
The College of Business And Economics

Promotion, Tenure, and Reappointment Procedures and Standards

Prepared:	May, 1985
Adopted:	May, 1985
Revised:	March, 1990
Revised:	April, 1990
Approved:	April 15, 1993
Revised:	December, 1995
Approved:	January, 1996
Revised:	October, 1999
Approved:	November, 1999
Approved:	November 22, 1999 University P&T Committee
Revised:	December 20, 2007
Approved:	January 24, 2008
Revised:	November 18th, 2010
Approved:	March 12 th , 2011
Revised:	October 1, 2013
Approved:	November 8 th , 2013
Revised:	September 18, 2018
Approved:	October 5, 2018
Revised:	September 27, 2024

Approved: October, 2025

TABLE OF CONTENTS

1. Composition	3
2. Election, Eligibility, Term	3
3. Administrative Duties/Procedures.....	4
4. Evaluation Procedures	5
5. Standards for Evaluation	6
6. Confidentiality	10
7. Promotion and Tenure Recommendation Notification	11
8. Materials Required for Submission by Departments and Faculty Candidates	13
9. Appeal Procedures	16

COLLEGE OF BUSINESS AND ECONOMICS

Promotion, Tenure, Reappointment Committee

Composition

The College of Business and Economics Promotion, Tenure, and Reappointment Committee (CBE PTR) shall be composed of faculty members elected by and from the CBE through college-wide elections. The number of persons to be elected to the CBE PTR shall be established on the basis of one member from each of the departments within the college.

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The dean shall not serve as a member of the college PTR committee and may not be present during committee deliberations unless invited by the committee chairperson to answer specific questions.

Election, Eligibility, Term

In accordance with the Faculty Handbook, all eligible CBE tenured and tenure-track faculty may vote for representatives to the CBE PTR Committee. The College Council shall administer an election no later than the first Friday in May to staff any committee vacancies and subsequently announce the results to the faculty.

Those elected shall be tenured members of the faculty at the rank of associate or full professor. Department chairpersons are not eligible to serve. If a department does not have one or more faculty eligible to serve, an exception to the policy may be made and approved by the College Dean and the University PTR Committee.

The faculty department representative shall present the position of the department regarding recommendations. However, members of the CBE PTR Committee are expected to serve as representatives of the College and University and not as delegates from a particular department. All evaluations shall be based on the standards set forth in this document.

Faculty members who serve as members of the CBE PTR Committee and who are presenting themselves for promotion and/or tenure shall not serve during the year in which any decision relative to their review is undertaken. In such cases, the CBE Council will administer a special interim election to staff the vacant position.

Faculty members who are categorized as transitional (e.g., to retirement) are not eligible to serve.

Faculty members who are presenting their materials for comprehensive five-year reviews are eligible to serve.

Members of the CBE PTR Committee elected from departments shall serve for a term of three years but no more than two consecutive terms.

Terms of members of the CBE PTR Committee shall be staggered among departments to prevent the necessity of electing a completely new committee in any year.

The Committee, at the first meeting of the academic year, shall elect its own chairperson and secretary who will serve for a term of one year.

Administrative Duties/Procedures

- a. The CBE PTR Committee shall appoint tenured faculty members from other departments within the CBE to serve on tenure, rank, and comprehensive review committees in cases when a department does not have three members at the appropriate rank. The additional tenured faculty members shall be selected by the CBE PTR Committee from a list of named individuals submitted by the faculty member being considered for promotion and/or tenure. The faculty member shall submit the list of named individuals on or before the third Friday in June. The department chairperson and the Dean shall review the list and make recommendations by the first Friday in September. The CBE PTR Committee will select the additional faculty member(s) to be added to the Committee on or before the third Friday of September of the review year.
- b. The Committee shall develop a PTR document that adheres to the university standards, criteria, and/or expectations pertaining to annual review, reappointments, third-year review, promotion, tenure, and comprehensive five-year review. Each college shall develop its own specific standards and expectations. These must be accompanied by clear criteria for evaluation and must not conflict with those established by the university. The process shall include:
 - The CBE PTR document pertaining to standards, criteria, and/or expectations of evaluation shall be developed by the CBE PTR Committee. The CBE PTR document must be distributed to all tenured and tenure track faculty in the CBE for input at least 10 business days prior to the CBE PTR Committee vote on the documents. Final approval shall be by a simple majority vote of CBE tenured/tenure track faculty. Except for faculty who are on sabbatical or leave from the university, the signature of each tenured or tenure track faculty member will signify that he/she has voted on the CBE PTR document.
 - The CBE PTR document shall be approved by the CBE Dean who shall be responsible for transmitting the document with any proposed changes to the University PTR Committee by the second Friday in October.

- The CBE PTR document must be approved by the University PTR Committee. The CBE PTR Committee must formally respond to changes and/or recommendations resulting from the review by the University PTR Committee and submit a clean copy by the due date specified by the University PTR Committee. Once the University PTR Committee has approved the CBE PTR document, it will forward a copy of the approved document to the CBE Dean.
 - The Dean of the CBE shall be responsible for assuring that the approved CBE PTR documents are posted on the Towson University website.
- c. All policies at the college level shall remain in effect until changes according to the procedures described herein. However, faculty members shall be evaluated for tenure pursuant to the College PTR standards and criteria in effect during the year they are first appointed to a tenure track position.
 - d. The CBE PTR Committee shall review its document every three years and submit evidence of such review to the CBE Dean and to the University PTR Committee.
 - e. Revisions to department PTR documents are to be approved by the CBE PTR Committee and the Dean of the College prior to submission to the University PTR Committee. Revised department PTR documents, with the approval forms, shall be submitted to the CBE PTR Committee by the first Friday in December. Each department shall develop its own specific standards and expectations with clear evaluation criteria, ensuring they do not conflict with those established by the university and/or college. Following approval by the CBE PTR Committee and the Dean, the department PTR document shall be delivered by the Dean to the University PTR Committee chairperson by the second Friday in February.

Evaluation Procedures

a. Notification. Faculty members applying for promotion and/or tenure shall notify their respective department chairperson in writing by the third Friday in September of the academic year *preceding* the academic year in which they intend to submit material for promotion and/or tenure.

b. Quorum. All voting members of the CBE PTR Committee shall be present at all meetings except under unusual circumstances. However, under no circumstances shall the Committee meet if fewer than four members are present.

c. Review/Evaluation. The CBE PTR Committee shall review and approve or disapprove all recommendations from departments for promotion and tenure. The Committee shall not rule on department recommendations for renewal of contract of faculty in their second probationary year. The Committee shall review upon appeal department reappointment, and comprehensive five- year review judgments and forward

its recommendations to the Provost, the CBE Dean, the department chairperson, and the faculty candidate.

The CBE PTR Committee shall examine the materials submitted by each department for faculty recommended for promotion and/or tenure and shall decide whether to support or deny the recommendations. Information used for the decision are teaching performance; academic training and earned degrees; scholarship, especially publications in peer-reviewed journals, external grants and contracts; and service to the department, college, university, and community. The decisions should be consistent with the Faculty Handbook, CBE mission, collegiality expectations as delineated in the ART document, standards and expectations for teaching, scholarship and service as outlined in this document and any other areas pertinent to the decision.

A faculty member shall be committed to collegiality and academic citizenship. The demonstration of high standards of humane, ethical and professional behavior is fundamental to collegiality and academic citizenship.

The Dean and department chairs shall submit written independent recommendations addressed to the Provost that shall become part of the candidate's file, going forward. The department chair shall serve as a non-voting member of the department PTR committee(s). The recommendations should not only be communicated to the Provost, but also to the CBE Dean, the department chairperson, the CBE PTR committee chairperson, and the faculty candidate.

d. Voting. During meetings of the full CBE PTR Committee, subject to the quorum conditions above, a vote shall be taken on each departmental recommendation. This vote shall be considered final if a majority of the members present for the deliberations agree. There will be no tie votes. All votes regarding tenure, promotion, reappointment, and/or comprehensive five-year reviews taken by the Committee shall be by confidential ballot, signed with the Towson University ID number and dated by the voting member and tallied by the Committee chair. 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.

The Office of the Provost recommends the use of TU's Involved @ TU web-based program for all remote PTR voting to ensure a secured vote and records in accordance with USM records retention policies. While it is NOT necessary to use the TU Ballot Summary, a paper copy of the electronic voting record, which includes a record of faculty ID numbers associated with each ballot, must be printed and kept on file per the ART policy.

Standards for Evaluation

a. Teaching and Advising

Teaching takes a variety of forms, including but not limited to, the use of technology or classroom-based research to improve teaching, the development of new courses and programs, faculty exchanges and teaching abroad, and involvement in online learning.

The primary purposes of faculty academic advising are to assist students in the development of meaningful educational and career plans that are compatible with their life goals. Faculty advising can also take the form of mentoring colleagues in effective teaching or academic advising as well as mentoring student scholarship (e.g., independent study projects or theses).

1) Evaluation of teaching by students: student evaluations of instruction are a required part of the evaluation of faculty. Such an evaluation is one kind of assessment and should be considered in concert with all other measures of teaching effectiveness. Tenured and probationary faculty shall be evaluated by students for all courses taught, every semester, inclusive of the summer semester.

2) Evaluation of teaching by peers: classroom visits are required when the faculty member is being considered for rank advancement, tenure, comprehensive five- year review, three-year review or reappointment. A minimum of two peer observations shall be conducted per review period, except for untenured tenure-track faculty who shall be peer-evaluated at least twice annually. The department PTR Committee will approve the peers selected for the review. Advance notice of at least one week prior to the peer observation shall be given to the faculty member.

3). Self-evaluation of teaching and/or advising effectiveness by faculty being evaluated for promotion and/or tenure, three-year reviews, or comprehensive five-year reviews, shall include a narrative statement about individual teaching and/or advising philosophy and an interpretation of student and/or peer/chairperson evaluations.

4). Evaluation of developmental plan outcome: In the event the faculty member being evaluated is or was on a developmental plan as outlined in the ART document during the evaluation period, a report on the outcome shall be included in the portfolio.

Standards for Tenure and Rank Advancement to Associate Professor

- Excellent instruction as measured by student evaluations.
- Effective instruction as measured by a positive peer evaluation for each year of the most recent five-year period.
- Effective advising as reflected by availability to students and the sharing of knowledge about programs, career opportunities and professional advancements.

The following additional evidence may be submitted to support evidence of excellence in teaching:

- Unsolicited evaluations of instruction by both current students and graduates
- If applicable, maintaining currency of licensure, certification and accreditation
- Incorporation of appropriate instructional technology in one's teaching
- Reflection and growth in teaching methodology

- Mentoring student scholarship
- Having met contractual obligations for approved off-campus activities such as international teaching exchanges and grant-supported research.
- Teaching awards

Standards for Rank Advancement to Professor

- **Excellent** instruction as measured by student evaluations.
- Effective instruction as measured by a minimum of two positive peer evaluations for the evaluation period of rank consideration.
- Effective advising as reflected by availability to students and the sharing of knowledge about programs, career opportunities and professional advancements.

The following additional evidence may be submitted to support evidence of excellence in teaching:

- Unsolicited evaluations of instruction by both current students and graduates
- Incorporation of appropriate technology in one's teaching
- Reflection and growth in teaching methodology
- International teaching exchange and study abroad courses
- University instructional development grants
- If applicable, maintaining the currency of licensure, certification and accreditation
- Mentoring student scholarship
- Mentoring colleagues in effective teaching and academic advising
- Teaching awards
- Involvement with FYE advising

b. Scholarship

Scholarship is widely interpreted and may take many forms, including, but not limited to, publications, presentations, or grants. Faculty conduct their scholarship in the development of new or the extension of existing knowledge. Other faculty engage in research that is applied, finding new ways to use knowledge for practical purposes, including pedagogy and published case studies. Faculty also engage in developing and publishing software for classroom uses. Interdisciplinary efforts where faculty work to expand their knowledge and apply it in new ways constitute yet another form of applied scholarship.

Expected scholarship standards include the following:

Tenure and Rank Advancement to Associate Professor: Faculty applying for tenure and promotion to Associate Professor should meet as a minimum for the most recent five-year period:

- Three to four published (or forthcoming) peer-reviewed articles in quality journals as recognized by published reputable sources¹. It is the faculty member's responsibility to provide information that would establish whether their publications are in quality journals. Information such as journal rankings, acceptance rates, number of citations received, and external letters of support are examples of information that would help establish the level of quality of a faculty member's publications. The following may substitute for one journal article: receipt of an external grant/contract of \$50,000 or more, the first edition of a scholarly book, course textbook or other significant intellectual contributions.
- Other evidence of scholarship, including, but not limited to, peer-reviewed published proceedings or paper presentations at academic conferences, or published software, are expected of all faculty but may be waived with superior number and/or quality of published (or forthcoming) peer-reviewed journal articles.
- A pipeline of work in progress that establishes a likelihood of continued successful scholarship over the subsequent five-year period.

Tenure and rank advancement decisions will normally be made concurrently; i.e., they are mutually inclusive and no favorable recommendation will normally go forward without having satisfied both decisions.

Rank Advancement from Associate Professor to Professor: Faculty should have a **sustained** record of conducting and reporting research **with a distinction in the quality** in one's scholarship. Faculty applying for promotion to Professor from Associate Professor should meet the following minimum criteria in the most recent five-year period:

- Three to four published (or forthcoming) peer-reviewed articles in quality journals as recognized by published reputable sources². It is the faculty member's responsibility to provide information that would establish whether their publications are in quality journals. Information such as journal rankings, acceptance rates, number of citations received, and external letters of support are examples of information that would help establish the level of quality of a faculty member's publications. The following may substitute for one journal article: receipt of an external grant/contract of \$50,000 or more that is related to academic research, the first edition of a scholarly book, course textbook, or other significant intellectual contributions.
- Other evidence of scholarship, including, but not limited to peer-reviewed published proceedings, paper presentations at academic conferences, or published software, are

¹ A determination of whether three or four published or forthcoming peer-reviewed journal articles are expected shall be made on the basis of the level of quality of the journals. Quality of journals shall be determined by a published ranking of journals within the discipline.

² A determination of whether three or four published or forthcoming peer-reviewed journal articles are expected shall be made on the basis of the level of quality of the journals. Quality of journals shall be determined by a published ranking of journals within the discipline.

expected of all faculty but may be waived with superior number and/or quality of published (or forthcoming) peer-reviewed journal articles.

- A pipeline of work in progress that establishes a likelihood of continued successful scholarship over the subsequent five-year period.

c. Service

Standards for Tenure and Promotion to Associate Professor:

- Involvement in the institution's faculty governance structure at program, department, college, university or system levels, or serving various campus student organizations.
- Examples of additional contributions that strengthen an application are:
 - Sustained involvement in the work of practitioners in one's field (e.g. presentations at various events in the community, state, regional and other markets; maintaining civic duties by serving various community needs; creating additional opportunities through personal initiatives such as internships or networking venues).
 - Contributions to practitioners and community that draw upon one's professional expertise (e.g. professional consulting).
 - Sustained involvement in professional organizations and associations in one's field at local, state, regional and national and/or international levels (e.g. committee membership in professional organizations; participation in regional and national academic societies as paper reviewers or discussants, session or track chairs; and membership on the editorial boards of peer reviewed journals).

Standard for Rank Advancement to Professor:

- **Leadership** positions and **distinction in the quality** of one's services to the institution at the program, department, college, university or system levels (e.g., Academic Senate; program directorship; chairperson positions on faculty or ad hoc committees and in the university governance structure; chairperson for new faculty searches). Membership on a committee(s) is not sufficient evidence.
- **Sustained involvement** in professional organizations and associations in one's field at the state, regional and/or national levels (e.g., leadership in professional organizations, societies, and associations; committee membership in professional organizations; academic conference program chairs; significant editorial responsibilities of a peer-reviewed journal; service to licensure, certification or accreditation boards).
- **Contributions to practitioners and community** that draws upon one's professional expertise (e.g., professional consulting; provisions of in-service professional development or technical assistance, executive board memberships, certification panels, standards committees, presentations to practitioners, advisement to regulatory and/or government policy groups, etc.)

Confidentiality

All matters considered by the CBE PTR Committee pertaining to the individual faculty member shall be held in strict confidence, and all outgoing correspondence shall be approved by the CBE PTR Committee.

Promotion and Tenure Recommendation Notification

Promotion and/or tenure recommendations by the CBE PTR Committee shall be summarized in a letter from the chair of the Committee to each of the faculty members involved in the decisions. Copies of each letter shall be provided to the department chairs, chairs of the respective department PTR Committees, and the College Dean. A record of the vote count shall be forwarded with the candidate's summative dossier to the Provost's office. Negative recommendations shall be delivered in person by the Dean, or as an attachment and delivered electronically via a file delivery system (FDS), or sent by certified mail to the candidate's last-known address.

Materials Required for Submission by Departments and Faculty Candidates

a. Materials Required from Departments

The department should provide all working documents approved by the University PTR Committee under which the department currently operates.

The department should provide the CBE PTR Chair with a summary spreadsheet report that includes the following information:

- A list of names of all faculty candidates recommended for promotion by professorial rank.
- A list of names of all faculty candidates recommended for tenure.
- A list of all faculty members recommended for non-reappointment
- A list of all faculty members subject to comprehensive five year reviews.
- Vote counts for all the above recommendations

b. Materials Required from Faculty for Promotion and/or Tenure

Evaluation portfolios shall be submitted electronically and organized following the provost's guidelines in the online system provided by the department or

university. The materials should be organized in electronic folders in the indicated sequence, separated and indexed with file names indicative of the subfolders that will be shared by the Provost's Office.

Although the exact information required as shared by the Provost's Office may vary from year to year, normally it will include:

Folder 1: Curriculum Vitae

Folder 2: Scholarship Exemplar: A copy of or link to ***one*** recent peer-reviewed publication or description of a comparable creative activity. [Instead of including an entire book, it is sufficient to include a chapter from the book and a page that contains the title, publisher, and publication date.]

Folder 3: University Forms: Completed and signed.

Annual Report (AR) <https://www.towson.edu/provost/academicresources/annual-report-2023.docx>

Annual Workload Plan (AWP)
<https://www.towson.edu/provost/academicresources/annual-workload-plan-2023.docx> (formerly known as AR II)

Chairperson's Annual Report (CAR)
<https://www.towson.edu/provost/academicresources/chairperson-ar-2023.docx>
arranged from most recent to the time of last promotion or year of hire.

Folder 4: A summary of Student Evaluations across the evaluation period. The summary should focus on faculty members' use of student feedback to reflect upon their teaching, and note any changes or improvements made in response to student evaluations.

A narrative statement about individual teaching and advising philosophy and an interpretation of student and peer/ chairperson evaluations.

Peer Teaching Evaluations.

Folder 5: Supporting Statement: Summary statement describing correlation between expectations and accomplishments and integrating accomplishments in the areas of scholarship, teaching, and service.

The expectation is that this statement will: (1) clearly articulate your line of scholarly endeavors and (2) describe your expected and continuing trajectory as a scholar.

Folder 6: Recommendations

- Written recommendation of the department PTR committee, including the Departmental Summary recommendation form
- Written recommendation of the academic chairperson
- Written recommendation of the college PTR committee
- Written recommendation of the academic dean of the college.

Folder 7: Supplemental Material

- 1) **Narrative** A narrative statement in which the candidate a) describes plans for the next 4-5 years, b) explains how these goals and plans connect to what she or he accomplished in the past 5 years, and c) delineates how these goals and plans align with and support the departmental, college, and university strategic objectives and where the she or he expects to make a contribution at each level.
- 2) **Syllabi** At least one syllabus for each course taught during the evaluation period.
- 3) **Student Evaluations** Evaluation of teaching for the most recent five-year period. Copies of evaluations for each class shall be provided and summary statistics for evaluations shall be presented in tabular form. Candidates shall clearly state which items were used to calculate course evaluation averages and the same items shall be used for all course evaluation calculations. The department chair will either tabulate or oversee the tabulation of student evaluations by an administrative entity other than the faculty member under evaluation.
- 4) **Grade Distributions** Grade distributions by course and in tabular form for all courses taught in the most recent five-year period.
- 5) **Peer Evaluations** Refer to standards for promotion and tenure for required number of peer evaluations.
- 6) **Journal Articles** Full-text copies of peer-reviewed scholarship for the most recent five-year period. For forthcoming articles, a letter of acceptance from the editor of the journal should be included along with a copy of the article.
- 7) **Journal Quality** Documentation supporting the determination of sufficiency of quality of scholarship of all peer reviewed journal articles in tabular form.
- 8) **Service Activities** Evidence of service activities to the university, academy and the greater metropolitan community for the most recent five- year period. As appropriate, the submission should also include information regarding leadership for these service activities.

It is the responsibility of faculty to ensure that the documentation they provide is complete and in full compliance with the requirements of the CBE PTR Committee and the University as outlined

below. In the event incomplete documentation is submitted, the CBE PTR Committee may choose not to consider the candidate's application for promotion and/or tenure for the academic year.

c. Materials Required for Comprehensive Five-Year Review

Sections I-IV of the Comprehensive Five-Year Review dossiers will be identical to those of P&T dossiers, will cover the five years under review, **and shall include a statement outlining goals and expected career development plans in the areas of scholarship, teaching, and service for the upcoming five-year period.** This information can be included in the narrative or submitted as an additional document.

Folder 6 must include the following:

- Final evaluation of the departmental Comprehensive Review Committee
- Letter of evaluation from the department chairperson
- Letter of evaluation from the academic dean.

d. Appended Material to the Portfolio

During the course of the evaluative process, the faculty member or an administrator participating in the process may add to the portfolio information that became available after the deadline stipulated in the *Towson University Promotion, and Tenure/Reappointment* calendar. The information shall relate specifically to the faculty member's performance as presented by either the faculty member in their portfolio or in the administrators' evaluation of the faculty member's performance.

Additive material from either the faculty member or administrators shall be included in a special section noted *Information Added*. All documentation used as part of the review process must be included in the dossier no later than the third Friday in September.

If an administrator participating in the evaluation process includes information in the faculty member's dossier, 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.

If at any level 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.

Appeal Procedures

All appeals and rebuttals shall be made in writing. The procedure for appeals is to be in accordance with section V of the University Appointment, Rank, and Tenure (ART) document.

TOWSON UNIVERSITY ANNUAL REVIEW, REAPPOINTMENT, THIRD-YEAR REVIEW, PROMOTION, TENURE, AND COMPREHENSIVE REVIEW CALENDAR (ALL DEADLINES ARE FINAL DEADLINES)

The first Friday in May

Department and college PTR committees are formed (elections for membership on the college committee are already completed)

The Third Friday in June

All faculty members submit an evaluation portfolio to the department chair.

A. 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.

B. All faculty members with a negative comprehensive review must have final approval by chair 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.

The First Friday in September

Department chair approval of the list of additional faculty to be considered for inclusion in the department tenure and/or promotion committee

The Second Friday in September

University PTR 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.

The Third Friday in September

A. Faculty notify department chair of intention to submit materials for promotion and/or tenure in the next academic year.

B. College PTR Committee approval of faculty to be added to a department's PTR committee (if necessary).

C. Final date for faculty to add information to update their evaluation portfolio for work that was completed before June 1 unless the schedule for review is modified pursuant to Section III.D.4.a.

The Fourth Friday in September

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

The Second Friday in October

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

B. College PTR documents are due to the university PTR committee if changes have been made.

The Fourth Friday in October

- A. Department chairperson's written evaluation for faculty considered for reappointment in the first through fifth years, promotion, tenure, and comprehensive five-year review is added to the faculty member's evaluation portfolio and conveyed to the faculty member.
- B. The department chairperson will place his/her independent evaluation into the evaluation portfolio.
- C. The department PTR committee's report with recommendations and vote count and the department chairperson's evaluation are distributed to the faculty member.

The Second Friday in November

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

November 30th

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

The First Friday in December

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

The Second Friday in December

First-year tenure-track faculty submit an evaluation portfolio for the Fall semester to the department chairperson.

December 15th (USM mandated date)

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

The First Friday in January

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

The Third Friday in January

- A. The Dean's written evaluation regarding promotion and/or tenure with recommendation is added to the faculty member's evaluation portfolio.
- B. The college PTR committee's report with vote counts and recommendations and the Dean's recommendation are conveyed in writing to the faculty member.
- C. First-year tenure track faculty submits the Statement of Standards and Expectations for New Tenure-Track Faculty (SENTF), syllabi, and student/peer evaluations to the department chairperson.
- D. All documentation for the third year review of tenure-track faculty is submitted by the faculty member to the department chairperson.

The First Friday in February

- A. 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.
- B. The Dean forwards all recommendations regarding reappointment/non-reappointment to the Provost. If the Dean disagrees with the department recommendation, the Dean shall prepare his/her own recommendation and send a copy to the faculty member and add this recommendation to the summative portfolio.
- C. Department chair recommendations on reappointment of first-year faculty must be added to the faculty member's evaluation portfolio.
Should the Chair's recommendation be for non-reappointment, the chair forwards all relevant materials to the department PTR committee and notifies the faculty member and the Dean.

The department PTR will convene to review the relevant documentation and vote in accordance with standard PTR procedure and make a recommendation for reappointment or non-reappointment.

If the recommendation is for non-reappointment, the faculty member may begin their appeal to the President. This flowchart outlines the process, including a timeline and chain of

Communication is available here:

<https://www.towson.edu/about/administration/senate/committees/uPTR/firstyearflowchart.pdf>

The Second Friday in February

- A. Department documents concerning promotion, tenure, and reappointment (with an approval form signed by all current faculty members) are submitted to the university PTR committee.
- B. Negative reappointment recommendations for first-year faculty are forwarded from the Provost to the President.

March 1

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

First Friday in March

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

Third Friday in March

Provost's letter of decision is conveyed to the faculty member, department and college PTR committee chairpersons, department chairperson, and Dean of the college.