation letters, and help to ensure that the forms are signed.

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152 **B. PTR Executive Committee**
153

154 The Promotion, Tenure, and Reappointment (PTR) Executive Committee oversees all PTR activities
155 in the department.
156

157 Composition
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159 The PTR Executive Committee shall be composed of an Executive Committee Chair, the DPTRC chair,
160 the DPTRC secretary, and the department chair.
161

162 Duties of the Executive Committee Chairperson
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- 164 1. Work with department PTR committee chairpersons to ensure deadlines and responsibilities
165 are met.
166
- 167 2. Coordinate communication across department PTR committees.
168
- 169 3. Serve as a liaison with the college and university PTR committees.
170
- 171 4. Before the first Friday in May, supervise an election meeting for all PTR chair and
172 secretary positions for the upcoming year.
173
- 174 5. After the first Friday in May and before the end of the academic year, meet with the newly
175 elected committee chairs and the department chair to schedule PTR meeting dates for the
176 upcoming year.
177

178 Duties of the Executive Committee
179

- 180 1. The Executive Committee shall review the department PTR document every three (3) years,
181 as required by the UPTRM, and submit evidence of such review to the dean of the college
182 and the university PTRM committee.
183
- 184 2. Outside the 3-year review cycle, revisions can be made to the department PTR document on
185 an as-needed basis.
186
- 187 3. Revisions of the department PTR document will be submitted to all tenured/tenure track
188 faculty for approval by majority vote.
189
- 190 4. The Executive Committee shall formally respond to changes and/or recommendations
191 resulting from the review by the college or university PTRM committee and submit a
192 revised copy for approval.
193
- 194 5. The Executive Committee helps clarify department PTR procedures, when necessary. If
195 further clarification is needed, the Executive Committee shall contact the department
196 representative on the FCSM PTR committee or the college representative on the
197 University PTRM Committee, as appropriate.
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200
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202 **C. Elections**

By the first Friday in May, elections will be held to fill the positions listed in Table 1 for the upcoming year.

Table 1

Position	Electing Body
Chair of the Executive Committee	Full-time tenure or tenure track faculty
Chair of the DPTRC	Full-time tenure or tenure track faculty
Secretary of the DPTRC	Full-time tenure or tenure track faculty

Note: A faculty member may serve as chair of more than one committee.

Elections will be executed using the following procedure.

1. Nominations shall be made from the floor. Absentees may be nominated and elected. All nominees should be tenured faculty. Every tenured member of the Department of Physics, Astronomy & Geosciences shall be expected to stand for election for these positions at the annual election held for this purpose, and serve if elected. *Exceptions:* 1) a department member who has held that position for the previous three years may withdraw from consideration; 2) faculty are not eligible to hold these positions during the year of their sabbatical or other official leaves of absences; 3) or other considerations in consultation with the department chairperson.
2. The membership of the department will elect, from those nominated, the positions for all committees by secret ballot. If a simple majority vote of those present is not received for each chair or secretary position, a run-off secret ballot shall occur between the top two candidates.
3. Votes will be counted by the Executive Committee chairperson and the PAGS department chairperson.
4. Faculty on sabbatical or on official leaves of absence will have full voting privileges provided that they have reviewed the materials and are present for the deliberations.
5. If an elected PTR officer retires or is approved to go on leave, a special election shall be held as soon as possible to find a replacement.

III. Criteria and Methods for Faculty Evaluations

The Department of Physics, Astronomy & Geosciences follows the criteria for teaching, scholarship and service evaluation set forth in Section III for Promotion and Tenure and IX for Merit of the FCSM PTR Policies, Procedures, Criteria and Standards document. The statements below clarify the ways in which the Department of Physics, Astronomy & Geosciences manages and interprets the evaluation of faculty with respect to teaching, scholarship, and service beyond what is included in the Towson University Policy on Appointment, Rank, and Tenure of Faculty (a.k.a. TU ART Document) and the Fisher College of Science and Mathematics Promotion, Tenure/Reappointment, and Merit Committee Policies Procedures, Criteria, and Standards (a.k.a. [FCSM PTR document](#)).

Teaching

- 247 1. Evaluations by departmental peers are required pieces of evidence to substantiate
248 teaching effectiveness as noted in the TU ART and FCSM PTR documents. The means
249 by which the Department of Physics, Astronomy & Geosciences generates these reports for
250 tenured/tenure-track faculty members and lecturers is as follows:
251
- 252 a) The Assistant Chair will assign visitors for lecturers. Tenure-track and tenured faculty will
253 arrange visits to their own classes themselves. In the first three years, faculty mentors may
254 assist in this process.
 - 255 b) All visits will be conducted by tenured members of the department.
 - 256 c) The date of the visit shall be arranged at least one week in advance of the class period.
 - 257 d) The visited and visiting faculty members will communicate at least one day prior to the
258 class period so that the visited member may discuss philosophy and objectives for the
259 course and provide a syllabus and materials relevant to the class, to all observers.
 - 260 e) For each classroom visit, the visiting faculty member should fill out the Classroom
261 Visitation Report in Section VIII of this document.
 - 262 f) Within one week after the visit, an open and professional post-visit conference will be held
263 to discuss the observations made by the visiting faculty members. At this time, each
264 visitor's proposed report will be discussed.
 - 265 g) Within two weeks after the visit, each visiting faculty member will have completed the
266 visitation process and placed the Classroom Visitation Report, signed by both visitor and
267 visited, into the visited faculty member's PTR portfolio. The visited faculty member will
268 also receive a copy of this report.
 - 269 h) Each lecturer will be visited at least once per semester by two full time-faculty members at
270 a time for the first 3 years. After the third year, each lecturer will be visited at least once
271 each year. The number of visiting faculty members (1-2) will be determined by the
272 lecturer. The frequency of visits may decrease to twice every 5 years for Lecturer II and III
273 faculty.
 - 274 i) In the first three years, each tenure-track faculty member will be visited at least twice each
275 year (once per semester) by two tenured faculty members at a time. If possible the visits
276 should occur in two different classes and be made by two different pairs of observers. After
277 the third year, each tenure-track faculty member will be visited at least twice each year
278 (once per semester). The number of visiting faculty members (1-2) will be determined by
279 the tenure-track faculty member.
 - 280 j) Each tenured faculty member will be visited at least twice in every five year post-tenure
281 review period. The number of visiting faculty members (1-2) will be determined by the
282 faculty member. Faculty members should ensure that they have been visited at least one
283 time in the two years prior to their application for promotion to Full Professor and at least
284 one time in the year prior to each comprehensive five year review.
- 285
- 286 2. Evaluation by Students: The [FCSM PTR document](#) specifies that the following are to be
287 included as evidence to substantiate teaching effectiveness: qualitative comments and
288 quantitative student evaluation scores, course syllabi, and copies of signed reports of peer
289 observations of teaching. These documents must be included in all PTR portfolios.
290

291 Scholarship

292

293 Each faculty member is expected to engage in a program of scholarly growth which should
294 manifest itself in some form of measurable scholarship (see [FCSM PTR document](#) for examples
295 of forms of measurable scholarship). The type and amount scholarship produced should be
296 appropriate to the practice of the faculty member's discipline within the context of their
297 workload agreement (Annual Workload Plan).

298
299 Service
300

301 Each faculty member is expected to be actively engaged in service to the university (all
302 levels), community, and discipline. The type and amount of service should be appropriate
303 within the context of their workload agreement (Annual Workload Plan).
304

305 **IV. Materials for Faculty Evaluation**
306

307 Annual Report and Workload Plan:
308

309 The Annual Report (AR) and Annual Workload Plan (AWP) are the most important documents in
310 the PTR review process. Each faculty member's AWP describes the performance expectations
311 for that faculty member for the upcoming academic year, and the AR correlates the faculty
312 member's actual performance with the performance expectations (described previously in the
313 AWP) once the performance period is complete. *Note:* For first year faculty, the AWP is replaced
314 by the SENTF.
315

316 The AWP is to be prepared within the time period set forth by the University ART document.
317 The faculty member will discuss their expectations for the coming year with the chair of the
318 department. Agreement must be reached in each area of performance: teaching load,
319 scholarship, and service. (Special considerations for teaching load may need to be discussed
320 earlier when the fall schedule is being prepared.) The chair may make suggestions both as an
321 advisor and to facilitate broader departmental goals. Over time, a faculty member's emphasis on
322 teaching, scholarship, and service may shift, resulting in a different professional profile.
323 Furthermore, the faculty member's profile may change because of the needs of the Department
324 and University.
325

326 Should the department chair and the faculty member be unable to reach an agreement on the
327 AWP, then a special meeting with the group coordinator (or other senior member of that group
328 agreed upon by faculty member and department chair) should be called to mediate the process.
329 Should that effort prove fruitless, the dean of the college (who is a signatory to the AWP) shall
330 arbitrate.
331

332 At the end of the performance period, each faculty member prepares their AR within the time
333 period set forth by the University ART document.
334

335 Preparing materials for PTR review.
336

337 Each faculty member will make available for review the AR, AWP, and other supporting
338 documents. In preparing the review materials, the faculty member must adhere to the same
339 preparation guidelines that are used for a FCSM Promotion and Tenure Evaluation Portfolio.
340 See the [Instructions for the Fisher College of Science and Mathematics \(FCSM\) Promotion and](#)
341 [Tenure Evaluation Portfolio](#).
342

- 343 1. Each year, every faculty member must prepare an electronic merit portfolio that only
344 includes documents pertinent to the previous year.
- 345 2. Faculty members who are undergoing a multi-year review (i.e., reappointment, promotion,
346 tenure, third year review, comprehensive review) must also prepare an electronic cumulative
347 PTR portfolio that includes all documents pertinent to the review period.

348 **V. Evaluation of Faculty**

350 **A. General Procedures**

- 351
- 352 1. A quorum must be present at all committee meetings to conduct business. A quorum shall be
- 353 67% of the committee membership not on sabbatical or other approved leave. Committee
- 354 members on sabbatical or other approved leave may attend the committee meeting but are not
- 355 counted towards quorum.
- 356
- 357 2. PTR votes are secret ballots cast in accordance with policies set forth by the University
- 358 ART document. A majority vote (more than 50%) of the members present determines the
- 359 outcome of the vote.
- 360
- 361 3. In accordance with the ART, each faculty member is expected to submit an electronic PTR
- 362 portfolio by the third Friday in June. The only new information that can be added to the
- 363 portfolio after the June deadline is new information that has become available about the
- 364 previously completed work. Example: A journal article submitted before the June
- 365 deadline is accepted for publication in August, so the PTR portfolio may be updated prior to
- 366 the third Friday in September to reflect the article's acceptance.
- 367
- 368 4. Certain letters and forms shall not be considered in future PTR evaluations, and therefore
- 369 shall not be included in PTR portfolios. Specifically, faculty shall not include third year review
- 370 letters, reappointment letters, or merit forms in their PTR portfolios.
- 371
- 372 5. Faculty who are absent from PTR committee meetings may not vote by proxy, as stated in
- 373 the ART.
- 374
- 375 6. Votes are counted and announced during the PTR meetings, immediately after the votes
- 376 are complete. Example: Tenure votes conducted by the DPTRC are counted and announced
- 377 during the committee meetings.
- 378
- 379 7. Prior to the 2nd Friday in October, (i) drafts of all PTR letters and forms should be examined
- 380 for factual accuracy by the faculty under review, and (ii) factual inaccuracies should be
- 381 reported by the faculty under review to the relevant committees.
- 382
- 383 In accordance with the ART, for every type of PTR evaluation, faculty members must sign
- 384 a form stating that they have received and read the final written evaluation. This applies
- 385 to reappointment letters, third year review letters, promotion and tenure
- 386 recommendations, and comprehensive review letters. Signature sheets will be created by the
- 387 DPTRC secretary, and kept in the department office, for this purpose.
- 388
- 389 8. In cases where a PTR committee chair needs clarification about a policy or procedure,
- 390 the committee should contact the Executive Committee chair, who in turn will discuss the
- 391 matter with the Executive Committee. If further clarification is required, the Executive
- 392 Committee will contact either the department representative on the FCSM PTR committee or
- 393 the college representative on the UPTRM committee, as appropriate.
- 394
- 395 9. For any PTR evaluation, if there are dissenting or minority viewpoints, these must be
- 396 expressed within the body of the committee's letter (for instance, in a separate paragraph) if
- 397 the minority feels strongly that their views should be included. However, the letter as a
- 398 whole should be weighted to be consistent with the tenor of the discussion and the

distribution of the vote.

B. Reappointment

The Review Procedures: First-Year Faculty

For first-year faculty, the execution of the reappointment process is the responsibility of the department chair.

Timeline:

The Third Friday in January	First-year tenure-track faculty submit relevant reappointment documentation electronically: SENTF, CV, syllabi, and student and peer evaluations.
The First Friday in February	Department Chair, after reviewing documentation and meeting with first-year tenure-track faculty member, makes a recommendation for reappointment or non-reappointment. If the decision is reappointment, Department Chair notifies faculty member and Dean. If the decision is non-reappointment, Department Chair notifies faculty member, Dean, and department PTR committee and forwards all relevant documentation to the department PTR committee and the Dean.
The Third Friday in February	<p>If the chair made a non-reappointment decision:</p> <ul style="list-style-type: none">• If the department PTR committee decision is reappointment, the committee notifies faculty member, Chair, and Dean.• If the department PTR committee decision is also for non-reappointment, the department PTR committee notifies faculty member, Chair, Dean. The faculty member can begin to prepare their appeal to the President.
The Fourth Friday in February	Dean shares their reappointment recommendation with faculty member, Department Chair, Department PTR Committee, and Provost. Provost makes their recommendation to the President by March 1.
March 1	First year faculty must be notified of non-reappointment by written notification from the University President. If non-reappointment, the faculty member can present their appeal to the President.

The Review Procedures: Faculty in their Second Year and Beyond

The Department Promotion, Tenure, and Reappointment Committee (DPTRC) is responsible for the reappointment of untenured faculty in their second year and beyond.

1. Tenure track faculty in their second year or beyond should update their electronic cumulative

- 420 PTR portfolio for work that was completed before June 1 by the third Friday in September.
 421 First year faculty should submit their PTR portfolio to the chairperson by the second Friday of
 422 December.
- 423
- 424 2. Each faculty member's cumulative PTR portfolio will be reviewed by all members of
 425 the DPTRC prior to the DPTRC meeting. Members of the committee may contact the faculty
 426 member regarding questions about their portfolio.
- 427 3. The DPTRC will meet to discuss and evaluate the faculty member's teaching, scholarship, and
 428 service performance from the previous academic year (June 1 – May 31) and all previous years
 429 since their initial appointment date. Each faculty member being reviewed should be available
 430 during the meeting time to answer questions which may arise.
- 431 4. The DPTRC will vote using a secret ballot to make a recommendation regarding reappointment
 432 for a particular faculty member.
- 433
- 434 a) A tie vote will result in re-opening the case for further discussion and a new vote on motion
 435 to recommend. In the case of a second tie vote, a recommendation will be made in favor
 436 of reappointment.
- 437 5. One member of the DPTRC, appointed by the chair, shall draft a report of the committee's
 438 recommendation. The draft will be submitted back to the DPTRC for review, after which the
 439 report shall be reviewed by the faculty member for factual accuracy. If there are substantial
 440 factual corrections made to the letter, the DPTRC may choose to reevaluate and revote before
 441 continuing the process. After any factual corrections are made, the final version of the letter will
 442 be submitted to the DPTRC and delivered to the faculty member.
 443

444 Timeline:

445

The Third Friday in June	All faculty members submit an electronic evaluation portfolio to the department chair.
The Third Friday in September	Final date for faculty to add information to update their PTR portfolio for work that was completed before June 1.
The Second Friday in October	DPTRC 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 second through fifth years is added to the faculty member's PTR portfolio and conveyed to the faculty member.
The Second Friday in November	The faculty member's evaluation portfolio, inclusive of the DPTRC written recommendation with record of the vote count, and the written recommendation of the department chairperson, are forwarded by the DPTRC chairperson to the dean's office.

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C. Merit

Each tenure-line faculty member will be evaluated as having demonstrated one of two levels of performance merit during the previous academic year. The results of this evaluation will be used to determine the faculty member's merit-based salary adjustment for the following year. Lecturers and visiting assistant professors with multi-year appointments also receive merit recommendations.

The Review Procedure

1. Electronic merit portfolios are due May 31.
2. Faculty members whose merit portfolios do not contain the following documents may receive a recommendation of “no merit”: completed AR/AWP/CAR/SENTF forms, curriculum vitae, course syllabi for the previous year, qualitative and quantitative student evaluations, and classroom visitation reports (if available for the previous year).
3. By the third Friday in May, faculty will be provided a checklist so that they can determine whether their merit portfolios include the required merit documents (see #2, above). By May 31, each faculty member is responsible for ensuring that a form is signed by the faculty member and the department chair indicating whether or not the faculty member's merit portfolio contains the required documents.
4. Each faculty member's merit portfolio will be reviewed by the department chair, in accordance with the university's merit policy:
<https://www.towson.edu/provost/academicresources/fulltimefacultymeritprocess.pdf>
5. Once the departmental merit recommendations for all faculty have been made, a single Department Merit and Reappointment Binder is prepared for the Dean's Office in accordance with the [FCSM guidelines for Materials to be Submitted for Merit and Reappointment](#).

Duties and Role of the faculty member

1. It is the faculty member's responsibility to familiarize themselves with the review procedures and submit the electronic merit portfolio to the department chair on time.
2. It is the responsibility of the faculty member to verify that the electronic merit portfolio contains all required merit documents. By May 31, the faculty member is responsible for ensuring that a form is signed by the faculty member and the department chair indicating whether or not the faculty member's PTR portfolio contains the required documents.

Timeline

The university timeline for merit shall be followed, including the appeals timeline:

<https://www.towson.edu/provost/academicresources/fulltimefacultymeritprocess.pdf>

D. Third Year Review

The Department Promotion, Tenure, and Reappointment Committee (DPTRC) is responsible for third year review of all faculty in the Department of Physics, Astronomy & Geosciences. Evaluation for third year review shall be based on the standards and expectations for all faculty (Section I above) and those criteria, which are established in the University ART and [FCSM PTR](#) documents.

The Review Procedure

1. For each faculty member, a presenter shall be designated by the DPTRC chairperson. Where possible, the presenter should be the faculty mentor or a member of the discipline. The choice of presenter is subject to veto by either party for justifiable reasons.
2. By the third Friday in January of the third year of a faculty member's appointment, they will prepare a cumulative electronic PTR portfolio covering the full period of appointment for review by the DPTRC.
3. It is the faculty member's responsibility for initiating and ensuring the PTR portfolio is submitted on time. It is the faculty member's responsibility to familiarize themselves with the review procedures, know what documents are required, and to request the presenter's help when clarification is needed.
4. The DPTRC will review the PTR portfolio of the faculty member and convene a meeting to discuss progress toward tenure.
5. The faculty presenter will draft a letter summarizing the recommendations and major points discussed by the DPTRC. The letter will be submitted to the committee for approval or revision, and then sent to the faculty member to check for factual accuracy. If there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate before continuing the process. After any factual corrections, the updated letter will be submitted to the DPTRC chair and delivered to the faculty member.
6. The faculty member will meet with the faculty presenter, the DPTRC chairperson, and the department chairperson to discuss the content of the recommendation letter. The discussion will be led by the DPTRC chairperson, with the department chair providing guidance on implementation of recommendations. The faculty presenter will be present in order to help mentor the faculty member going forward. Upon discussion, any changes agreed to by all parties may be made to the letter.
7. The letter will be submitted to the FCSM dean for review and potential follow-up discussions.

Duties and Role of the faculty member

1. Each faculty member undergoing a third year review shall complete an electronic cumulative PTR portfolio that follows the Instructions for the Fisher College of Science and Mathematics Promotion and Tenure Evaluation Portfolio, including a narrative statement in which the faculty member describes how they have met and integrated teaching, research, and service expectations based on their workload agreements for the period under review. The included materials should address the previous two years and the fall semester of the current year.

2. It is the responsibility of the individual who is being reviewed to:
 - a) Assemble electronically all the completed forms and necessary supporting documentation;
 - b) Check all forms and documentation for completeness and accuracy;
 - c) Give the final completed electronic portfolio to the faculty presenter.
 - d) Participate in a follow-up meeting with their faculty presenter and the department chairperson to discuss the Committee's recommendations with regard to strengthening the tenure evaluation portfolio prior to the tenure decision.

Duties and Role of the faculty presenter

1. The faculty presenter will attempt to communicate with the faculty member as early as possible in the fall semester of the review period to discuss the preparation of the review materials, in order to make a strong portfolio. The presenter communicates again with the faculty member as early as possible the following spring semester in order to attain a complete understanding of the documents to be presented once the portfolio is complete.
2. The faculty presenter shall facilitate the DPTRC's discussion of the faculty member's portfolio and take notes of major issues and points of that discussion. The DPTRC shall instruct the presenter of its wishes with respect to feedback to be given to the faculty member. The faculty presenter shall then draft a letter of feedback for the faculty member regarding the progress of the faculty member towards the tenure decision. This draft should be reflective of the committee's comments. The draft is then to be distributed among the committee members for review and possible revision.
3. After the approval of the committee, the faculty presenter will present the DPTRC evaluation letter to the faculty member prior to the deadline so the letter can be checked for factual accuracy. After any factual corrections, the updated letter will be submitted to the DPTRC chair and delivered to the faculty member by the faculty presenter.
4. The faculty presenter will participate in a meeting with the faculty member and the department chair to discuss the faculty presenter's summary letter and the overall evaluation of the faculty member's portfolio by the DPTRC. Should some aspect of the faculty member's evaluation portfolio be judged lacking by the committee, this will be clearly expressed to the faculty member in a constructive manner, for the purpose of encouraging that faculty member to improve their evaluation portfolio for the future tenure decision.
5. After meeting with the faculty presenter and department chair, the faculty member may request that changes be made to the summary letter prior to submitting the letter to the dean. If changes are agreed to by all parties, the faculty presenter will bring them to the attention of the DPTRC. If approved by the DPTRC, faculty presenter will make the changes to the evaluation letter, submit the final version to the DPTRC chair, and deliver it to the faculty member.

Duties of the members of the DPTRC

1. The DPTRC shall review the electronic portfolios containing all the documents assembled for the committee's use.
2. DPTRC members shall prepare questions or additional comments suggested by their review and by any relevant personal knowledge and in the DPTRC meeting, help the faculty

presenter formulate the letter of feedback for the faculty member.

3. DPTRC members shall decide upon and implement any appropriate follow-up procedures, such as letters, conferences, or conditions to be met by the faculty member in question.

Timeline:

The Third Friday in January	All documentation for the third year review of tenure track faculty is submitted by the faculty member to the department chairperson.
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The First Friday in March	Faculty under third-year review must be provided with written and face-to-face feedback on their performance toward tenure.
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E. Promotion

Recommendations for promotion to associate professor and promotion to full professor shall be determined by the DPTRC. The criteria, procedures, and duties for both forms of promotion are similar. Therefore, the description below applies to both forms of promotion. When differences do occur, the description below will specify the information for each situation.

Evaluation for promotion shall be based on the standards and expectations for all faculty (Section I above) and those criteria that are established in the University ART and [FCSM PTR](#) documents.

Faculty shall be evaluated for promotion as their cases warrant. Whenever recommendations for promotion are made, evaluations at the department and college levels will need to be comprehensive and supported with adequate data.

The Review Procedure

1. For each faculty member, a presenter shall be designated by the DPTRC chairperson. Where possible, the presenter should be a member of the discipline. The choice of presenter is subject to veto by either party for justifiable reasons.
2. It is the faculty member's responsibility for initiating and ensuring the cumulative PTR portfolio is submitted on time. It is the faculty member's responsibility to familiarize themselves with the review procedures, know what documents are required, and to request the presenter's help when clarification is needed.
3. The DPTRC will review all materials and present a recommendation for each faculty member up for promotion to associate or full professor.
4. For faculty members up for promotion to full professor, the DPTRC will formulate a written evaluation on the appropriateness of the source of the external letters (e.g., from a qualified faculty member at a peer institution) and an evaluation of the accuracy of the letters with respect to the candidates' accomplishments. In accordance with the protocol specified in the FCSM PTR and University ART documents, the written evaluation of the external letters is confidential and will not be shared with the candidate, but will be added to the file containing the external letters for consideration by all subsequent reviewers.

5. Once the full evaluation has been completed, the department recommendation will be determined by secret vote of the DPTRC committee, in accordance with criteria specified in the FCSM PTR document. All documents and supporting materials, after being finalized and signed, will then be submitted to the FCSM PTR committee for further review and recommendation.

Duties and Role of the faculty member

1. The faculty member will assemble electronically all necessary documentation specified in the University ART and FCSM PTR documents to support the recommendation. All forms and documentation should be checked for completeness and accuracy.
2. It is the responsibility of the individual who is being recommended to submit the cumulative PTR portfolio to the department chairperson by the third Friday of June, as specified in the University ART calendar. (Note: the faculty member should make a back-up copy of any file material for that individual's private file.)
3. Faculty being considered for promotion to full professor are not eligible to vote during their own deliberations but should participate in (and vote) in the deliberations of other faculty up for promotion to full professor.

Duties and Role of the faculty presenter

1. The faculty presenter will attempt to communicate with the faculty member as early as possible in the fall semester of the review period to attain a complete understanding of the documents to be presented.
2. The presenter shall facilitate the DPTRC's discussion of the faculty member's portfolio and take notes of major issues and points of that discussion. After deliberations are complete, the presenter will produce a draft of the Fisher College of Science and Mathematics Promotion-Tenure Recommendation Form. This draft should be reflective of the committee's comments. The draft is then to be distributed among the committee members for review and possible revision.
3. After the approval of the committee, the faculty presenter will present the DPTRC evaluation letter to the faculty member prior to the deadline so the letter can be checked for factual accuracy. If there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate and revote before continuing the process. After any factual corrections, the final version of the letter will be submitted to the DPTRC chair and delivered to the faculty member by the faculty presenter.

Duties of the members of the DPTRC

1. The DPTRC shall review the electronic PTR portfolios containing all the documents assembled for the committee's use.
2. They shall, through discussion of the submitted PTR portfolio, provide comments and relevant information necessary to help the presenter formulate the approved Fisher College of Science and Mathematics Departmental Promotion-Tenure Recommendation Form.
3. They shall vote on a recommendation concerning promotion for each full-time faculty member

of the department going up for promotion. A vote shall be considered to be decisive (conclusive) when the motion is supported by a majority of the committee members.

a) A tie vote will result in re-opening the case for further discussion and a new vote on motion to recommend. In the case of a second tie vote, a recommendation will be made in favor of promotion.

4. They shall decide upon and implement any appropriate follow-up procedures, such as letters, conferences, or conditions to be met by the faculty member in question.

Timeline

The Third Friday in June	All faculty members submit an electronic evaluation portfolio to the department chair.
The Third Friday in September	Faculty 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 PTR portfolio for work that was completed before June 1.
The Fourth Friday of 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	Reports with recommendations and vote count on all faculty members are submitted to the department chairperson.
The Second Friday in November	The faculty member's PTR portfolio, inclusive of the committee's written recommendation with record of vote count, and the written recommendation of the department chairperson, are forwarded by the DPTRC chair to the dean's office.

F. Tenure

Recommendations for tenure shall be determined by the DPTRC.

Evaluation for tenure shall be based on the standards and expectations for all faculty (Section I above) and those criteria which are established in the University ART and [FCSM PTR](#) documents.

Unless special arrangements have been made, faculty shall be evaluated for tenure in their sixth year of service. Whenever recommendations for tenure are made, evaluations at the department and college levels will need to be comprehensive and supported with adequate data.

The Review Procedure

1. For each faculty member, a presenter shall be designated by the DPTRC. Where possible, the presenter should be a member of the discipline. The choice of presenter is subject to veto by either party for justifiable reasons.

2. It is the faculty member's responsibility for initiating and ensuring the cumulative electronic PTR portfolio is submitted on time. It is the faculty member's responsibility to familiarize themselves with the review procedures, know what documents are required, and to request the presenter's help when clarification is needed.
3. The DPTRC will review all materials and present a recommendation for each faculty member up for tenure. The department recommendation will be determined by secret vote in accordance with criteria specified in the FCSM PTR document. All documents and supporting materials, after being finalized and signed, will then be submitted to the FCSM PTR committee for further review and recommendation.

Duties and Role of the faculty member

1. The faculty member will assemble electronically all necessary documentation specified in the University ART and FCSM PTR documents to support the recommendation. All forms and documentation should be checked for completeness and accuracy.
2. It is the responsibility of the individual who is being recommended to submit the cumulative electronic PTR portfolio to the department chairperson by the third Friday of June, as specified in the University ART calendar. (Note: the faculty member should make a back-up copy of any file material for that individual's private file.)

Duties and Role of the faculty presenter

1. The faculty presenter will attempt to communicate with the faculty member as early as possible in the fall semester of the review period to attain a complete understanding of the documents to be presented.
2. The presenter shall facilitate the DPTRC's discussion of the faculty member's portfolio and take notes of major issues and points of that discussion. After deliberations are complete, the presenter will produce a draft of the Fisher College of Science and Mathematics Promotion-Tenure Recommendation Form. This draft should be reflective of the committee's comments. The draft is then to be distributed among the committee members for review and possible revision.
3. After the approval of the committee, the faculty presenter will present the DPTRC evaluation letter to the faculty member prior to the deadline so the letter can be checked for factual accuracy. If there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate and revote before continuing the process. After any factual corrections, the final version of the letter will be submitted to the DPTRC chair and delivered to the faculty member by the faculty presenter.

Duties of the Members of the DPTRC

1. The DPTRC shall review the electronic PTR portfolios containing all the documents assembled for the committee's use.
2. They shall, through discussion of the submitted PTR portfolio, provide comments and relevant information necessary to help the presenter formulate the approved Fisher College of

Science and Mathematics Departmental Promotion-Tenure Recommendation Form.

3. They shall vote on a recommendation concerning tenure for each full-time faculty member of the department going up for tenure. A vote shall be considered to be decisive (conclusive) when the motion is supported by a majority of the committee members.
 - a) A tie vote will result in re-opening the case for further discussion and a new vote on motion to recommend. In the case of a second tie vote, a recommendation will be made in favor of promotion
4. They shall decide upon and implement any appropriate follow-up procedures, such as letters, conferences, or conditions to be met by the faculty member in question.

Timeline

The Third Friday in June	All faculty members submit an electronic evaluation portfolio to the department chair.
The Third Friday in September	Faculty 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 PTR portfolio for work that was completed before June 1.
The Fourth Friday of 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	DPTRC reports with recommendations and vote count on all faculty members are submitted to the department chairperson.
The Second Friday in November	The faculty member's PTR portfolio, inclusive of the DPTRC written recommendation with record of vote count, and the written recommendation of the department chairperson, are forwarded by the DPTRC chair to the dean's office.

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

The DPTRC is responsible for five-year comprehensive reviews of all faculty in the Department of Physics, Astronomy & Geosciences. Evaluation for five-year review shall be based on the standards and expectations for all faculty (Section I above) and those criteria, which are established in the University ART and [FCSM PTR](#) documents. 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.

The Review Procedure

1. For each faculty member, a presenter shall be designated by the DPTRC chairperson. Where possible, the presenter should be a member of the discipline. The choice of presenter is subject

to veto by either party for justifiable reasons.

2. The faculty member under review shall assemble electronically all PTR portfolio materials for the Five-Year Comprehensive Review as described in Section I B 3.d of the University ART document. The electronic portfolio should be presented to the department chairperson by the third Friday of June.
3. It is the faculty member's responsibility for initiating and ensuring the PTR portfolio is submitted on time. It is the faculty member's responsibility to familiarize themselves with the review procedures, know what documents are required, and to request the presenter's help when clarification is needed.
4. The DPTRC will review all materials and convene a meeting to discuss the portfolio. The committee then makes a recommendation (positive or negative) for each faculty member up for comprehensive review. The department recommendation will be determined by secret vote in accordance with criteria specified in the FCSM PTR document. A vote shall be considered to be decisive (conclusive) when the motion is supported by a majority of the committee members.
 - a) A tie vote will result in re-opening the case for further discussion and a new vote on motion to recommend. In the case of a second tie vote, a recommendation will be made in favor of a positive recommendation.
5. The faculty presenter will draft a letter summarizing the recommendations and major points discussed by the DPTRC. This letter will address all topics outlined in the University ART document. The letter will be submitted to the committee for approval or revision, and then submitted to the faculty member to check for factual accuracy. If there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate and revote before continuing the process.
6. After any factual corrections, the final version of the letter will be submitted to the DPTRC chair, included in the faculty member's PTR portfolio, and delivered to the FCSM dean for review and potential follow-up discussions.
7. Faculty being considered for comprehensive review are not eligible to participate (or vote) in their own deliberations but should participate in (and vote) in the deliberations of others.
8. In the case of a negative review, as stated in the ART:
 - a) 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. The written plan shall be developed by the faculty member and approved by the chair and the dean by the third Friday in June of the Academic Year in which the negative review occurred. The plan shall be signed by the faculty member, chair and dean.
 - b) The plan shall be implemented in the fall semester following approval of the plan. Evidence of improvement must be clearly discernible in evaluation portfolio materials submitted in the next annual review process. Lack of evidence of discernible improvement may result in a formal warning, sanction or termination
 - c) Two (2) consecutive annual reviews indicating the faculty member has not met minimum expectations shall occasion an immediate comprehensive review, which shall be

in addition to those otherwise required by policy.

Duties and Role of the faculty member

1. Each faculty member undergoing a five-year comprehensive review shall complete a cumulative electronic PTR portfolio, consisting of all materials specified in the University ART and FCSM PTR documents. Each significant accomplishment during the review period should be documented and the portfolio should follow the format described in the FCSM PTR document.
2. It is the responsibility of the individual who is being reviewed to:
 - a) Assemble electronically all the completed forms and necessary supporting documentation;
 - b) Check all forms and documentation for completeness and accuracy;
 - c) Give the final completed portfolio to the department chair. (Note the faculty member should make a back-up copy of any file material for that individual's private file.)
 - d) In the case of a negative review, follow the professional development procedures listed in the ART (described above).

Duties and Role of the faculty presenter

1. The faculty presenter will attempt to communicate with the faculty member as early as possible in the fall semester of the review period to attain a complete understanding of the documents to be presented.
2. The presenter shall facilitate the DPTRC's discussion of the faculty member's portfolio and take notes of major issues and points of that discussion. The DPTRC shall instruct the presenter of its wishes with respect to feedback to be given to the faculty member. The faculty presenter shall then draft a letter of feedback for the faculty member regarding the review decision. This draft should be reflective of the committee's comments. The draft is then to be distributed among the committee members for review and possible revision.
3. In the case of a negative review, this fact will be clearly expressed to the faculty member in a constructive manner, for the purpose of encouraging that faculty member to improve their evaluation portfolio for future evaluations.
4. After the approval of the committee, the faculty presenter will present the DPTRC evaluation letter to the faculty member prior to the deadline so the letter can be checked for factual accuracy. If there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate and revote before continuing the process. After any factual corrections, the final version of the letter will be submitted to the DPTRC chair and delivered to the faculty member by the faculty presenter.

Duties of the members of the DPTRC

1. The DPTRC shall review the portfolios containing all the documents assembled for the committee's use.
2. The DPTRC shall vote on a recommendation (positive or negative) for each faculty member up for comprehensive review.

3. DPTRC members shall prepare questions or additional comments suggested by their review and by any relevant personal knowledge and in the DPTRC meeting, help the faculty presenter formulate the letter of feedback for the faculty member.

Timeline

The Third Friday in June	All faculty members submit an electronic evaluation portfolio to the department chair.
The Third Friday in September	Final date for faculty to add information to update their evaluation portfolio for work that was completed before June 1.
The Second Friday in October	The DPTRC's reports with recommendations and vote count on all faculty members are submitted to the department chairperson.

VI. Appeal Procedures

Negative recommendations at any level regarding the annual review, merit, promotion, tenure, reappointment and/or the comprehensive five-year review shall be delivered in writing in person or sent electronically to the faculty member via the university's secure file delivery service (FDS).

1. All appeals shall be made in writing. The timeframe for appeals at all levels is twenty-one (21) calendar days beginning with the date that the negative judgment is delivered in person or the date of the FDS message.
2. There are three (3) types of appeals.
 - a) Substantive appeals refer to perceived errors in judgment by either department PTR committees or the department chairperson with regard to evaluation of the faculty member's performance.
 - i. Merit appeals shall follow the university merit guidelines:
<https://www.towson.edu/provost/academicresources/fulltimefacultymeritprocess.pdf>
 - ii. The FCSM College PTR committee shall serve as the appeals body for promotion and tenure. The University President shall serve as the appeals body for reappointment.
 - iii. Appeals must be delivered in person or by FDS to the appropriate body within twenty-one (21) calendar days of notification of the negative recommendation.
 - iv. The appeal must be in writing, clearly stating the grounds for appeal and must be accompanied by supporting documents. The faculty member may supplement the evaluation portfolio under review with any statement, evidence, or other documentation they believe would present a more valid perspective on their performance.
 - v. Appeals of departmental recommendations shall be copied to the department chair and the department PTR chair.

- vi. All challenge material shall be placed in the evaluation portfolio under review no later than five (5) business days before the evaluation portfolio is due to the FCSM College PTR committee. All material placed in the file, including challenge material, shall become a part of the cumulative expansion of the evaluation portfolio and shall not be removed by subsequent levels of evaluators. The evaluation portfolio under review, with additions, will be forwarded to FCSM PTR committee by the appropriate PAGS DPTR committee chair.
- vii. Within fifteen (15) business days of receipt of a formal appeal with attached materials, the recipient of the appeal (e.g. the FCSM College PTR committee, the university PTRM committee, or the Provost) shall review the case and provide a written response to the substantive appeal. Copies of this letter will be provided to all parties who were copied on the original appeal letter.
- viii. Recommendations made by the Provost may be appealed to the President whose decision is final.
- b) Procedural appeals relate to alleged errors in the procedures followed in the review, recommendation and notification process, and shall follow the procedures below.
- i. Procedural appeals shall be made to the University PTRM committee.
- ii. The appeal must be in writing or via FDS, clearly stating the alleged procedural error(s). The appeal shall be accompanied by supporting documents and should be delivered by FDS or in person to the FCSM dean, Provost, or UPTRM chair within twenty-one (21) calendar days of having been notified of the negative recommendation.
- iii. Appeals of department recommendations shall be copied to the department chair, the department PTR chair, the FCSM dean and the university PTRM committee chair.
- iv. Within fifteen (15) business days of receipt of a formal appeal with attached materials, the university PTRM committee shall review the case and provide a written response. Copies of this response will be provided to all parties who were copied on the original appeal letter.
- v. Recommendations of the university PTRM committee may be appealed to the President whose decision shall be final. The chair of the university PTRM committee will monitor the appeal process.
- c) Appeals alleging unlawful discrimination in race, color, religion, age, national origin, gender, sexual orientation and disability shall follow the specific procedures described in Towson University policy 06-01.00 —Prohibiting Discrimination on the basis of Race, Color, Religion, Age, National Origin, Sex and Disability.
4. The President's decision on reappointment, tenure, promotion and comprehensive five-year review shall be final. The Provost's decision on merit shall be final.

VII. PTRM Calendar

The First Friday in May

The Department Promotion, Tenure, and Reappointment Committee (DPTRC) is formed (elections for membership on the college committee are already completed).

- 1008 **The Third Friday in May**
1009 Faculty are provided a checklist to determine whether their merit portfolios contain the required merit
1010 documents.
1011
- 1012 **May 31**
1013 A form is signed by each faculty member and the department chair indicating whether or not the
1014 faculty member's merit portfolio contains the required merit documents listed in the ART.
- 1015 **The Third Friday in June**
1016 1. All PTR portfolios must be submitted to the department chairperson or designee(s).

1017 2. All faculty members with a negative comprehensive review must have final approval by chair
1018 and dean of the written professional development plan.
1019
1020 3. The PTR Executive Committee shall review this document every three (3) years and submit
1021 evidence of such review to the dean of the college and the university PTR committee.
1022
- 1023 **The First Business Day in July**
1024 Department chair sends the dean all completed merit forms, and copies the faculty.
- 1025 **The First Friday in September**
1026 Department chair approves the list of additional faculty to be considered for inclusion in the
1027 department PTR committees.
1028
- 1029 **The Second Friday in September**
1030 To appeal the department chair's no merit decision, the faculty member will provide to the DPTRC
1031 (copying the department chair) the merit form, including the chair's rationale, and a written rebuttal of
1032 the chair's decision.
1033
- 1034 **The Third Friday in September**
1035 1. Final date for faculty to add information to update their evaluation portfolio for work
1036 completed before June 1 unless the schedule for review is modified pursuant to Section
1037 III.D.4.a of the ART document.
1038
1039 2. First year faculty members must finalize the Statement on Standards and Expectations for
1040 New Tenure-Track Faculty (SENTF) with the department chairperson.

1041 3. In the academic year preceding the academic year in which a faculty member intends to
1042 submit material for promotion and/or tenure, the faculty member shall notify the chair of the
1043 department of their intention.
1044
1045 4. Approval of non-department PTR members, if any.
1046
- 1047 **The Fourth Friday in September**
1048 1. Department chairperson notifies department faculty, dean, and Provost of any department
1049 faculty member's intention to be reviewed for promotion and/or tenure in the next academic
1050 year.

1051 2. In the case of an appeal of a no merit decision, the DPTRC will render a written decision to
1052 the dean, copying the faculty member and the department chair.
1053
- 1054 **The Second Friday in October**
1055 1. The reports of the PTR committees, with recommendations and vote count on all faculty

1056 members, are submitted to the department chairperson.

1057 2. In the case of an appeal of a no merit decision, the dean will review the materials submitted
1058 by the faculty member, the chairperson, and the department PTR committee. The dean will
1059 notify the faculty member, the PTR committee chair, and the department chairperson of their
1060 decision. Positive decisions by the dean should be reported to the Provost Budget Office
1061 (PBO) and will result in retroactive payment to the faculty member.

1062 **The Fourth Friday in October**

- 1063 1. Department chairperson's written evaluation for faculty considered for reappointment in the
1064 second through fifth years, promotion, tenure, and comprehensive five-year review is added
1065 to the faculty member's evaluation portfolio.
- 1066
- 1067 2. The reports of the PTR committees, with recommendations and vote count and the department
1068 chairperson's evaluation, are distributed to the faculty member. See Section V of the ART
1069 document for appeal procedures.
- 1070
- 1071 3. In the event of a negative merit decision by the dean, the faculty member, department chair,
1072 and the PBO will be notified of the provost's decision. Positive decisions by the provost will
1073 result in retroactive payment. The provost's decision shall be final.
- 1074

1075 **The Second Friday in November**

1076 The faculty member's evaluation portfolio, inclusive of the PTR committee's written
1077 recommendation with record of the vote count, and the written recommendation of the department
1078 chairperson, are forwarded by the relevant committee chairperson to the dean's office.

1079

1080 **The First Friday in December**

1081 Department PTR documents are delivered to the FCSM PTR committee if any changes have been
1082 made.

1083 **December 15th (USM mandated date)**

- 1084 1. Tenure-track faculty in the second academic year of service must be notified by the President
1085 in writing of non-reappointment for the next academic year.
- 1086
- 1087 2. A tenure-track faculty member must be notified of non-reappointment following probationary
1088 years.
- 1089

1089 **The Third Friday in January**

- 1090 1. The dean's written evaluation regarding promotion and/or tenure with recommendation is
1091 added to the faculty member's evaluation portfolio.
- 1092
- 1093 2. The FCSM PTR committee's report with vote counts and recommendations and the dean's
1094 recommendation are conveyed in writing to the faculty member. See Section V of the ART
1095 document for appeal procedures.
- 1096
- 1097 3. All documentation for the third year review of tenure-track faculty is submitted by the faculty
1098 member to the department chairperson.
- 1099
- 1099 4. The decision concerning faculty appeals of their departmental
1100 Tenure/Promotion/Reappointment recommendation are delivered to the candidate and
1101 department chairperson. See Section V of the ART document for appeal procedures.
- 1102
- 1103 5. First-year tenure-track faculty submit documentation for reappointment to the department
1104 chair.

The First Friday in February

Department chair, after reviewing documentation and meeting with first-year tenure-track faculty member, makes a recommendation for reappointment or non-reappointment. If the decision is reappointment, department chair notifies faculty member and dean. If the decision is non-reappointment, department chair notifies faculty member, dean, and department PTR committee and forwards all relevant documentation to the department PTR committee and the dean.

The Second Friday in February

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

The Third Friday in February

If the department chair made a non-reappointment decision for a first-year faculty member:

- If the department PTR committee decision is reappointment, the committee notifies faculty member, chair, and dean.
- If the department PTR committee decision is also for non-reappointment, the department PTR committee notifies faculty member, chair, dean. The faculty member can begin to prepare their appeal to the President.

March 1

First year faculty must be notified of non-reappointment by written notification from the University President. If non-reappointment, the faculty member can present their appeal to the President within 10 business days.

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

1. Provost's letter of decision is conveyed to the faculty member, department and college PTR committee chairpersons, department chairperson, and dean of the college. See Section V of the ART document for appeal procedures.
2. The Provost's decision concerning faculty appeals of the FCSM PTR committee's recommendation is delivered to the faculty member. See Section V of the ART document for appeal procedures.

Department PTRM Forms

The SENTF, AR, CAR, Classroom Visitation Report, and Merit forms are found below.

**STATEMENT OF STANDARDS AND EXPECTATIONS
FOR NEW TENURE TRACK FACULTY (SENTF)**

Name _____ Rank _____

Department of _____

- I. Faculty members will abide by the following documents:
- A. The Faculty Handbook, especially those sections which address faculty rights and responsibilities, contractual policies, and policies for promotion, merit, and tenure review.
 - B. The policies and procedures of the College of _____ Promotion and Tenure Committee.
 - C. The policies and procedures set forth in the Department of _____ promotion and tenure document.
- II. Faculty members will observe the following general University and College of _____ expectations:
- A. Excellence in teaching and advising.
 - B. Professional growth and scholarly activity.
 - C. Service to the department, college, University, and/or USM.
 - D. Collegiality and academic citizenship.
 - E. Possession of the appropriate terminal degree. Faculty members who do not hold an earned doctorate or other appropriate terminal degree at the time of appointment are expected to earn that degree as soon as possible. Only in extraordinary cases will tenure be recommended for an individual not holding the doctorate or other appropriate terminal degree.
- III. Faculty members will observe the following more specific requirements of the Department of _____
- In this section, list specific departmental expectations of all new faculty — such as advising; maintaining academic standards; service on department committees; filing of syllabi, exams, and class records; how “themes” or “topics” courses are approved; any special rules about multi-section, multi- instructor courses; any special rules about teaching assignments (such as balance of lower division and upper-division courses, and time of teaching assignments consistent with needs of the department).
- ¹This is the statement of expectations identified in the “TU Policy on Faculty Evaluation for Promotion, Tenure/Reappointment, and Merit,” and is to be understood within the context of that total policy.
- IV. An overall performance evaluation, supported by the Annual Report (AR), peer evaluations, and student evaluations will be the basis for all recommendations of merit increments, reappointment, promotion, and tenure.
- The quality of all activities—teaching, scholarship, and service—is assessed by the department committees and the college committee in arriving at recommendations.
- A. Non-tenured faculty members will be formally evaluated each year during the probationary period. An important part of this evaluation is the classroom observations by tenured faculty members. Each classroom observation is followed by the submission of a written evaluation, to the faculty members observed and to their P&T file.
 - B. All faculty members are subject to an annual evaluation by the appropriate departmental committee(s) for purposes of recommending promotion and/or merit increment. All promotion and merit increment recommendations will be based on meritorious performance appropriate to the faculty member’s rank. The

following will be considered in this evaluation:

1. Excellence in teaching, as evidenced by peer evaluations (including classroom observations; review of syllabi, textbooks, examinations, and other materials; review of grading standards and procedures), student evaluations, and advising activities.
2. Broadly defined, scholarly activity and professional growth, as evidenced by publication of books, articles, reviews, **[optional depending on department: “poetry and fiction, computer programs, audio and video productions”]** appropriate to the individual’s role and professional development at Towson; presentation of course development and development of new competencies needed by the department; revision of courses; attendance at and participation in conferences and workshops; **[optional depending on department: reference to artistic performance appropriate to that department and position]** research; and other professional activity.
3. Service to the department, college, University and USM, as evidenced by committee activities, the development of new programs, and other activities.
4. Service to professional societies (Statewide, regional, national, or international) in the discipline or in higher education, though such service will not be expected of all faculty members. Service might include holding office, chairing, or serving on a committee, organizing a conference, etc.
5. Service to the community, though such service may not be expected of all faculty members and will not be regarded as a substitute for service within the University.

V. Probationary Period

The probationary period shall be that stipulated in the faculty member’s letter of appointment. Normally, and unless stated otherwise in the letter of appointment the probationary period shall be seven years at the rank of assistant professor, and from one to four years at the ranks of associate professor and professor; these probationary periods do not include any years of prior service at other institutions or at Towson University unless such has been negotiated in advance and incorporated in the individual faculty member’s letter of appointment.

The tenure review takes place in the penultimate year of the probationary period (in the sixth year of an even- year probationary period, the third year of a four-year probationary period; in the case of a one-year probationary period, the tenure review takes place during that year). The department may in exceptional circumstances make a tenure recommendation earlier than the normal tenure review date. Any recommendation for promotion prior to the normal tenure review date must be accompanied by a recommendation for tenure.

If the department recommends tenure or both promotion and tenure prior to the normal tenure review date, and tenure or promotion and tenure is/are not granted, the faculty member remains eligible to be considered for tenure and promotion until the normal tenure review date, which is the final consideration for tenure.

VI. Specific Expectations of New Faculty Members

Newly appointed faculty members are asked to complete certain assignments related to the area(s) of specialization for which they were hired. The specific expectations for your first year of employment are noted below.

A. Identification

Name: Insert faculty member’s name

Rank: Insert faculty member’s rank

Date of appointment: Use the beginning of semester in which contract begins
(e.g., September 1995)

Area(s) of specialization: List specialization(s) for which faculty member was hired

B. Assignments

1. Teaching

List the range of courses the faculty member will be expected to teach; include where appropriate the mix of graduate, upper and lower division, etc.

2. Course Development

List existing courses the faculty member is expected to revise, new courses the faculty member is expected to develop — where possible, give timetable (e.g., do so much in the first year, the second year, etc.)

3. Advising

Specify when the faculty member is expected to begin advising, and whether advising will be for a specific subset of majors (e.g., only those within a particular concentration), or whether advising will include undeclared and/or interdisciplinary students.

4. Scholarship

Achieve a consistent record of high quality scholarly growth, through such activities as presentations at professional conferences and research leading to pedagogical or scholarly publications. Use the above language or modify it to make it more specific to the particular faculty member.

5. Department Service

List expectations concerning committee service, review of library holdings and ordering of library books, and any specific departmental duties the faculty member has been hired to do (e.g., develop a computer instruction lab, serve as coordinator of a program, a concentration, or and institute).

6. College, University, and/or USM Service

At least by the third year of probationary service, seek election or appointment to one of the standing or ad hoc committees of the College, the University and/or the USM.
Use the above standard language.

C. Assignments for subsequent years will be determined by the chairperson in consultation with you, based on the University's workload policy, and with reference to the promotion and tenure and merit policies, and will be incorporated into an annual agreement on faculty workload expectations.

SIGNATURES:

Faculty Member

Date

Department Chairperson

Date

Dean of the College

Date

ANNUAL REPORT (AR)
Reporting On Activities for Academic Year
June 1, 20__ - May 31, 20__

Name _____ Rank _____

Department of _____

Area of Specialization _____

Appointed to TU faculty: at rank _____ in year _____.

Promotion History:

To rank _____ in year _____,

To rank _____ in year _____, and

To rank _____ in year _____.

I. Formal Degrees

A. Highest degree earned, with date and name of granting institution. If received since June 1, 20__, attach proof.

B. If candidate for an advanced degree, indicate work completed since June 1, 20__ and present status.
Corroborative material and/or transcript must be attached.

II. Teaching and Advising (percentage of workload: _____ %)

A. 1. Assure that all course evaluations and course syllabi are added to the appropriate Merit portfolio folder.

The course evaluation reports from the Office of Assessment will each include the course title and number, credit hours, number of students enrolled/responding, and response data for each item (median, mean, standard deviation, N).

2. Provide a brief (1-4 paragraphs) descriptive reflection on your teaching practice this past year. Highlight interpretations of data you have found meaningful (e.g., self, peer, and/or student feedback) to inform and guide your future teaching practices. Potential items may include (but are not limited to) levels of satisfaction with course assignments and work manageability, students' take-aways and/or gaps in understanding, grading and providing feedback, DEIJ considerations, digital accessibility, opportunities to fold in new concepts and perspectives into coursework, or other pedagogical innovations.

B. Non-classroom assignments which are part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers).

C. New instructional strategies which you have introduced this year (e.g., special projects, new courses and/or materials).

D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students).
Optional: Provide a descriptive reflection on your student advising practice this past year. Highlight interpretations of advising efforts that you have found meaningful (e.g., self, peer, and/or student feedback) to inform and guide your future advising practices

III. Research, Scholarship, and Creative Activities (percentage of workload: _____ %)
[Attach corroborative material where appropriate]

Correlation Statement. If your productivity did not match your projections for the academic year, please explain.

IV. Service (percentage of workload: ____%)
[Indicate any of these activities which are part of your workload]

Department:

College:

University:

Community:

Profession:

Correlation Statement. If your productivity did not match your projections for the academic year, please explain.

Updated by Office of the Provost and Approved by Academic Senate 12/2022

1385 **Recommended Formats for Listing Scholarship in Section III of the above AR Form**

- 1386 • Identify student co-authors in all citations, with the following notations:

1387 * = TU undergraduate co-author

1388 ** = TU graduate co-author

- 1389
- 1390 • Publications

1391 Author(s). Year. Title. Journal. Vol:pages. [DOI (ifavailable)]

1392 Example:

1393 Casey, R.E., A.N. Shaw*, L.R. Massal**, J.W. Snodgrass. 2005. Multimedia evaluation of trace metal
1394 distribution within stormwater retention ponds in suburban Maryland, USA. Bull. Environ. Contam.
1395 Toxicol. 74:273-280.

- 1396 • Professional presentations

1397 • Identify type of presentation in citation (Poster, Oral Presentation or Workshop)

1398 • Indicate presenting author in underline

1399 Author(s). Year. Title. Conference. Proceedings (if applicable).

1400 PresentationType. Example:

1401 Camponelli, K.M.**, R.E. Casey, M.E. Wright*, S.M. Lev, E.R. Landa. 2005. Spatial
1402 distribution and chemical fractionation of Cu and Zn in a stormwater retention pond. 26th Annual
1403 Meeting of the Society of Environmental Toxicology and Chemistry. Poster Presentation.

- 1404 • Grants and contracts

1405 • Identify type and status of grant (internal or external; funded, continuing,
1406 pending, unfunded)

1407 • Indicate PI(s) in underline

1408 Author(s). Title. Funding Source. Date(s). Award Amount (if applicable).

1409 Examples:

1410 External Funded

1411 Sours, R.E. A chromatographic phage-display technique for identifying peptides
1412 that inhibit calcium oxalate monohydrate crystal growth. Research Corporation
1413 for Science Advancement. July 2009-June 2011. \$44,100.

1414 External Pending

1415 Stitzel, S.E., Raje, S., Sours, R.E. Revitalizing the analytical chemistry curriculum:
1416 Using guided inquiry to bridge the gap between cookbook chemistry and research.
1417 NSF-CCLI. Submitted May 2009.

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ANNUAL WORKLOAD PLAN (AWP)
Agreement On Faculty Expectations For Academic Year
June 1, 20__ - May 31, 20__

- I. Teaching and Advising (percentage of workload: _____%)
- A. List all of the regular classroom teaching assignments planned for the academic year.
- B. Non-classroom assignments which will be part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers) for the academic year.
- C. New instructional strategies which you plan to introduce this year (e.g., special projects, new courses and/or materials). Also include interdisciplinary, diversity, international, and new technology projects, if appropriate.
- D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)
- II. Research, Scholarship, and Creative Activities (percentage of workload: _____%)
- III. Service (percentage of workload: _____%)
[For any of these activities which are part of your workload, please indicate.]
- Department:
- College:
- University:
- Community:
- Profession:

1487 SIGNATURES:
1488
1489 Faculty Member _____ Date _____
1490
1491
1492
1493 Chairperson of Department _____ Date _____
1494
1495
1496
1497 Dean of College _____ Date _____
1498
1499
1500
1501 **Updated by Office of the Provost and Approved by Academic Senate 12/2022**
1502
1503

CHAIRPERSON'S ANNUAL REPORT (CAR)

Reporting On Activities For Academic Year

June 1, 20__ May 31, 20__

Name _____ Rank _____

Department of _____

Area of Specialization _____

Appointed to TU faculty: at rank _____ in year _____

Promotion History:

To rank _____ in year _____,

To rank _____ in year _____, and

To rank _____ in year _____,

I. Formal Degrees

A. Highest degree earned, with date and name of granting institution. If received since June 1, 20__, attach proof.

B. If candidate for an advanced degree, indicate work completed since June 1, 20__ and present status. Corroborative material and/or transcript must be attached.

II. Leadership Report (See Roles, Responsibilities and Core Functions of Academic Chairperson)
(percentage of workload: ____%)

III. Teaching and Advising (percentage of workload: ____%)

A. 1. Assure that all course evaluations and course syllabi are added to the appropriate Merit portfolio folder.

The course evaluation reports from the Office of Assessment will each include the course title and number, credit hours, number of students enrolled/responding, and response data for each item (median, mean, standard deviation, N).

2. Provide a brief (1-4 paragraphs), descriptive reflection on your teaching practice this past year. Highlight interpretations of data you have found meaningful (e.g., self, peer, and/or student feedback) to inform and guide your future teaching practices. Potential items may include (but are not limited to) levels of satisfaction with course assignments and work manageability, students' take-aways and/or gaps in understanding, grading and providing feedback, DEIJ considerations, digital accessibility, opportunities to fold in new concepts and perspectives into coursework, or other pedagogical innovations.

B. List all other teaching roles as outlined in the Chairperson Roles document.

C. New instructional strategies, which you have introduced this year (e.g., special projects, new courses and/or materials).

D. Advising (including number of students, whether majors, undeclared, Interdisciplinary students).

Optional: Provide a descriptive reflection on your student advising practice this past year. Highlight interpretations of advising efforts that you have found meaningful (e.g., self, peer, and/or student feedback) to inform and guide your future advising practices.

IV. Research, Scholarship, and Creative Activities (percentage of workload: ____%)
(Attach corroborative material where appropriate)

Correlation Statement. If your productivity did not match your projections for academic year, please explain

V. Service (See Roles, Responsibilities and Core Functions of Academic Chairperson)
(percentage of workload: ____%)

Department:

College:

University:

Community:

Profession:

Correlation Statement. If your productivity did not match your projections for academic year, please explain.

Updated by Office of the Provost and Approved by Academic Senate 12/2022

CHAIRPERSON'S ANNUAL WORKLOAD PLAN (CAWP)

Agreement On Faculty Workload Expectations For Academic Year
June 1, 20__ May 31, 20__

- I. Leadership (percentage of workload: ____%)
- II. Teaching and Advising (percentage of workload: ____%)
- A. List all of the regular classroom teaching assignments planned for the academic year.
- B. Non-classroom assignments which will be part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers) for the academic year.
- C. New instructional strategies which you plan to introduce this year (e.g., special projects, new courses and/or materials). Also include interdisciplinary, diversity, international, and new technology projects, if appropriate.
- D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

III. Research, Scholarship, and Creative Activities (percentage of workload: ____%)

IV. Service (percentage of workload: ____%)

(For any of these activities, which are part of your workload, please indicate.)

Department:

College:

University:

Community:

Profession:

SIGNATURES:

Chairperson Signature

Date

College Dean

Date

Updated by Office of the Provost and Approved by Academic Senate 12/2022

DEPARTMENT OF PHYSICS, ASTRONOMY & GEOSCIENCES

CLASSROOM VISITATION REPORT

Evaluation of teaching by faculty colleagues is intended to promote improvement of teaching as well as to gather evidence of teaching effectiveness. The following guidelines should be considered when planning and participating in this process.

- 1. The date of the visit shall be arranged at least one week in advance of the class period.*
- 2. All visits will be conducted by members of the DPTRC. Two faculty members if possible will visit a class period together.*
- 3. The visited and visiting faculty members will meet at least one day prior to the class period so that the visited member may discuss philosophy and objectives for the course and provide a syllabus, etc., to any visitor.*
- 4. Within one week after the visit, an open and professional post-visit conference will be held to discuss the observations made by the visiting faculty members. At this time each visitors proposed Report (see below) will be discussed.*
- 5. Within two weeks after the visit, each visiting faculty member will have completed and placed the Classroom Visitation Report, signed by both visitor and visited, into the visited P&T folder. The visited faculty member (and mentor, if any) will also receive a copy of this report.*

VISITED FACULTY MEMBER _____

VISITING FACULTY MEMBER _____

DATE VISITED FACULTY MEMBER WAS INFORMED OF VISIT _____

DATE OF CLASSROOM VISITATION _____

COURSE _____

TOPIC BEING TAUGHT _____

DATE AND BRIEF SUMMARY OF PRE-VISIT MEETING:

SPECIAL TECHNIQUES EMPLOYED (*demonstrations, videos, etc*):

1721 GENERAL OBSERVATIONS: *(Note especially efforts to engage students through questions, small*
1722 *group discussions, brief presentations, etc.)*

1735 STUDENT RESPONSE:

1744 SUGGESTIONS FOR IMPROVEMENT:

1754 DATE OF POST-VISITATION CONFERENCE: _____

1756 SUMMARY (BY VISITOR) OF POST-VISITATION CONFERENCE:

1761 COMMENTS BY VISITED FACULTY MEMBER:

1766 SIGNATURE OF VISITING FACULTY: _____

1768 SIGNATURE OF VISITED FACULTY: _____

1771 **Annual Merit Evaluation Form for Fulltime Faculty**

1772

1773 Evaluation of: _____

1774 Academic Rank/Department: _____

1775 The categories below evaluate the faculty's accomplishments during the period of June 1, 20__ through May 31st
 1776 of 20____.

	Below Departmental Standards	Meets Departmental Standards
Leadership (chairpersons only)		
Teaching and Advising		
Research, Scholarship, and Creative Activities (if applicable)		
Service to Department, College, University, Community (as applicable)		

1777

1778 NOTE: To receive a merit recommendation, all ratings must be in "meets
 1779 departmental standards." Merit recommendation:

1780 Merit:_____ No Merit:_____

1781 Evaluator:_____ Printed

1782 Name Signature Date

1783

1784 Evaluator Remarks: