TOWSON UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS

PROMOTION, TENURE, REAPPOINTMENT and MERIT (CHP PTRM) POLICIES AND PROCEDURES

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Table of Contents

Membership of the College Committee(s) for Promotion, Tenure/Reappointment and Merit	**4-5**
Composition of the Committee	4
Election of Committee Members, including Dates and Method of Vote	4
How Alternates are Chosen/Vacancies Filled	4
Eligibility and Term	4-5
Policies and Procedures of the College PTRM Committee	**5-9**
Confidentiality	5
Definition of Quorum	5
Evaluation Portfolio Materials Required for Submission	5-7
Procedures for Deliberation of Evaluation Portfolio and College Standards	7
Voting Procedures	8
Reporting to Candidates	8
Role of Committee Chair	8
Review of College Document	8
Role of the Dean	8
Appeal Procedures: Promotion, Tenure Review, Merit	9
Procedures for Approval of New and/or Revised CHP PTRM Document	9
CHP Standards and Criteria For Evaluation of Teaching/Advising, Scholarship, and Service	**9-11**
Teaching and Advising	10
Scholarship	10
Service	10-11
CHP PTRM Standards and Criteria For Tenure and/or Promotion to Associate Professor	**11-12**
Standards and Criteria for Teaching and Advising for Tenure and/or Promotion to Associate Professor	11
Standards and Criteria on Scholarship for Tenure and/or Promotion to Associate Professor	11-12
Standards and Criteria on Service for Tenure and/or Promotion to Associate Professor	12
CHP PTRM Standards and Criteria for Promotion to Professor	**12-13**
Standards and Criteria for Teaching and Advising for Promotion to Professor	12
Standards and Criteria on Scholarship for Promotion to Professor	12-13
Standards and Criteria on Service for Promotion to Professor	13
Specific Standards and Criteria for Evaluation of Merit at Each Level	**13-14**
Categories of Merit	13
Important Definitions	13-14
Calendar	**14-16**
APPENDICES	**17-28**
APPENDIX A: CHP Potential Evidence for Teaching/Advising, Scholarship and Service	17-18

APPENDIX B: External Review Guidelines 19-20
APPENDIX C: ANNUAL REPORT FORM 21-25
APPENDIX D: DEPARTMENTAL SUMMARY FORM 26
APPENDIX E: VOTING RECORD 27-28

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(Effective Fall 2015)

In conformity with College Council Bylaws and the Towson University Faculty Handbook, the College of Health Professions Promotion, Tenure, Rank and Merit Committee (CHP-PTRM) administers the systems of faculty evaluation by implementing the provisions set forth in the document "Appendix 3 to the Towson University Policy on Appointment, Tenure and Rank of Faculty" (ART, August 2010).

Please note chairperson as used in this document refers to department chair unless otherwise stated.

Information pertinent to any individual's tenure and/or promotion and/or merit appeal recommendation will be held confidential by all committee members.

I. Membership of the College Committee for Promotion, Tenure/Reappointment and Merit:

A. Composition of the Committee

The College PTRM Committee shall consist of one (1) representative from each department elected at large from the College tenured faculty for a period of three years.

B. Election of Committee Members, including Dates and Method of Vote

1. Eligible faculty may either be nominated or self-nominated to the chair of their department who then forwards the names to the Dean.
2. All tenured and tenure-track faculty may vote for representatives and alternates to the college committee.
3. College wide elections are held the second Friday in April. The College electorate shall vote using confidential ballot.
4. Votes will be tallied by the last Friday in April, and the elected members shall be notified prior to the first Friday in May.
5. Members of the College PTRM Committee are expected to serve as representatives of the University and not as delegates from a particular department.
6. Offices of the secretary and the chair of the committee are elected for one-year terms at the first meeting of the year.

C. How Alternates Are Chosen/Vacancies Filled

1. Alternates for each position are elected at the same time as representatives by their respective departments for three-year terms.
2. Alternatives serve only in the event of a special circumstance such as extended leave i.e. medical leave, sabbatical, or family leave.
3. Alternates must meet the same criteria as elected members.

D. Eligibility and Term

1. Eligible members include tenured faculty at the rank of associate and full professor.
    a. During the year in which they are up for review, faculty who are candidates for promotion or tenure may not serve on the committee.
    b. Department chairpersons may not serve on the committee.
    c. No one may serve on the CHP PTRM Committee who is at the same time a member of the University PTRM Committee.

2. If a department does not have one (1) or more faculty members eligible to serve, an exception to the policy may be made and approved by the Dean and the University PTRM Committee.
3. Members of the committee shall serve for a period of three (3) years but no more than two (2) consecutive terms.
    a. Terms will begin on June 1 of their first year and end on May 31 of their third year.
    b. These three year terms will be staggered to insure some consistency from year to year. Refer to Section XIII for calendar of important dates.

II. Policies and Procedures of the College PTRM Committee

A. Confidentiality

1. Members of the committee will maintain strict confidentiality concerning its deliberations and recommendations at all points during and after the process, with the exception of the information provided to candidates or departments by the chairperson or the dean in performance of their duties under the ART policy.
2. All votes regarding tenure and/or promotion taken by the CHP PTRM Committee shall be by confidential ballot, signed with the Towson University ID number, dated by the voting member, and tallied by the committee chair.
3. The confidential 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 until three (3) years following the faculty member's termination or resignation from the university.

B. Definition of Quorum

Quorum for the CHP PTRM Committee consists of five members.

C. Evaluation Portfolio Materials Required for Submission

1. The responsibility for preparing, organizing, and submitting materials for evaluation rests with the faculty member.
2. Guided by the chairperson and the department, the college, and the university criteria, the faculty member shall be responsible for making distinctions among the various categories of teaching/advising, scholarship, and service and shall include such distinctions, as they deem appropriate in their narrative statements and other documentation relevant to each evaluation portfolio section.
~~3.~~ In order to ensure that all material and documentation used in making recommendations contain appropriate information, all documentation shall be submitted in the form of an evaluation portfolio as described in the TU ART and following departmental guidelines.
4. Evaluation portfolios shall be organized, indexed, and placed in a one-inch three-ring binder or submitted as a comparably organized electronic portfolio. Contents of the evaluation portfolio are determined by type of review.
5. Evaluation portfolio materials for annual review of all faculty must follow Departmental guidelines.
6. Portfolio materials for full review of faculty for promotion and/or tenure must include the following documents:
    a. All required evaluation portfolio materials from the faculty member's date of hire or last promotion
    b. A narrative statement in which the faculty member describes how they have met the standards and criteria for tenure and/or promotion. Faculty members shall describe their

teaching/advising, scholarship, and service contributions relative to their workload agreements for the period under review. (See also: Section II.C.13.c.4)

c. The narrative statement shall be clearly written in a style that promotes an understanding of the significance of the faculty member's contributions to teaching/advising, scholarship, and service.
d. The narrative statement shall be no more than five, single spaced pages at no less than 11-point font.

7. If confidential external reviews are solicited pursuant to departmental or college promotion and tenure policies, they will remain confidential and will not be made available to the faculty member. These reviews will not be included in the faculty evaluation portfolio, but will be forwarded under separate cover to each subsequent level of review.
8. During the course of the evaluation process, the faculty member or their chairperson or participating in the evaluation process may add to the evaluation portfolio information.
    a. Added information must be related to work that was completed prior to June 2 that has only become available after the deadline stipulated in the Towson University Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review Calendar (Section VII).
    b. The added information shall relate specifically to the faculty member's performance as presented by either the faculty member in their evaluation portfolio or in the chairperson's evaluation of the faculty member's performance.
    c. Information added by the faculty member to update the evaluation portfolio must be included by the third Friday in September.
9. The addition of said material and notification thereof shall not interfere with the time designated for review as described in the Towson University Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review Calendar (Section XIII). If the chairperson participating in the evaluation process includes information in the faculty member's evaluation portfolio, other than their evaluation, that specific information shall immediately be made known to the faculty member undergoing evaluation and before any evaluation at the next level of review takes place.
10. When materials are added to the portfolio, record of the faculty member's notification shall be tracked via the PTRM document review transmittal form (see Section VII of TU ART document). A failure to notify faculty within five (5) business days will result in the material being removed from the evaluation portfolio.
11. Evaluators reviewing materials that have been added by the faculty member or administrators during the course of the review process shall note that they do so in their evaluation statements.
12. Copies of the chairperson's detailed report with recommendation are included in the evaluation portfolio as it proceeds through the process. The committee's written report with recommendation shall provide a detailed rationale for the recommendation, as well as the vote count.
13. In addition to the evaluation portfolio, faculty being reviewed for promotion, tenure and comprehensive review shall also prepare a summative portfolio for the Provost.
    a. This summative portfolio binder must be clearly labeled with the faculty member's name, department, and type of review.
    b. In each section of the binder, documents shall be presented from the most recent year evaluated to the time of last promotion or year of hire.
    c. The summative portfolio shall be compiled in a one-inch binder, labeled and indexed as follows:

1) **Section I**
    i. Curriculum vitae
    ii. A copy of one recent peer-reviewed publication or description of a comparable creative activity.
2) **Section II**
    University Forms: Completed and signed Annual Report (AR I & II) or Chairperson's Annual Report (CAR I & II) Forms arranged from most recent to the time of last promotion or year of hire.
3) **Section III**
    i. Summary of student evaluations across the evaluation period.
        1. Faculty using the university evaluation forms should submit the summary of quantitative and qualitative results for each course received from the assessment office.
        2. Include a one-page overview of one's teaching evaluations across all courses.
    ii. For tenure, promotion, and comprehensive review, peer teaching evaluations shall be included.
4) **Section IV**
    Supporting Statement: Summary statement describing: 1) correlation between expectations and accomplishments; 2) future goals; and 3) integrating accomplishments in the areas of teaching/advising, scholarship, and service. (See also: Section II.C.6.b-d)
5) **Section V**
    i. Recommendations (to be added by the appropriate party), including:
        1. Written recommendation of the Department rank committee and/or tenure committee, including the Departmental Summary Recommendation form
        2. Written recommendation of the academic chairperson
        3. Written recommendation of the College PTRM Committee
        4. Written recommendation of the academic dean

D. Procedures for Deliberation of Evaluation Portfolio and College Standards

1. Once a Department has completed deliberations about a candidate and decided to recommend the candidate for promotion and/or tenure, the candidate's materials including the Evaluation Record regarding the candidate are forwarded by the Department PTRM Committee chairperson to the Dean's office in the specified format (refer to Appendix C to this document) by the second Friday in November.
2. The College PTRM Committee will review the promotion and tenure recommendations of the departments and the Evaluation Records for each candidate by comparing the candidate's documents to the University Standards and Expectations and the CHP standards and expectations for teaching/advising, scholarship, and service (refer to section III of this document).
3. Recommendations made by the CHP PTRM Committee are dependent on the standards and expectations for promotion, tenure and merit developed by the CHP PTRM Committee in accordance with the TU ART Policy.
4. Negative recommendations regarding promotion and/or tenure shall be delivered in writing in person or sent by certified mail to the faculty member's last known address by the administrator at the appropriate level. The Dean has responsibility for conveyance of any recommendation made at the college level. (See Section F).

E. Voting Procedures

1. After careful review, each committee member will vote. All recommendations made by the committee must be made by a quorum of at least five members; the outcome will be decided by the majority vote. In the case of a tie vote, the case will be reviewed again by the entire committee and voted on a second time. If the vote remains deadlocked, a tie vote will be considered rejection of a motion.
2. No committee member shall abstain from a vote for tenure or promotion unless the Provost authorizes such abstention based on good cause, including an impermissible conflict of interest.
3. 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.

F. Reporting to Candidates

1. The College PTRM Committee shall prepare a concisely written but detailed statement supportive of its recommendation, with reference to each category evaluated including teaching/advising, scholarship, and University/civic/ professional service.
2. The statement with recommendation and Evaluation Record shall be added to the faculty member's evaluation portfolio and submitted to the Dean by the first Friday in January.
3. The recommendations of the College PTRM Committee and the Dean shall be conveyed in writing to the faculty member by the third Friday in January. Negative recommendations shall be delivered in writing in person by the Dean or sent by certified mail, return-receipt-requested to the faculty member's last known address, and post-marked no later than the date on which reports are to be distributed to the faculty member according to the university PTRM calendar.
4. A copy of the decision letter concerning the promotion and/or tenure recommendation will be forwarded to the Chair of the Department and the Department PTRM committee chair.
5. The candidate's summative portfolio is forwarded to the Provost by the Dean by the first Friday in February.

G. Role of Committee Chair

The Chairperson of the College PTRM Committee will submit an Annual Report to the Dean, Chairperson, and Vice-Chairperson of the College Council. The report will include any policy and procedure changes and a general summary of the work of the committee. The content and deliberations of individual promotion and tenure matters and appeals will not be included in the Annual Report.

H. Review of College Document

Beginning with the implementation of these revisions, the College shall review its PTRM document every three (3) years and submit evidence of such review to the Dean of the College and the University PTRM Committee.

I. Role of the Dean

The Dean of the College shall serve as a member of the College PTRM Committee, ex-officio, non-voting.

Additional Responsibilities

1. The Dean of the College shall assure that the summative portfolio for the Provost is organized according to the guidelines described herein.
2. The Dean of the College shall have the responsibility of returning the supporting material to the Department Chair, who shall then retain supporting material for three (3) years following the date of the recommendation to grant or deny promotion or tenure.

J. Appeal Procedures: Promotion, Tenure Review, Merit

1. All appeals of departmental merit recommendations are reviewed by the College PTRM Committee. They must be received in the Dean's office within twenty-one (21) calendar days beginning with the date that the negative judgment is delivered in person or the date of the postmark of the certified letter. The appeal should address the substantive issues that led to the denial of merit.
2. All appeals of departmental promotion and/or tenure recommendations are reviewed by the College PTRM Committee. They must be received by the Dean's office within twenty-one (21) calendar days beginning with the date that the negative judgment is delivered in person or the date of the postmark of the certified letter. The appeal should address the substantive issues that lead to the denial of promotion and/or tenure.
3. Faculty members may contact their departmental representative or the chair of the College PTRM Committee to discuss the appeal process.
4. The appeal decision will be sent to the faculty member by certified mail with return receipt by the deadline published in the University's PTRM calendar.
5. A copy of this decision letter will be forwarded to the Chair of the Department and the Chair of the Department PTRM Committee.
6. Appeals of the College PTRM Committee recommendations about merit, promotion and/or tenure must be submitted to the Provost within twenty-one (21) calendar days beginning with the date that the negative judgment is delivered in person or the date of the postmark of the certified letter.

K. Procedures for Approval of New and/or Revised CHP PTRM Document

1. College PTRM documents pertaining to standards, criteria, and/or expectations of evaluation shall be developed by the College PTRM Committee.
2. The College PTRM document must be distributed to all tenured and tenure-track faculty in the College for input at least ten (10) business days prior to the College PTRM Committee vote on the documents. Final approval at the college level shall be by a simple majority vote of the tenured/tenure-track faculty of the College. Excepting faculty who are on leave from the university (e.g., medical, sabbatical, etc.), the signature of each tenured or tenure-track faculty member of the College will signify that they voted on the Department PTRM documents.
3. The College document shall be approved by the College Dean. The Dean shall be responsible for transmitting the document with any proposed changes to the University PTRM Committee by the second Friday in October.
4. College PTRM documents must be approved by the University PTRM Committee. The College PTRM Committee must formally respond to changes and/or recommendations resulting from the review by the University PTRM Committee and submit a clean copy by the due date specified by the University PTRM Committee.
5. Once the University PTRM Committee has approved the College PTRM document, it will forward a copy of the approved document to the Dean of the College.
6. All policies at the college level shall remain in effect until changed according to the procedures described herein.
7. The Dean of each College shall be responsible for assuring that the approved College PTRM documents are posted on the Towson University website.

III. CHP STANDARDS AND CRITERIA FOR EVALUATION OF TEACHING/ADVISING, SCHOLARSHIP, AND SERVICE

In accordance with the TU ART policy:

- A CHP faculty member shall fulfill their workload agreement in the areas of teaching/advising, scholarship, and service, shall be available for consultation and advising during office hours, and shall meet all classes as scheduled.
- A CHP faculty member shall be an effective teacher both in and out of the classroom.
- A CHP faculty member shall be committed to a discipline or interdisciplinary specialty and shall be committed to continuing professional development and demonstration of scholarly growth.
- A CHP faculty member shall be committed to collegiality and academic citizenship.
- Collegiality and academic citizenship refer to the role and responsibility of faculty in shared decision making through open and fair processes devised to provide timely advice and recommendations on matters that relate to curriculum, academic personnel, and the educational functions of the institution. The demonstration of high standards of humane, ethical, and professional behavior is fundamental to collegiality and academic citizenship. These concepts include mutual respect for similarities and differences among participants on the basis of background, expertise, opinions, and assigned responsibilities. Collegiality does not imply agreement; vibrant university communities must include the capacity for respectful disagreement among faculty members and administrators.
- A CHP faculty member shall share the responsibility of university, college, and/or department governance.
- A CHP faculty member shall participate each year in the faculty evaluation process as described herein.

The overarching principles that guide the evaluation of teaching/advising, scholarship, and service in the College of Health Professions for annual review, comprehensive, review, promotion and tenure, and merit include the following:

A. Teaching/Advising

The CHP PTRM Committee values a range of teaching and learning experiences for our students, which are consistent with the proportion of time allotted for service on the individual faculty member's workload agreement. The Committee acknowledges that student advising occurs in a variety of contexts including intentional advising, academic and professional guidance. (See Appendix A)

1. All courses taught by tenured and tenure-track faculty shall be included in their evaluation of teaching. This includes all on-load as defined by the Department, on-line, classroom, clinical/fieldwork and hybrid courses taught during the academic year.

Scholarship

The CHP PTRM Committee values a wide range of scholarship activities, which are consistent with the proportion of time allotted for scholarship on the individual faculty member's workload agreement. The committee acknowledges that faculty engage in various forms of scholarship. (See Appendix A)

1. Each faculty member shall be reviewed in terms of continuing professional development and currency in their academic field as affirmed by a community of scholars.
2. The committee will consider the range of scholarship activities of the faculty member, which shall include evidence of substantive outcomes that are disseminated and validated.

B. Service

The CHP PTRM Committee values a wide range of service contributions, which are consistent with the

proportion of time allotted for service on the individual faculty member's workload agreement. (See Appendix A)

1. While evaluating service, the committee considers the extent and quality of the service contribution.
2. It is the responsibility of the faculty member to describe and explain the type of civic and/or professional service they may be performing outside the university and its relevance to the mission of the college and/or university, as applicable.

IV. CHP PTRM STANDARDS AND CRITERIA FOR TENURE AND/OR PROMOTION TO ASSOCIATE PROFESSOR

In accordance with the Towson University ART policy the rank of an associate professor is described as: "In addition to having the qualifications of an assistant professor, the appointee ordinarily shall have demonstrated excellence in teaching/advising and successful experience in research, scholarship, or where appropriate, creative performance, and be competent to offer graduate instruction and direct graduate research. The appointee shall have a minimum of six years of full-time university/college teaching/advising experience. Exceptions may be made for comparable professional activity or research. There shall also be evidence of relevant and effective service to the University, the community, and the profession." (p. 02-01.00 – 14 & 15).

CHP PTRM Committee's evaluation of a faculty candidate for Associate Professor will be in compliance with the university's criteria for the Associate Professor's rank as stated in the TU ART document.

Faculty are expected to meet their Department's criteria and standards for tenure and/or promotion to Associate Professor.

A. Standards and Criteria for Teaching and Advising for Tenure and/or Promotion to Associate Professor

1. Demonstration of knowledge of the field(s) in which they are teaching, including current and emerging trends.
2. Demonstration of refinement, updating, and improvement of the courses that one teaches.
3. Demonstration of teaching excellence and student learning as evidenced by but not limited to peer and student evaluations and the faculty member's teaching narrative.
4. Demonstration of growth and evolution that supports the teaching and learning process.
5. Demonstration of effective and successful participation where appropriate in course development, program development and/or assessment that is based on established scholarship, best practice, and/or sustained experience with practitioners in one's field.
6. Demonstration of effective and successful participation in student advising.

B. Standards and Criteria for Scholarship for Tenure and/or Promotion to Associate Professor

1. Demonstration of the ability to initiate, implement, and complete scholarly work at Towson University in their area of specialty.
2. Demonstration of a clearly defined active and ongoing agenda that reflects one or more forms of scholarship. The candidate's scholarship shall reflect evolving depth and breadth in agenda and focus.

3. Demonstration of tangible evidence of sustained scholarly activities with substantive outcomes. This evidence should include a number of peer reviewed publications and substantive scholarly activity (e.g., grants received, authorship of books or book chapters).

C. Standards and Criteria for Service for Tenure and/or Promotion to Associate Professor

1. A record of sustained involvement in shared governance related to committees and other activities at the Department, and College, and/or University Level.
2. A record of activities that extend beyond the routine expectations of all faculty members.
3. A record of contributions to a professional and/or community organization, and/or in a civic engagement activity in their area of professional expertise that go beyond simply being a member, and which advance the University's mission.

V. CHP PTRM STANDARDS AND CRITERIA FOR PROMOTION TO PROFESSOR

In accordance with the TU ART policy, the rank of Professor is described as: "In addition to having the qualifications of an associate professor, the appointee ordinarily shall have established an outstanding record of teaching and research, scholarship, or where appropriate, creative performance, and, where appropriate to the mission of Towson University, a national reputation. The appointee shall have a minimum of ten years of full-time university/college teaching experience. Exceptions may be made for faculty who have attained national distinction for comparable professional activity or research. There shall be continuing evidence of relevant and effective service to the institution, the community, and the profession." (p. 02-01.00 – 15).

CHP PTRM Committee's evaluation of faculty candidates to Professor will be in compliance with the university ART description of the Professor's rank. CHP PTRM Committee evaluation of a faculty candidate to Professor includes the candidate's department criteria for tenure and promotion.

A. Standards and Criteria for Teaching and Advising for Promotion to Professor

In addition to continuing to have met the teaching and advising standards since promotion to associate professor, the faculty member seeking promotion to professor will meet the following standards in teaching:

1. Demonstration of consistent excellence in teaching and advising
2. Demonstration of new teaching and/or advising challenges, which have resulted in successful outcomes
3. Demonstration of mentoring of colleagues in teaching and/or advising
4. Demonstration of leadership in an aspect of teaching and/or advising

B. Standards and Criteria for Scholarship for Promotion to Professor

In addition to continuing to meet the scholarship standards since promotion to associate professor the faculty member seeking promotion to full professor will meet the following standards:

1. Demonstration of a clear focus in scholarly activities
2. A record of sustained scholarship that has had a substantial impact on their field of study or related to a professional issue/area
3. Evidence of national reputation, which may take the form of peer-reviewed publications and

presentations; substantive funded grants; books; leadership in setting accreditation standards for academic programs; invitations to be a reviewer for national/international journals in the field; and/or other forms of scholarship with a major impact. This scholarship could be within the faculty member's area of expertise or could be interdisciplinary.
4. Demonstration of mentoring of colleagues in their scholarship activities.
5. Letters of evaluation from external reviewers, which will be solicited from outside the University pursuant to the Guidelines approved by the Faculty Senate (See Appendix C).

C. Standards and Criteria for Service for Promotion to Professor

In addition to continuing to meet the service standards since promotion to Associate Professor the faculty member seeking promotion to full professor will meet the following standards:
1. Demonstration of a sustained record of service at the department level and at the college or university level since their promotion to associate professor.
2. Substantive leadership in a role at the department level, the college or university level, as well as at the professional level or as part of civic engagement.
3. Demonstration of mentoring of colleagues in their service activities.

VI. Specific Standards and Criteria for Evaluation of Merit at Each Level

A. Criteria for Merit

1. Faculty members will be evaluated for merit based on the information provided through annual reviews. There are three (3) categories of merit:
   a. Needs Improvement (No Merit): Performance fails to meet standards.
   b. Satisfactory (Base Merit): Performance is competent and contributes to fulfilling the mission of the University, College, and Department.
   c. Excellent (Base Merit plus one Performance Merit): Excellence in teaching, scholarship, or service and satisfactory performance in other performance categories.
2. All first-year faculty who are recommended for reappointment automatically receive a rating of base merit.

B. Important Definitions regarding the Evaluation of Merit

1. A rating of <u>needs improvement</u> shall mean that the faculty member has not met the responsibilities of Section III of this document and/or has failed to provide evidence of effectiveness or effort consistent with the expectations for a satisfactory rating.
2. A rating of <u>satisfactory</u> shall mean at minimum that (a) the faculty member has met the responsibilities defined in Section III of this document; (b) the faculty member has demonstrated strong teaching as evidenced in the sources of evidence appropriate to annual review as described above; (c) the faculty member has provided evidence of ongoing scholarly work through the annual report, whether that work has been completed or is in progress; (d) the faculty member has provided evidence of relevant and effective service as defined in Section III.
3. A rating of <u>excellent</u> shall mean that the faculty member has clearly met the expectations for a satisfactory rating in all categories of evaluation and has demonstrated accomplishment distinctly above the satisfactory level in at least one category. Evaluation of accomplishment meriting a rating of excellent shall be made in accordance with the proportion of a faculty

member's time allocated to each area of responsibility in the annual workload assignment.

4. Each department will define the above categories for use in merit deliberations, including distinctions acknowledging different workload allocations.

VII. **Calendar** (See also: University Calendar from TU ART Document)

Second Friday in April
Election for a representative to the College PTRM Committee and their alternate for the upcoming academic year will be conducted. These members will serve a three-year term.

First Friday in May
Department and College PTRM Committees are formed (elections for membership on the College committee are already completed).

Third Friday in June

- All faculty members submit an evaluation portfolio to the Department Chairperson.
- Faculty submit a list of at least three (3) names of any additional faculty to be included on department tenure and/or promotion committee (if necessary) to the Department Chairperson and Dean.
- All faculty members with a negative comprehensive review must have final approval by Chairperson and Dean of the written professional development plan.

August 1 (USM Mandated)
Tenure-track faculty in the third or later academic year of service must be notified in writing of non-reappointment prior to the third or subsequent academic year of service if the faculty member's appointment ends after the third or subsequent academic year. To meet this deadline, a modified schedule may be required as provided in Section III.D.4.a of Appendix 3 of the ART policy.

First Friday in September
Department Chairperson approval of the list of additional faculty to be considered for inclusion in the Department Tenure and/or Promotion Committee.

Second Friday in September
University PTRM Committee shall meet and elect a chair and notify the Senate Executive Committee's Member-at-large of the committee members and chairperson for the academic year.

Third Friday in September

- Faculty notify Department Chairperson by letter with copy to the Dean of intention to submit materials for promotion and/or tenure in the next academic year.
- College PTRM Committee approval of faculty to be added to a department's PTRM committee (if necessary).
- Final date for faculty to add information to update their evaluation portfolio for work that was completed before June 1 unless the schedule for review is modified pursuant to Section III.D.4.a.
- First year faculty members must finalize the Statement of Standards and Expectations for New Tenure-Track Faculty (SENTF) with Department Chairperson.

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.

Second Friday in October

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

Fourth Friday in October

- Department Chairperson's written evaluation for faculty considered for reappointment in the second 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 Chairperson will place their independent evaluation into the evaluation portfolio.
- The Department PTRM Committee's report with recommendations and vote count and the Department Chairperson's evaluation are distributed to the faculty member.

Second Friday in November

The faculty member's evaluation portfolio, inclusive of the Department PTRM Committee's written recommendation with record of the vote count, completed Department Summary Recommendation Form (Appendix E), Department Vote Record (Appendix F), and the written recommendation of the Department Chairperson, are forwarded by the Department PTRM Chairperson to the Dean's office.

November 30th

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

December 15th (USM Mandated)

- Tenure-track faculty in the second academic year of service must be notified by the President in writing of non- reappointment for the next academic year.
- The College PTRM Committee will conduct a review of promotion and tenure materials submitted to the College during and/or immediately following the final exam periods and hold possibly one meeting at the beginning of January, if needed.

First Friday in January

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

Third Friday in January

- The Dean's written evaluation regarding promotion and/or tenure with recommendation is added to the faculty member's evaluation portfolio.
- The College PTRM Committee's report with vote counts and recommendations and the Dean's recommendation are conveyed in writing to the faculty member.

- All documentation for the third-year review of tenure-track faculty is submitted by the faculty member to the Department Chairperson.

First Friday in February

- The College Dean forwards the summative portfolio inclusive of the committee's and the Dean's recommendations of each faculty member with a recommendation concerning promotion and/or tenure or five-year comprehensive review to the Provost.
- The Dean forwards all recommendations regarding reappointment/non-reappointment to the Provost. If the Dean disagrees with the Department recommendation, the Dean shall prepare their own recommendation and send a copy to the faculty member and add this recommendation to the summative portfolio.
- Negative recommendations concerning reappointment and merit for first year faculty are delivered to the Department PTRM Committee.

Second Friday in February

- The Dean will, following their review, forward Department recommendations for faculty merit to the Provost. If the Dean disagrees with the Department recommendation, the Dean shall add their recommendation to the faculty member's evaluation portfolio and deliver the negative recommendation in person or by certified mail to the faculty member's home.
- 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.
- Negative reappointment recommendations for first-year faculty are forwarded from the Provost to the 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.

March 15th

Chairperson and, as needed, Department PTRM Committee Recommendations concerning reappointment and merit of first year faculty are due to the Dean.

Third Friday in March

Provost's letter of decision is conveyed to the faculty member, Department and College PTRM Committee Chairpersons, Department Chairperson, and Dean of the College.

Fourth Friday in March

Negative recommendations concerning reappointment and merit of first year faculty are delivered from the Dean to the Provost's Office.

April 15th

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

APPENDIX A: POTENTIAL EVIDENCE FOR TEACHING/ADVISING, SCHOLARSHIP AND SERVICE

	Potential Evidence
Teaching / Advising	• Statement of one's teaching/advising philosophy • Documents demonstrating significant changes to course syllabi over time • Copies of course and program proposals • Demonstration of participation in accreditation or program approval change • Evaluations of instruction by current students • Periodic analysis and interpretations of the student's evaluations • Peer observation by faculty • Evaluations obtained by means of focus groups • Standardized tests scores or pre/post test results • Refinement of teaching methods, materials, and strategies • External or internal curriculum and instructional development grants • Teaching awards and nominations • International teaching exchange, sabbatical, or consulting contracts • Articulation of mentoring relationships with junior faculty, clinicians, or other professional colleagues • Consultation regarding teaching within and beyond University • Advising evaluations • Effective guidance and advising that enables students to complete their research projects • Evidence of knowledge of emerging needs in one's field • Effective participation in course and program development • Demonstrated leadership in course and program development • Demonstrated leadership in accreditation and program approval • Participation on accreditation or program approval teams • Evidence of respecting diversity and inclusion at a variety of levels • Evidence of novel or exemplary teaching methods, materials, or strategies • Evidence of mentoring students and other faculty members
Scholarship	• Publications in peer reviewed journals • Publication of a book, book chapter, or monograph • Competitive internal and external grants as PI, Co-PI, Faculty Consultant, or Project Director attempted and received • Citation of others of one's scholarship • External evaluation and reviews of one's scholarly work • Invitations to review the research and scholarship of others • Presentations of one's scholarship • Reports of scholarship or projects in progress

Service	• Active involvement in faculty governance at the department, college or university level • Leadership positions in the department, college or university • Leadership or advocacy in student activities, organizations and programs • Advocacy in addressing important issues or needs • Provision of in-service education or technical assistance • Professional consultations • Membership in professional organizations at the national, regional, and state levels • Committee membership in professional organizations • Leadership in professional organizations and associations • Service to licensure, certification or accreditation boards

Appendix B: Guidelines for External Peer Review

https://www.towson.edu/provost/academicresources/documents/externalevaluationguidelineswithletter_finaldraft.pdf

EXTERNAL EVALUATION GUIDELINES

Chapter 3 §I.B.3.f provides that departmental and college promotion and tenure policies may include an option for external reviews as part of the evaluation process for promotion and tenure. Departments and colleges are encouraged to solicit such external reviews and are directed to incorporate these guidelines into their promotion and tenure policies should external reviews be made part of the evaluation process.

I. **CONFIDENTIALITY**

- External reviews will not be made available to the faculty member being reviewed ("Candidate") and will not be included in the Candidate's faculty evaluation portfolio.
- External reviews will be forwarded to each level of review under separate cover.

II. **IDENTIFYING EXTERNAL EVALUATORS**

- Evaluators will be independent and impartial. Evaluators cannot be members of Towson University faculty nor can they be current or former advisors or mentors to the Candidate, or otherwise have (or have had) a personal or significant professional relationship with the Candidate.
- Evaluators must be established scholars or practitioners of demonstrated expertise in the area of the Candidate's specialization preferably from peer institutions.

III. **SELECTION OF EVALUATORS**

- The Candidate will have the opportunity to recommend evaluators who meet the criteria set forth in §II to the Department Chairperson or designee.
- The Department Chairperson or designee in consultation with the Dean, will also recommend evaluators, in addition to those recommended by the faculty member. The Department Chairperson or designee will select at least 5 evaluator(s) of those recommended by the faculty member who meet the criteria set forth in §II and will select, in addition 5 other evaluator(s) so that a minimum of 10 evaluators are identified as potential evaluators.
- The Department Chairperson or designee will contact the potential evaluators to identify those evaluators who agree to provide evaluations.
- Potential external evaluators must be identified no later than the first Monday in April of the calendar year in which the promotion or tenure portfolio will be submitted and confirmed no later than the first Monday of July.
- Following confirmation of the external evaluators, the chair or designee will write each evaluator using the letter template attached to these guidelines.

IV. **SUBJECT MATTER OF EXTERNAL REVIEW**

- External evaluators are not to evaluate the candidate's teaching, advising or service to the University. The external evaluation will address the Candidate's scholarly and/or creative work as it relates to the Candidate's promotion or tenure. Material provided to external evaluators should include the scholarly and/or creative work appropriate to the Candidate's discipline such as books, articles, grant proposals, computer programs, visual works or performance reviews.
- The Candidate's Department Chairperson or designee must provide these materials to all external evaluators no later than July 1. The Candidate's curriculum vitae will be included with the materials provided external evaluators.

Date

Dr.
Department of
Towson University
8000 York Road
Towson, Maryland 21252

Dear

Thank you for agreeing to serve as an external evaluator of the scholarly/creative work of _____, ("Candidate") , who is being considered for promotion from _____ to _____ (or who is being considered for tenure at Towson University). I am sending under separate cover the publications (and/or other materials) that I am asking you to review.

Pursuant to the University's promotion and tenure policy, your review will remain confidential and will not be made available to the Candidate. Only officially constituted faculty committees and academic administrators authorized to evaluate the Candidate for promotion (or tenure) will have access to your evaluation and this correspondence.

Please provide an objective assessment of the Candidate's accomplishments as a scholar (or reference specific work in other fields as appropriate) and your opinion on whether the Candidate has demonstrated the degree of accomplishment required for promotion to _____ (and/or for tenure) at _____ .

In making your evaluation of the candidate's work, please address the following:

1. What, if any, has been your professional and/or personal relationship with the Candidate?
2. What is the significance of the issues addressed by the Candidate's work?
3. What is your assessment of the originality and the quality of the work?
4. Is the methodology used appropriate to the issues addressed and consistent with best practices in the field?
5. Does the work produce useful lines of future inquiry for the Candidate and/or for others in the field?
6. Has the Candidate's work appeared in journals, been exhibited in galleries, published by presses, or in professional or performance venues that are appropriate to the field that are indicators of quality work?
7. Does the body of the Candidate's work reviewed indicate continuing development as a scholar (or creative artist)?

In addition to responding to these specific inquiries, please feel free to comment on other aspects of the Candidate's scholarly work.

Due to the calendar for promotion and tenure decisions, please complete your review of the material and submit your evaluation by _the third Friday in September. Please address all correspondence to me at the address above, marked "Confidential."

Thank you for your assistance in this important matter. It is essential to sustaining the academic quality of Towson University that we call upon outside evaluations to assist us in judging the professional scholarship performance of our faculty. We realize how time-consuming this task is, and we are truly grateful for professional service you will render on our behalf.

Sincerely,

Appendix C: ANNUAL REPORT (AR)

Part I

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.

Teaching (percentage of workload:__%)

C. 1. Attach evaluations from all of your teaching assignments for the fall, mini, spring, and summer terms from the course evaluation reports provided by the Office of Assessment (If your department or college uses an alternative or additional course evaluation survey that has been approved by the UPTRM, then you may also include those results). 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. You may, if you wish, include a narrative statement on your teaching that includes your interpretation of the course evaluations and how you intend to use the results to inform and improve your teaching.

3. Insert below your class GPA and grade distribution. These data are provided to your dean's office by the Office of Institutional Research (Fall data are sent in February and Spring data are sent in mid June). Your dean's office will distribute these data to departments. You may fill out this table by indicating the number of students in each grade category, or you may electronically insert the information by cutting and pasting the entire section from the report.

Grade Dist Course	A	A-	B+	B	B-	C+	C	D+	D	F	Total	W	O	Mean

4. Attach syllabi for all courses listed (must contain all elements required for syllabi in Policies and Procedures for the Classroom: Course Syllabus).

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

E. New instructional procedures which you have introduced this year (special projects, new courses and/or materials).

F. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

Correlation Statement. If your productivity did not match your projections for academic year 20 -20 , please explain.

II. Scholarship (percentage of workload:____%)

[Attach corroborative material where appropriate]

Correlation Statement. If your productivity did not match your projections for academic year 20 -20 , please explain.

III. Service (percentage of workload:_____%)

[Indicate any of these activities which are part of your workload]

Community:

Profession:

University (all levels):

Correlation Statement. If your productivity did not match your projections for academic year 20 -20 , please explain.

ANNUAL REVIEW (AR)

Part II

Agreement On Faculty Workload Expectations For Academic Year June 1,

20 - May 31, 20__

I. Teaching (percentage of workload:_____%)

A. List all of the regular classroom teaching assignments planned for the 20 -20 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 20 -20 academic year.

C. New instructional procedures which you plan to introduce this year (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. Scholarship (percentage of workload:_____%)Service (percentage of workload:_____%)

[For any of these activities which are part of your workload, please indicate.]

Community:

Profession:

University (all levels):

SIGNATURES:

Faculty Member_____ Date _____

Chairperson of Department_____ Date _____

Dean of College_____ Date _____

APPENDIX D

TOWSON UNIVERSITY
DEPARTMENT SUMMARY RECOMMENDATION (DSR)

DEPARTMENT OF _____

RECOMMENDATION FORM FOR YEAR _____

FOR _____
(Faculty Member)

This form is to be completed for all tenure track and clinical faculty by each department upon the conclusion of its PTRM process each fall. When promotion or tenure is being considered, it is forwarded as part of the faculty member's file to the appropriate college promotion and tenure committee for use during its deliberations. Recommendations on merit, reappointment, and five year comprehensive reviews are to be forwarded directly from the department to the dean of the college.

By signing this form faculty members indicate that they have read this form and are aware of the department's recommendation(s); their signatures do not necessarily indicate agreement with the recommendation(s). Faculty who wish to appeal the recommendation(s) should follow procedures found in the Towson University Policy on Appointment, Rank and Tenure of Faculty.

The _____Department PTRM Committee voted to recommend that you have:

- o Tenure granted
- o Tenure denied

The _____Department PTRM Committee recommends you for the following:

Promotion to T/TT or Clinical:

- o Associate Professor
- o Professor
- o No promotion

The _____Department Merit Committee recommends you for the following:

- o No Merit
- o Base Merit
- o Base +Merit

The _____Department PTRM Committee recommends that you be:

- o Reappointed
- o Not reappointed

The _____Department PTRM Committee recommends that your performance for the period covered by the Five Year Comprehensive Review be judged:

- o Satisfactory
- o Less than Satisfactory

_____

_____ Committee Chair Signature_____Date_____

Faculty Member Signature _____ Date_____

In the event of multiple decisions made by different committees with different committee chairs, those committee chairs should add their signatures on the backside of this form.
7/11/2013

APPENDIX E

Department of _____

Promotion, Tenure & Reappointment Committees and Annual Review and Merit Committees Votes

Fall _____ (based on Academic Year _____)

Faculty (Rank)		Tenure/ Reappoint Vote	Promote Vote	5 YR Review	Merit Review	Merit Teaching Vote	Merit Scholarship Vote	Merit Service Vote	Merit Overall Decision
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				

Faculty (Rank)		Tenure/ Reappoint Vote	Promote Vote	5 YR Review	Merit Review	Merit Teaching Vote	Merit Scholarship Vote	Merit Service Vote	Merit Overall Decision
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
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	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				
	Yes				No Merit				
	No				Satisfactory				
					Excellent				

This voting record is an accurate reflection of the deliberations of the PTR and ARM Committees.

_____ _____

Department PTRM Chairperson/Date Department Chairperson/date