**STATEMENT OF STANDARDS AND EXPECTATIONS**

**FOR NEW TENURETRACK FACULTY (SENTF)**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Faculty members will abide by the following documents:

A. University System of Maryland policies, Towson University policies, and the Faculty Handbook.

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.

1. 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. Faculty members joining the faculty in the Fall semester must earn the degree by February 1 of the following calendar year. Faculty members joining the faculty in the Spring semester must earn the degree by August 1 of the same calendar year. Faculty members who do not earn the degree by the deadline will not be reappointed for the following academic year. 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 the new faculty member—such as advising; maintaining academic standards; serving on department committees; filing of syllabi, exams, and class records; developing “themes” or “topics” courses; 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, etc.).

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The quality of all activities—teaching, scholarship, and service—is assessed by the department committees and the college committee in arriving at recommendations.

A. Nontenured faculty members will be formally evaluated each year. Classroom observations by tenured faculty members are an important part of this evaluation. Each classroom observation is followed by the submission of a written evaluation to the faculty member observed and to his/her P&T file.

B. All faculty members are subject to an annual evaluation by the appropriate departmental committee(s) for purposes of third-year review or recommending promotion, tenure, reappointment, and/or merit increment. These recommendations will be based on meritorious performance appropriate to the faculty member’s rank. The following will be considered in this evaluation:

1. “Teaching takes a variety of forms, including the use of technology, development of new courses and programs (including those involving collaborative or interdisciplinary work and civic engagement), faculty exchanges and teaching abroad, off-site-learning, supervision of undergraduate and graduate research and thesis preparation, emphasis on pedagogy including the various learning outcomes defined in a specific curriculum, and other aspects of learning and its assessment. It also includes advising responsibilities.” Excellence in teaching will be evaluated via peer evaluations (including classroom observations; review of syllabi, textbooks, examinations, and other materials; review of grading standards and procedures) and student evaluations.

2. “Scholarship is widely interpreted and takes many forms, including the scholarship of Application, Discovery, Integration or Teaching. Regardless of type, each faculty member shall be reviewed in terms of continuing professional development and currency in his/her academic field as affirmed by its community of scholars.” Evidence of scholarship includes but is not limited to peer-reviewed books, articles, reviews, poetry, fiction, computer programs, audio and video productions, presentation of peer-reviewed papers at conferences and workshops, and artistic performances.

3. “University service shall include substantive participation in the shared governance activities of the department, college and university.” It may include committee activities and new program development. “Professional service shall include activities in professional organizations or participating in other venues external to the university (local, regional, national or global) in which one's expertise is applied and which advance the university's mission.” “Civic service includes participation in the larger community (local, regional, national or global) outside the university in ways that may or may not be directly related to one's academic expertise, but in ways which advance the university's mission.”

IV. **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 the faculty member’s contract begins (e.g., September 2009)

**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; where appropriate, include 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 peer-reviewed 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 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 annually 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:

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Faculty Member Date

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Department Chairperson Date

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Dean of College Date