

The JESS and MILDRED FISHER COLLEGE OF SCIENCE AND MATHEMATICS  
PROMOTION, TENURE/REAPPOINTMENT, AND MERIT COMMITTEE  
POLICIES, PROCEDURES, CRITERIA, AND STANDARDS *approved 2\_14\_17*

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24 **The FCSM Promotion and Tenure Committee Mission Statement**

25 The FCSM PTRM Committee consists of one representative from each department elected by the FCSM at  
26 large. The FCSM Dean is an ex officio non-voting member of the Committee. The primary obligation of the  
27 Committee is to review the submitted files to ensure fairness and equity to faculty members who are being evaluated  
28 for promotion and tenure. The FCSM PTRM Committee is advisory to the FCSM Dean on other performance  
29 evaluations.

30 In accordance with the Strategic Plan of the University, the FCSM PTRM Committee aims to maintain a highly  
31 qualified faculty that balances the tripartite responsibilities of teaching and advising, scholarly activity, and service. In  
32 order to implement this objective, the Committee will evaluate the files of the candidates according to Towson  
33 University policies for faculty evaluation, which are in accordance with the Boyer Model of Scholarship (see Appendix  
34 A). The Committee will then make recommendations to the Provost.

35 As part of its duties, the Committee will fully investigate appeals from departmental recommendations and, if it deems  
36 appropriate, will attempt to resolve such disputes before a final decision and vote is taken.

37

38 I. **General Directions**

39 A. Composition of the Committee and election of its members

- 40                   ▪ The FCSM PTRM Committee will consist of one representative from each department  
41 elected at large from the college for a period of three years. These three-year terms shall  
42 be staggered to ensure some consistency from year to year. Members may serve no more  
43 than two consecutive terms. Eligible members include tenured faculty at the rank of  
44 associate professor and professor who have been in the FCSM for at least three years.  
45 Chairpersons and faculty members who are candidates for promotion are not eligible. The  
46 Dean of the College shall serve as an ex officio non-voting member of this Committee. In  
47 the event of vacancies on the FCSM PTRM Committee, the FCSM electorate shall choose  
48 a replacement before the FCSM PTRM Committee begins its work.
- 49                   ▪ The election of the members of the FCSM PTRM Committee will be according to the  
50 procedures of FCSM as indicated at [http://www.towson.edu/fcsm/aboutFCSM/election-](http://www.towson.edu/fcsm/aboutFCSM/election-procedures.asp)  
51 [procedures.asp](http://www.towson.edu/fcsm/aboutFCSM/election-procedures.asp) (see Appendix B).

52 B. Forms Required

- 53                   ▪ To ensure that accurate Annual Reports (AR) are available at the appropriate times, the  
54 promotion and tenure chairperson(s) of each department in the FCSM must make sure  
55 that these Reports are completed and filed with the department by the deadline  
56 established by the University PTRM Committee.
- 57                   ▪ The FCSM recommendation forms must be signed by the individual and by the  
58 chairperson of the departmental rank and /or tenure committee. If the recommended  
59 faculty member is the chairperson of the departmental rank and/or tenure committee, then  
60 the chairperson of the department must cosign the document.
- 61                   ▪ All documents and supporting data are confidential and should be submitted to the office  
62 of the Dean of FCSM, where they are kept in a FCSM PTRM file.

63 C. Schedules

- 64                   ▪ The FCSM PTRM Committee shall adhere to the deadlines set by the University PTRM  
65 Committee (see Section XII Important Dates).
- 66                   ▪ Additional or supplementary documents sent to the FCSM PTRM Committee after  
67 November 30<sup>th</sup> will not be accepted unless specifically requested by the responsible  
68 departmental committee or the FCSM PTRM Committee and approved by the FCSM  
69 PTRM Committee.

70 D. Approval Process on Revisions of the FCSM PTRM Document and/or Procedures

- 71                   • FCSM PTRM documents pertaining to standards, criteria, and/or expectations of evaluation shall  
72 be developed by the PTRM Committee. The FCSM PTRM document must be distributed to all  
73 tenured and tenure-track faculty in the FCSM for input at least ten (10) business days prior to the  
74 FCSM PTRM Committee vote on the documents. Final approval at the college level shall be by a  
75 simple majority vote of the tenured/tenure-track faculty of the FCSM excepting faculty who are on  
76 leave from the university (e.g., medical, sabbatical, etc.), the signature of each tenured or tenure-  
77 track faculty member of the college will signify that s/he has voted on the FCSM PTRM documents.  
78 Balloting will be conducted by the FCSM Elections Committee as described in Appendix B.
- 79                   • The FCSM document shall be approved by the FCSM Dean. The Dean is responsible for  
80 transmitting the document with any proposed changes to the University PTRM Committee by the  
81 second Friday in October.

82 II. **Policies and Procedures of the FCSM PTRM Committee for Promotion, Tenure, and Five-Year**  
83 **Comprehensive Review of Tenured Faculty**

84 A. General

- 85           ▪ The FCSM PTRM Committee will review faculty files in the context of its Mission  
86 Statement and the document "TOWSON UNIVERSITY POLICY ON APPOINTMENT,  
87 RANK AND TENURE OF FACULTY."
- 88           ▪ All matters considered by the Committee pertaining to individual faculty members shall be  
89 held in strict confidence.
- 90           ▪ Because of the importance of the Committee's deliberations, all voting members must be  
91 present at all meetings.
- 92           ▪ During deliberation, any voting Committee member may request reconsideration and a  
93 revote on tenure, promotion, or reappointment decisions at any time.
- 94           ▪ In the event that any Committee member(s) strongly feel that a minority report should be  
95 submitted, they may do so subject to review by the whole Committee. Both the majority  
96 and minority reports will be forwarded together to the Provost.
- 97           ▪ The entire Committee shall review all outgoing correspondence. This correspondence  
98 must include written specifics justifying the Committee's decision based on the file of the  
99 candidate.
- 100           ▪ The FCSM PTRM Committee shall review its PTRM document every three (3) years and  
101 submit evidence of such review to the FCSM Dean and the University PTRM Committee.
- 102           ▪ All votes regarding tenure, promotion, reappointment, merit, and/or comprehensive  
103 reviews taken by any committee and/or the department shall be by secret ballot, signed  
104 with the Towson University ID number, and dated by the voting member, and tallied by the  
105 committee chair. The committee chair shall forward a signed, dated report of the results of  
106 the vote and the committee's recommendations to the next level of review. The secret  
107 ballots shall not be included in the faculty evaluation portfolio, but shall be forwarded  
108 under separate cover to the Provost, to be preserved with the tenure and promotion file  
109 until three (3) years following the faculty member's termination or resignation from the  
110 university. No committee member shall abstain from a vote for tenure or promotion unless  
111 the Provost authorizes such abstention based on good cause, including an impermissible  
112 conflict of interest.

113 B. Tenure and Promotion

- 114           ▪ Each Committee member individually will examine the materials submitted by each  
115 department for faculty members recommended for tenure and/or promotion, and will  
116 decide whether to support or deny the recommendations.
- 117           ▪ During meetings of the full Committee, each Committee member will contribute to an open  
118 discussion of each candidate. Following the discussion, the Committee will vote to support  
119 or deny the departmental recommendation concerning the candidate. A simple majority (at  
120 least 3 out of the possible 5) is required. The voting shall follow the guidelines mentioned  
121 in IIA above concerning the secret ballot, signed with the Towson University ID number  
122 and dated by the voting member. Votes will be tallied by the committee chair who shall  
123 forward a signed, dated report of the results of the vote and the committee's  
124 recommendations to the Provost. The secret ballots shall not be included in the faculty  
125 evaluation portfolio, but shall be forwarded under separate cover to the Provost, to be  
126 preserved with the tenure and promotion file until three (3) years following the faculty  
127 member's termination or resignation from the university. No committee member shall  
128 abstain from a vote for tenure or promotion unless the Provost authorizes such abstention  
129 based on good cause, including an impermissible conflict of interest.

- 130                   ▪     The recommendations of the department, of the FCSM PTRM Committee, and of the  
131                   Dean of FCSM, will be forwarded, together with all pertinent files, to the Provost. All the  
132                   recommendations of the Dean of FCSM will be shared with the FCSM PTRM Committee.

133     III.     **College-wide Criteria and Standards for Promotion and Tenure**

134             A.     Statement of Philosophy

135  
136             The following are the general criteria and standards for promotion and tenure within the Fisher  
137             College of Science and Mathematics. We recognize that each department within the FCSM has a  
138             distinctive character and set of expectations and the purpose of this document is not to stifle that  
139             individuality. Conversely, we also believe that there should be some commonality of standards that  
140             apply to all departments within the FCSM that reflects the nature and mission of the College. This  
141             outline attempts to reconcile these different views.

142             B.     Tenure and Promotion to Associate Professor

143  
144             Because the promotion to Associate Professor usually (but not always) carries the awarding of  
145             tenure, we treat these as one and the same. In unusual cases, there may be justification for tenure  
146             without promotion, but that is not considered here.

147  
148             Promotion to Associate Professor with tenure is the most important step up the academic ladder for  
149             two reasons. First, the newly promoted faculty member can remain at Towson throughout his or her  
150             academic lifetime; promotion with tenure should be considered as a commitment to keeping that  
151             faculty member as a productive colleague throughout this time. Second, with rare exceptions,  
152             promotion to Associate Professor with tenure is a one-time event; if not granted, that faculty  
153             member will likely leave Towson University. For these reasons, it is important that the general  
154             criteria and expectations for this promotion be laid out clearly.

155  
156             In general, the FCSM does not feel that rigid, quantitative criteria are appropriate for a faculty  
157             whose interests range from astrophysics to zoology. This is especially true in the area of  
158             scholarship, where use of numbers of publications, grants, or presentations at meetings is highly  
159             variable among disciplines. However, we have provided some general guidelines for achievements  
160             in Teaching, Scholarship, and Service.

161             **Teaching** — The general expectation of the FCSM is that teaching is our central function and that  
162             all faculty should strive to be outstanding teachers. Assessing teaching performance, however, is  
163             extremely difficult. Our general philosophy is that no single criterion can be used to adequately  
164             judge teaching performance. At a minimum, the following must be used to measure teaching  
165             effectiveness. The listed items are not prioritized according to order of importance.

- 166  
167                   ▪     quantitative student evaluation scores as designated by the department. The method for  
168                   determination of quantitative scores should be provided by each department to the FCSM  
169                   PTRM Committee.
- 170                   ▪     all qualitative comments from student evaluation forms
- 171                   ▪     course syllabi
- 172                   ▪     copies of all signed reports from peer observations of teaching (Approved departmental  
173                   peer observation forms can be found in Appendix C)
- 174                   ▪     evidence of advising (include a narrative summary and self-reflection that describes the  
175                   number of advisees, methods of advisement, range of issues discussed, etc.)

176             However, in addition to the above items, other measures are also appropriate. Other items that  
177             may be included, where appropriate, are (but not limited to) the following. The list is not prioritized  
178             according to order of importance.

- 179                   ▪     examples of novel assessments
- 180                   ▪     evidence of the development of new courses
- 181                   ▪     evidence of significant modification of course content or delivery
- 182                   ▪     evidence of improvement of personal knowledge of subject content or teaching  
183                   methodologies
- 184                   ▪     evidence of contributions and/or delivery of a new curriculum
- 185                   ▪     professional awards for teaching excellence
- 186                   ▪     evidence of supervision of student research
- 187                   ▪     for mathematics and science educators: evidence of supervision and mentoring of pre-  
188                   service teachers

189                   **Scholarship** — The FCSM recognizes that faculty practice four kinds of scholarship as defined by  
190                   the Boyer Model (see Appendix A): the scholarship of discovery, of integration, of application, and  
191                   of teaching. The general expectation of the FCSM is that all faculty members should be able to  
192                   demonstrate the presence of an active and ongoing program of scholarship of one or more of these  
193                   forms. The faculty member needs to demonstrate the ability to initiate and carry out to completion  
194                   scholarly work at Towson University in his/her specialty as evidenced by the following. The listed  
195                   items are **not** prioritized according to order of importance. When scholarly products involve student  
196                   co-authors this should be duly noted.

- 197                   ▪     publications in peer reviewed scholarly journals
- 198                   ▪     when appropriate to a discipline, publications in peer reviewed conference proceedings
- 199                   ▪     publication of a professionally appropriate peer reviewed book, textbook, manual or  
200                   extensive monograph
- 201                   ▪     submission of university-approved patent applications to the U.S. Patent Office or the  
202                   awarding of such patents

203                   In addition to a scholarly publication record, several other possible items are illustrated below. Note  
204                   that these are examples of supporting evidence that may be used, and others may be employed at  
205                   the discretion of the department. The listed criteria are not prioritized according to order of  
206                   importance.

- 207                   ▪     competitive internal and external grants proposals, applied for and/or received
- 208                   ▪     progress reports or final reports on the implementation of externally funded projects
- 209                   ▪     presenting papers at professional meetings
- 210                   ▪     documented research in progress
- 211                   ▪     conducting workshops (This item might be expected to count more heavily for  
212                   mathematics and science education faculty)
- 213                   ▪     invited lectures
- 214                   ▪     serving as a panelist or discussant at professional meetings

215                   ▪     professional awards based on scholarly achievement

216                   **Service** — The general expectation of the FCSM is that all faculty members should be actively  
217 engaged in service, to the department, the College, the University community, and to the faculty  
218 member’s discipline. The exact level of service is primarily a departmental function and no specific  
219 level of service is mandated here. Faculty are expected to make useful, documented contributions  
220 to their department, their College, the University, and to their discipline. Some examples of service  
221 include:

- 222                   •     Department, FCSM and/or University committees or taskforces
- 223                   •     Professional service (e.g., manuscript or proposal review, serving as an officer in a  
224                   professional association, chairing (and/or organizing) sessions at professional meetings)

225                   C.     Promotion to Professor

226  
227                   Promotion to Professor is the ultimate step in academic recognition. This promotion should  
228 recognize not only length of service, but also a **sustained commitment** to excellence or distinction  
229 in teaching, scholarship, and service. In addition to high levels of teaching effectiveness (using  
230 criteria noted above), and a leadership role in the area of service, faculty should demonstrate a  
231 sustained program of recognized scholarship, as indicated by, for example, a substantial refereed  
232 publication record, successful textbook authorship, success in attracting external grants, and  
233 presentations at national and international meetings. We emphasize that while different disciplines  
234 will necessarily have different levels of grant success and publication, the key element is a  
235 sustained commitment to peer-reviewed scholarly productivity.

236                   **Letters of evaluation from external reviewers** will be solicited from outside the University  
237 pursuant to the Guidelines approved by the Faculty Senate (see Appendix D). In general, external  
238 evaluators should not be current or former mentors, students or collaborators within the past five  
239 years, nor should they pose other significant potential conflicts of interest. Candidates may also  
240 submit names of those persons that they prefer NOT be asked to write an evaluation. The external  
241 evaluation will address the candidate’s scholarship as it relates to the candidate’s promotion to  
242 Professor. The letters will remain confidential and will not be made available to the faculty  
243 member. These letters will not be included in the faculty evaluation portfolio, but will be forwarded  
244 under separate cover to each subsequent level of review, along with an optional departmental  
245 review of the external letters.

246                   **Contents of the evaluation dossier to be sent to external reviewers:** Reviewers will be  
247 provided with a description of Towson University and the Fisher College, to provide context for the  
248 review. The materials to be sent to external reviewers who have agreed to provide a review will be  
249 in **electronic format** only. They should be limited to:

- 250                   1. A curriculum vitæ
- 251                   2. The applicant’s supporting statement focusing on the area of scholarship and reflecting  
252                   on accomplishments during the evaluation period.
- 253                   3. A maximum of three (3) publications or other scholarly products, either as readable files  
254                   or internet links thereto. The external evaluators will be able to request additional items  
255                   on the candidate’s curriculum vitæ by contacting the Department Chairperson.

256                   IV.    **Materials to be submitted by each Department for Promotion and/or Tenure Recommendations**

257                   A.     Summary Sheet

258  
259                   Departmental Promotion and /or Tenure Recommendation Summary Form containing a list of all  
260 Faculty members being recommended for promotion and/or tenure, the recommended promotion  
261 rank, and the recommended tenure decision (if applicable).

- 262 1. A list of names of all faculty members recommended for promotion for each academic  
263 rank.
- 264 2. A list of names of all faculty members recommended for tenure.
- 265 3. A list of names of all faculty members recommended for reappointment.
- 266 B. One Promotion and Tenure Dossier (see V below) for each candidate
- 267 C. One Provost's Binder (see VII below) for each candidate
- 268 Note that the Merit binder (see Section X below) is independent of and separate from the Promotion and  
269 Tenure binder.

270 **V. Instructions for the Fisher College of Science and Mathematics (FCSM) Promotion & Tenure Dossier**

271 Each FCSM faculty member being evaluated for promotion and/or tenure is expected to prepare a dossier  
272 that addresses the professorial expectations of faculty in the University, the FCSM and the candidate's  
273 department. The materials in Sections A through D of this document should be organized into one (or more)  
274 three-ring loose leaf binder(s) in the indicated sequence, separated and indexed with tabs. This document  
275 addresses the organization of the dossier only and in no way is to be interpreted as setting or clarifying  
276 existing or future promotion and tenure policies for the FCSM.

277 **Section A: Summary and Recommendations**

278 **Cover Page.** The dossier begins with a cover sheet that includes the candidate's name, highest degree,  
279 present rank, department, date of appointment at Towson University and rank awarded, number of years of  
280 credit for prior service, dates for leaves of absence (with the purposes of the leaves indicated), and dates  
281 and places of previous promotions. This cover sheet should state the candidate's area of specialization  
282 within the discipline. The following format must be used (lines not applicable should be omitted):

283 Name  
284 Highest Degree  
285 Present Rank  
286 Department Date of TU Appointment and Rank Awarded  
287 Number of Years of Credit for Prior Service  
288 (A copy of the letter stating the award should be attached.)  
289 Leaves of Absence  
290 (Descriptions and Purposes)  
291 Dates and Places of Previous Promotions and Ranks Awarded  
292 Areas of Specialization within the Discipline  
293 Proposed Rank

294 **Tab A.1. Curriculum Vitæ**

295 **Tab A.2. Summary of Major Accomplishments.** A statement written by the faculty member is required for  
296 all promotion and/or tenure recommendations. This concise summary should highlight accomplishments of  
297 special merit and should include a statement in which the candidate describes how he or she has met the  
298 teaching, scholarship, and service expectations of the FCSM and University. (A typical summary is two or  
299 three pages in length.)

300 **Tab A.3. Recommendations.** The written recommendation of the department rank committee and/or tenure  
301 committee; and the written recommendations of the department chairperson, of the FCSM PTRM  
302 Committee, and of the Dean of FCSM must be included. (Note: Letters from the FCSM Committee and the  
303 Dean will be added to the binder and copies given to the candidate.)

304 **Tab A.4. Departmental Summary Recommendation (DSR) forms for the Entire Evaluation Period.** The  
305 candidate should submit Departmental Summary Recommendation (DSR) forms for the entire evaluation



306 period. These forms should be arranged from most recent to the time of last evaluation, promotion or year of  
307 hire. A copy of the current year's Departmental Summary Recommendation (DSR) form must be presented  
308 to the candidate prior to submission of the candidate's binder to the FCSM PTRM Committee.

309 **Tab A.5. Fisher College of Science and Mathematics Promotion and Tenure Form (FCSM P&T Form).**

310 **Tab A.6. SENTF or Annual Reports (AR Parts I and II) for the Entire Evaluation Period.** The candidate  
311 should submit annual reports for the entire evaluation period. These forms should be arranged from most  
312 recent to the time of last promotion or year of hire.

313 **Section B: Teaching**

314 The general expectation of the FCSM is that teaching is the central function and that all faculty members  
315 strive to be outstanding teachers. Assessing teaching performance, however, is extremely difficult.  
316 Generally, no single criterion can be used to adequately judge teaching performance.

317 **Categories for Teaching**

318 The following are the **required categories** for teaching and all significant contributions should be organized  
319 accordingly.

320 **Tab B.1. Courses Taught During the Evaluation Period:** The candidate must provide a **list of courses**  
321 taught using the following format:

SUMMARY OF COURSES TAUGHT, 20XX to 20XX		
Semester/year	Title and Course Number	Number of Students
1. Fall, 2006	Biology: The Science of Life / Biol115	24

325 The candidate must provide a copy of the most recent **syllabus** used for each course taught at Towson  
326 University during the evaluation period. Only one syllabus for each different course is required. Additionally  
327 quantitative student evaluation scores as designated by the department as well as complete student  
328 evaluation qualitative responses for each class should be included.

329 **Tab B.2. Peer Reports of Class Visits** (A minimum of one per year for tenure-track faculty and at least one  
330 within the last two years for candidates for promotion to Professor- Approved departmental peer observation  
331 forms can be found in Appendix C).

332 The following are additional **potential categories** for teaching and all significant contributions should be  
333 organized accordingly.

334 **Tab B.3. On-load Student Advising** (include a narrative summary and self-reflection that describes the  
335 number of advisees, methods of advisement, range of issues discussed, etc.)

336 **Tab B.4. Honors or Special Recognition for Instruction:** List and document.

337 **Tab B.5. Independent Studies, Practica, Honors Theses, Theses, and Dissertations:** These items  
338 should be listed as follows:

339 Independent Studies: Name of student(s), title of project, and date completed.  
340 Practica: Name of student(s), title, and date completed.  
341 Honors Theses: Name of student(s), title, and date completed.  
342 Theses: Name of student(s), title, and date completed.

343 **Tab B.6. Curriculum Materials:** List textbooks written by and articles published by the candidate related to  
344 the candidate's instruction. A copy of each article must be provided. For books, provide photocopies of the  
345 cover, title page, and table of contents.

346 **Tab B.7. Other Materials:** The candidate should include other documents that he or she considers to be  
347 relevant for teaching that do not appear in the categories above (e.g., new courses developed, international  
348 teaching exchange, sabbatical activities related to teaching, etc.).

### 349 **Section C: Scholarship**

350 The FCSM recognizes that faculty members may undertake four types of scholarship as defined by the well-  
351 known Boyer Model: the scholarship of discovery, of integration, of application, and of teaching. The general  
352 expectation of the FCSM is that all faculty members should be able to demonstrate the presence of an  
353 active and ongoing program of scholarship in one or more of these forms. The faculty member needs to  
354 demonstrate the ability to initiate and carry to completion scholarly work at Towson University in his or her  
355 research specialty. Scholarly work is considered validated when it is submitted for peer review and deemed  
356 worthy of publication or other form of dissemination. Submission for peer review of competitive proposals for  
357 extramural funding is also a valid form of scholarship.

358 This section should begin with a table of contents listing all documents that support the areas of scholarship  
359 listed below.

### 360 **Categories for Scholarship**

361 The following are the potential categories for scholarship and all significant contributions should be  
362 organized accordingly.

### 363 **Scholarly Writings in Journals, Books, Monographs, and Reviews:**

364 **Tab C.1.a. Books and Monographs.** For published works, give the title, publisher, and date of publication.  
365 For works accepted for publication, indicate whether an item is a book manuscript in press and scheduled  
366 for publication at a definite date.

367 **Tab C.1.b. Articles in Peer-Reviewed Journals.** For published or accepted articles, give the title, journal,  
368 volume, page numbers, date (or projected date of publication), names of the authors as they appear in print.  
369 For manuscripts submitted for publication, indicate whether the article has been published, is accepted for  
370 publication, or has only been submitted. Co-authors who are students should be identified as such.

371 **Tab C.1.c. Conference Publications.** Give the title, authorship, date, name and location of the conference,  
372 and whether the publication was peer reviewed. Co-authors who are students should be identified as such.

373 **Tab C.1.d. Book Reviews, Abstracts, and Reports.** Give the title, author, place of appearance, and date  
374 of publication or projected publication. Co-authors who are students should be identified as such.

### 375 ***DOCUMENTATION***

376 ***Within each relevant tab,*** provide copies of articles, book reviews, etc., listed in paragraphs a through d,  
377 above. For books, provide photocopies of the cover, title page, table of contents, etc., within the tabs. In the  
378 case of articles, books, monographs, book reviews, abstracts, and reports accepted for publication but not  
379 yet published, provide copies of letters of acceptance, agreements and contracts. In the case of works  
380 submitted and under review, documentation showing that the submission has been received and is being  
381 considered **is required**.

382 **Tab C.2. Presentations at Professional Meetings:** A list of presentations at professional meetings should  
383 be provided. This should include the title and date of the presentation, and the name and location of the  
384 meeting. ***DOCUMENTATION:*** Provide either official acceptance letters or photocopies of the meeting  
385 agenda listing the presentation title, presenter and authorship.

386 **Tab C.3. Awards and Grants:** List scholarships, fellowships, travel awards, personal development grants,  
387 grants funded by or submitted to local agencies, and grants from national agencies. ***DOCUMENTATION:***

388 Provide official letters of award indicating the amount and period of the award, and the precise role of the  
389 candidate and any other co-principal or co-investigator in the research or required activities funded.

390 **Tab C.4. Science Education and Mathematics Education Workshops:** List professional development  
391 workshops and other activities organized or led by the candidate. Indicate the candidate's role in each  
392 workshop or activity. The list should include dates of service, and documentation should be provided.

393 **Tab C.5. Significant Professional Services:** List memberships on editorial boards, activities as referee for  
394 scholarly journals, activities as referee for granting agencies, memberships on evaluation panels, and  
395 services as critic, juror, and/or consultant for professional organizations. Include only those activities that are  
396 a reflection or outcome of the candidate's scholarly expertise (other professional service activities may be  
397 included within Section D). Documentation verifying the activity should be provided.

398 **Tab C.6. Recognition by National, Scholarly, and Professional Associations:** List and include titles of  
399 honors, awards, fellowships, and internships. A copy of the award letter or other documentation should be  
400 provided.

401 **Tab C.7. General Recognition Within One's Discipline:** List requests for colloquium presentations or  
402 workshops, and any other general recognition. Copies of invitation letters or official programs should be  
403 provided. A list or a summary of citations and references to the candidate's work by others may be included.

404 **Tab C.8. Other:** List and include here materials for which descriptions are not presented in any of the other  
405 categories above. These materials may not include work in progress.

#### 406 **Section D: Service**

407 The general expectation of the FCSM is that all faculty members should be actively engaged in service, to  
408 the department, the College, the University community, and to the faculty member's discipline. The exact  
409 level of service is primarily a departmental function and no specific level of service is mandated here  
410 (specific levels of Service are outlined in the Faculty Handbook.) Faculty members are expected to make  
411 useful, documented contributions to their department, their College, the University, and to their discipline.

#### 412 **Categories for Service**

413 The following are the potential categories for service and all significant contributions should be organized  
414 accordingly.

415 **Tab D.1. Contributions to the department and/or interdisciplinary program:** List memberships on  
416 departmental committees, development of programs, and activities. List only contributions not related to  
417 professional development or instruction.

418 **Tab D.2. Committee Responsibilities at the College, University, or System Level:** List committees and  
419 periods of service.

420 **Tab D.3. Support of Local, State, National, or International Organizations:** List consultantships,  
421 memberships on advisory boards, and offices held, and include dates of service.

422 **Tab D.4. Assistance to Colleagues:** List official or unofficial mentorship of colleagues, consultation about  
423 educational problems, reviews of manuscripts, collaboration on research projects, and contributions to  
424 programs in other concentrations, departments, or schools.

425 **Tab D.5. Significant Community Participation:** List lectures, speeches, presentations, and short courses  
426 presented in the community and include dates.

427 **Tab D.6. Meritorious Public Service:** List assistance to governmental agencies and development of  
428 community, state, or national resources and include dates.

429 **Tab D.7. Contributions to Professional Associations:** List organizational offices held or contributions to  
430 professional organizations and include where appropriate dates of term, and method of selection (e.g., by  
431 appointment, by election).

## 432 VI. Additional Evaluation Materials for Third Year Review of Faculty

433 Evaluation portfolio materials for third-year review of faculty must include the above items in Section V, as  
434 well as

- 435 • Syllabi of courses taught in the previous two years
- 436 • Student and peer/chairperson evaluations of teaching and advising for the previous two  
437 years and the fall semester of the current year (Approved departmental peer observation  
438 forms can be found in Appendix C)
- 439 • Narrative statement in which the faculty member describes how he or she has met and  
440 integrated teaching, scholarship and service expectations based on his/her workload  
441 agreements for the period under review.

442  
443 Note: Third year reviews do not include the preparation of a Provost's Binder.

## 444 VII. Instructions for the Provost's Binder

445 A summative dossier should also be prepared to be forwarded to the Provost. The following materials should  
446 be submitted in a one inch binder clearly labeled with the faculty member's name, department, and area of  
447 review. **Do not use plastic sheet protectors.** The documents required will be limited to the following in the  
448 exact order.

### 449 Section I

- 450 • *Curriculum vitae*.
- 451
- 452 • A copy of *one* recent peer-reviewed publication or description of a comparable creative activity.

### 453 Section II

- 454
- 455 • University Forms: Completed and signed Annual Report (AR I & II) or Chairperson's Annual  
456 Report (CAR I & II) Forms arranged from most recent to the time of last promotion or year of hire.

### 457 Section III

- 458
- 459 • Summary of student evaluations across the evaluation period. Faculty using the new university  
460 evaluation forms should submit the summary of results for each course received from the  
461 assessment office. Those using departmental forms should compile the data in a format that will  
462 allow analysis of trends over time.
- 463
- 464 • Include a narrative statement about individual teaching and advising philosophy and an  
465 interpretation of student and/or peer/chairperson evaluations.
- 466
- 467 • For tenure, promotion, and comprehensive review, peer teaching evaluations shall be included  
468 (Approved departmental peer observation forms can be found in Appendix C).

### 469 Section IV

- 470
- 471 • Supporting Statement: Summary statement describing correlation between expectations and  
472 accomplishments and integrating accomplishments in the areas of scholarship, teaching, and  
473 service.

### 474 Section V

- 475
- 476 • Recommendations (to be added by the appropriate party)
- 477
- 478 • Written recommendation of the department rank committee and/or tenure committee, including  
479 the Departmental Summary Recommendation form
- 480
- 481 • Written recommendation of the academic chairperson

482

- 483                   • Written recommendation of the FCSM PTRM Committee
- 484
- 485                   • Written recommendation of the academic dean
- 486                   [ NOTE: For Section V, the FCSM PTRM Chairperson and the dean have responsibility for
- 487                   ensuring that all recommendations are included in the folder. ]

488                   The department should retain any other supportive materials and make them available if needed. These  
489                   materials are not to be forwarded unless specifically requested. ***Binders that do not comply with this***  
490                   ***organization will be returned to the college.***

#### 491   **VIII. Instructions for the Comprehensive Five-Year Review**

492                   Sections I-IV of the Comprehensive Five-Year Review binder will be identical to those of Provost's P&T  
493                   binder, as described above in VII. Instructions for the Provost's Binder, and will cover the five years under  
494                   review and should also include a statement outlining goals and expected career development plans for the  
495                   upcoming 5 year period. Section V should only include the following:

- 496                   • Final evaluation of the departmental Comprehensive Review Committee,
- 497                   • Letter of evaluation from department chairperson,
- 498                   • Letter of evaluation from academic dean, and
- 499                   • Peer teaching evaluations (Approved departmental peer observation forms can be found in
- 500                   Appendix C).

501

#### 502   **IX. College-wide Criteria and Standards for Merit**

- 503                   ▪ The appropriate department merit committee will decide on merit based on the correspondence
- 504                   between the Annual Report Parts I and II for the academic year under review, and the level of effort
- 505                   and performance in completing one's agreed-to duties.
  
- 506                   ▪ By the first Friday in February, the Dean shall review the department recommendations and forward
- 507                   them to the Provost. If the Dean disagrees with the department recommendation, the Dean shall
- 508                   notify the department chairperson and the faculty member of the recommendation in writing. The
- 509                   recommendation shall contain reference to each category evaluated including teaching/advising,
- 510                   scholarship, and university/civic/professional service. The Dean shall be responsible for adding this
- 511                   recommendation to the faculty member's evaluation portfolio. Negative recommendations shall be
- 512                   delivered in person by the Dean or sent by certified mail to the faculty member's last known
- 513                   address by the second Friday in February.
  
- 514                   ▪ Each department will annually determine the merit ranking of faculty members (including lecturers)
- 515                   according to the process outlined in their respective governance documents.

516                   Each faculty member will be rated in each of the areas of teaching, scholarship and service using the  
517                   following terms:

518                   UNSATISFACTORY: Does not meet minimum expectations (used especially when performance or  
519                   lack thereof is detrimental to the institution and/or its students).

520                   ACCEPTABLE: Meets minimum/basic expectations satisfactorily.

522                   COMMENDABLE: Performance is noteworthy and goes beyond basic expectations.

523                   SUPERIOR: Superior performance, that which is truly outstanding.

524

525                   Subsequently, recommendations for merit will be based on the following guidelines:

526 *Not meritorious:* Any unsatisfactory rating will result automatically in a merit ranking of “not meritorious.”  
527 Likewise, if no rating exceeds acceptable in any of the three areas, the resulting merit ranking  
528 will be “not meritorious.”  
529  
530 *Excellent (Base Merit plus one Performance Merit):* Superior in at least one area and Commendable in  
531 remaining area(s).  
532  
533 *Satisfactory (Base Merit):* All other contingencies.

534 **X. Materials to be submitted for Merit and Reappointment**

535 Each department shall submit a single "Department of \_\_\_\_\_ Merit and Reappointment Binder" consisting  
536 of:

537 A. The Current Department Merit/Reappointment Recommendation Form (CDMR) prepared by each  
538 respective department.

539 B. The Departmental Lecturer Merit/Reappointment Form

540 C. A separate tab for each Tenured or Tenure-Track faculty member and (regular) Lecturer being  
541 recommended for merit which includes the following materials (submitted in the given order):

542 1. Fisher College of Science and Mathematics Merit Form (FCSM Merit Form).

543 2. Department Summary Report (DSR) Form.

544 3. Previous year's AR Part II (the Agreement On Faculty Workload Expectations) and the  
545 current year's AR Part I (the Reporting On Activities for Academic Year). This allows a direct  
546 comparison between the workload expectation and the subsequent activities.

547 3. Current curriculum vitæ.

548 Justification for Denial

549 ▪ A department that makes a negative recommendation for reappointment will furnish the FCSM  
550 PTRM Committee with a letter containing specific reasons for the denial.

551 **XI. Appeals and Negative Recommendations**

552 A. Negative Recommendations

553 Negative recommendations at any level regarding the annual review, merit, promotion,  
554 tenure, reappointment and/or the comprehensive five-year review shall be delivered in writing in  
555 person or sent by certified mail to the faculty member's last known address by the administrator at  
556 the appropriate level. The chair has responsibility for conveyance of any recommendation made at  
557 the departmental level and the Dean has responsibility for conveyance of any recommendation  
558 made at the college level. The Provost has responsibility for conveyance of any decision rendered  
559 by the Provost. Negative recommendations shall be delivered in writing in person or by certified  
560 mail, return-receipt-requested, and post-marked no later than the date on which reports are to be  
561 distributed to the faculty member according to the university PTRM calendar.

562 B. Appeals

563 1. All appeals shall be made in writing. The timeframe for appeals at all levels is twenty-  
564 one (21) calendar days beginning with the date that the negative judgment is delivered in person or  
565 the date of the postmark of the certified letter.

566 2. There are three (3) types of appeals.  
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a. Substantive appeals refer to perceived errors in judgment by either department and/or college PTRM Committees, the department chairperson, the Dean and/or the Provost with regard to evaluation of the faculty member's performance.

- i. The next higher level shall serve as the appeals body. Appeals must be delivered by certified mail or in person to the FCSM PTRM, Dean, or Provost within twenty-one (21) calendar days of notification of the negative recommendation.
- ii. The appeal must be in writing, clearly stating the grounds for appeal and must be accompanied by supporting documents. The faculty member may supplement the evaluation portfolio under review with any statement, evidence, or other documentation s/he believes would present a more valid perspective on his/her performance.
- iii. Appeals of departmental recommendations shall be copied to the department chair and the department PTRM chair. Appeals of FCSM recommendations shall be copied to the FCSM Dean and the FCSM PTRM Committee.
- iv. All challenge material shall be placed in the evaluation portfolio under review no later than five (5) business days before the evaluation portfolio is due to the next level. All material placed in the file, including challenge material, shall become a part of the cumulative expansion of the evaluation portfolio and shall not be removed by subsequent levels of evaluators. The evaluation portfolio under review, with additions, will be forwarded to the next level by the appropriate PTRM Committee chair.
- v. Within fifteen (15) business days of receipt of a formal appeal with attached materials, the recipient of the appeal (e.g. the FCSM PTRM Committee, the university PTRM Committee, or the Provost) shall review the case and provide a written response to the substantive appeal. Copies of this letter will be provided to all parties who were copied on the original appeal letter.
- vi. Recommendations made by the Provost may be appealed to the President whose decision is final.

b. Procedural appeals relate to alleged errors in the procedures followed in the review, recommendation and notification process, and shall follow the procedures below.

- i. Procedural appeals shall be made to the University PTRM Committee.
- ii. The appeal must be in writing, clearly stating the alleged procedural error(s). The appeal shall be accompanied by supporting documents and should be delivered by certified mail or in person to the respective Dean, Provost, or UPTRM chair within twenty-one (21) calendar days of having been notified of the negative recommendation.
- iii. Appeals of department recommendations shall be copied to the department chair, the department PTRM chair, the Dean and the University PTRM Committee chair. Appeals of FCSM recommendations shall be copied to the FCSM Dean, the FCSM PTRM Committee, the department chair, and the University PTRM Committee chair. Appeals of the Provost's recommendations shall be copied to the Dean and department chair.
- iv. Within fifteen (15) business days of receipt of a formal appeal with attached materials, the University PTRM Committee shall review the

630 case and provide a written response. Copies of this response will be  
631 provided to all parties who were copied on the original appeal letter.  
632  
633 v. Recommendations of the University PTRM Committee may be  
634 appealed to the President whose decision shall be final. The chair of  
635 the University PTRM Committee will monitor the appeal process.  
636  
637 c. Appeals alleging unlawful discrimination in race, color, religion, age, national  
638 origin, gender, sexual orientation and disability shall follow the specific procedures  
639 described in Towson University policy 06-01.00 —Prohibiting Discrimination on the basis  
640 of Race, Color, Religion, Age, National Origin, Sex and Disability.

641 **XII. Important Dates**

642 **The Third Friday in September in the year prior to an evaluation**

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

645  
646 **The Fourth Friday in September in the year prior to an evaluation**

647 Department chairperson notifies department faculty, Dean, and Provost of any department faculty member's  
648 intention to be reviewed for promotion and/or tenure in the next academic year.  
649

650 **The First Friday in May**

651 Department and FCSM PTRM Committees are formed (elections for membership on the FCSM PTRM  
652 Committee are already completed).  
653

654 **The Third Friday in June**

655 A. All faculty members submit an evaluation portfolio to the department chair.  
656

657 B. All faculty members with a negative comprehensive review must have final approval by chair and Dean of  
658 the written professional development plan.  
659

660 **August 1 (USM mandated)**

661 Tenure-track faculty in the third or later academic year of service must be notified in writing of non-  
662 reappointment prior to the third or subsequent academic year of service if the faculty member's appointment ends  
663 after the third or subsequent academic year.  
664

665 **The Second Friday in September**

666 University PTRM Committee shall meet and elect a chair and notify the Senate Executive Committee's  
667 Member-at-large of the Committee members and chairperson for the academic year.  
668

669 **The Third Friday in September**

670 A. FCSM PTRM Committee approval of faculty to be added to a department's PTRM Committee (if  
671 necessary).  
672

673 B. Final date for faculty to add information to update their evaluation portfolio for work that was completed  
674 before June 1.  
675

676 C. First year faculty members must finalize the Statement of Standards and Expectations for New Tenure-  
677 Track Faculty (SENTF) with the department chairperson.  
678

679 **The Second Friday in October**

680 A. Department PTRM committee's reports with recommendations and vote count on all faculty members are  
681 submitted to the department chairperson.  
682

683 B. FCSM PTRM documents are due to the University PTRM Committee if changes have been made.  
684

685 **The Fourth Friday in October**

686 A. Department chairperson's written evaluation for faculty considered for reappointment in the first through  
687 fifth years, promotion, tenure, and comprehensive five-year review is added to the faculty member's evaluation  
688 portfolio and conveyed to the faculty member.  
689



690 B. The department chairperson will place his/her independent evaluation into the evaluation portfolio.

691  
692 C. The department PTRM committee's report with recommendations and vote count and the department  
693 chairperson's evaluation are distributed to the faculty member.

694  
695 **The Second Friday in November**

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

699  
700 **November 30th**

701 A. All documentation to be used as part of the consideration process must be included in the evaluation  
702 portfolio.

703  
704 B. The Dean must notify the Provost in writing of reappointment/non-reappointment recommendation(s) for  
705 tenure-track faculty in their second or subsequent academic year of service. Negative recommendations shall be  
706 delivered in person by the Dean or sent by certified mail to the faculty member's home.

707  
708 **The First Friday in December**

709 Department PTRM documents are delivered to the FCSM PTRM Committee if any changes have been  
710 made.

711  
712 **The Second Friday in December**

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

715  
716 **December 15th (USM mandated date)**

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

719  
720 **The First Friday in January**

721 A. The department PTRM committee reports with recommendations and vote count on all first-year tenure-  
722 track faculty are submitted to the department chairperson.

723  
724 B. The FCSM PTRM Committee reports with vote counts and recommendations for faculty reviewed for  
725 tenure and/or promotion are submitted to the Dean.

726  
727 **The Third Friday in January**

728 A. The Dean's written evaluation regarding promotion and/or tenure with recommendation is added to the  
729 faculty member's evaluation portfolio.

730  
731 B. The FCSM PTRM Committee's report with vote counts and recommendations and the Dean's  
732 recommendation are conveyed in writing to the faculty member.

733  
734 C. The department PTRM committee and chairperson recommendations concerning reappointment for first-  
735 year tenure-track faculty are delivered to the faculty member and the Dean.

736  
737 D. All documentation for the third year review of tenure-track faculty is submitted by the faculty member to  
738 the department chairperson.

739  
740 E. Department chair recommendations on reappointment of first-year faculty must be added to the faculty  
741 member's evaluation portfolio.

742  
743 **The First Friday in February**

744 A. The FCSM Dean forwards the summative portfolio inclusive of the Committee's and the Dean's  
745 recommendations of each faculty member with a recommendation concerning promotion and/or tenure or five-year  
746 comprehensive review to the Provost.

747  
748 B. The Dean forwards all recommendations regarding reappointment/non-reappointment of first year faculty  
749 to the Provost. If the Dean disagrees with the department recommendation, the Dean shall prepare his/her own  
750 recommendation and send a copy to the faculty member and add this recommendation to the summative portfolio.

751

752 **The Second Friday in February**

753 A. The Dean will, following his/her review, forward department recommendations for faculty merit to the  
754 Provost. If the Dean disagrees with the department recommendation, the Dean shall add his/her recommendation to  
755 the faculty member's evaluation portfolio and deliver the negative decision in person or by certified mail to the faculty  
756 member's home.

757  
758 B. Department documents concerning promotion, tenure/reappointment, and merit (with an approval form  
759 signed by all current faculty members) are submitted to the University PTRM Committee.

760  
761 C. Negative reappointment recommendations for first-year faculty are forwarded from the Provost to the  
762 President.

763  
764 **March 1**

765 First year faculty must be notified of non-reappointment by written notification from the University President.  
766

767 **First Friday in March**

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

770  
771 **Third Friday in March**

772 Provost's letter of decision on promotion and/or tenure is conveyed to the faculty member, department and  
773 FCSM PTRM Committee chairpersons, department chairperson, and Dean of the FCSM.

774 **XIII. Copies of forms for Promotion and Tenure**

775 **I. Copies of Forms for Promotion and Tenure**

776 A. Reappointment Forms

- 777 • [Department Reappointment Review Ballot](#) (pdf)
- 778 • [Department Reappointment Review Summary](#) (pdf)

779 B. Tenure and/or Promotion Forms

- 780 • [Department Tenure and/or Promotion Recommendation Ballot](#) (pdf)
- 781 • [Department Tenure and/or Promotion Recommendation Summary](#) (pdf)
- 782 • [FCSM Department Tenure and/or Promotion Recommendation Form](#) (docx)
- 783 • [College Tenure and/or Promotion Recommendation Ballot](#) (pdf)
- 784 • [College Tenure and/or Promotion Recommendation Summary](#) (pdf)

785 C. Merit Forms

- 786 • [Department Merit Recommendation Ballot](#) (pdf)
- 787 • [Department Merit Recommendation Summary](#) (pdf)
- 788 • [FCSM Departmental Merit Recommendation Form \(FCSM Merit Form\)](#) (docx)
- 789 • [Current Department Merit/Reappointment Recommendation Form \(CDMR\)](#) (pdf)

790 D. [Departmental Summary Recommendation \(DSR\) Form](#) (pdf)

791 E. Five Year Review Forms

- 792 • [Department Five Year Comprehensive Review Ballot](#) (pdf)
- 793 • [Department Five Year Comprehensive Review Summary](#) (pdf)

794 F. [Chairperson's Annual Report \(CAR\) form](#) (docx)

795 G. [FCSM Faculty Annual Report \(AR\) form](#) (docx)

796 H. [Standards and Expectations for New Tenure-Track Faculty \(SENTF\) form](#) (docx)

797

798 **XIV. Appendices**

799 **A. The Boyer Model of Scholarship**

800 In "Enlarging the Perspective," the second chapter, Boyer outlines four "separate but overlapping functions  
801 of scholarship which constitute the primary work of the professoriate: discovery, integration, application and teaching.  
802 These constitute "the Boyer Model" of scholarship....

803 Boyer takes issue with the assumptions we make about what constitutes "scholarship. People assume a  
804 linear cause-and-effect relationship between scholarship that moves from research, to publication, to application to  
805 teaching. It's as though the latter are not considered part of scholarship at all, but "grow out of it" (15). Boyer contests:  
806 "The arrow of causality can, and frequently does, point in both directions. Theory surely leads to practice. But practice  
807 also leads to theory. Teaching, at its best, shapes both research and practice". Thus begins Boyer's mission to parse  
808 out the four levels of scholarship into the following model. All four elements "dynamically interact, forming an  
809 interdependent whole."

810  
811 **DISCOVERY:** This element of scholarship is purely investigative, in search of new information. At the core  
812 of scholarship, it is "what contributes not only to the stock of human knowledge but also to the intellectual climate of a  
813 college or university" and Boyer considers investigation and research "at the very heart of academic life". These  
814 scholars ask, "What is to be known? What  
815 is yet to be found?"

816  
817 **INTEGRATION:** This element of scholarship is what happens when scholars put isolated facts into  
818 perspective, "making connections across the disciplines, placing the specialties in larger context, illuminating data in  
819 a revealing way" -- work that "seeks to interpret, draw together, and bring new insight to bear on original research".  
820 Closely related to discovery, integration draws connections and examines contexts often in an interdisciplinary and  
821 interpretive way. Boyer sees integration as growing trend in universities, where disciplines are converging and the  
822 boundaries between fields is becoming blurry. These scholars ask "What do the findings mean? Is it possible to  
823 interpret what's been discovered in ways that provide a larger, more comprehensive understanding?"

824  
825 **APPLICATION:** This element of scholarship is the most practical in that it seeks out ways in which  
826 knowledge can solve problems and serve both the community and the campus. As opposed to merely "citizenship,"  
827 Boyer argues that "to be considered scholarship, service activities must be tied directly to one's special field of  
828 knowledge and relate to, and flow directly out of, this professional activity". He importantly notes that knowledge is not  
829 necessarily first "discovered" and then later "applied" -- "new intellectual understandings," Boyer writes, "can arise out  
830 of the very act of application...theory and practice vitally interact and one renews the other." These scholars ask "How  
831 can knowledge be responsibly applied to problems? How can it be helpful to people and institutions?"

832  
833 **TEACHING:** This element of scholarship recognizes the work that goes into mastery of knowledge as well  
834 as the presentation of information so that others might understand it. "Teaching, at its best, means not only  
835 transmitting knowledge, but transforming and extending it as well" -- and by interacting with students, professors  
836 themselves are pushed in creative new directions. These scholars ask "How can knowledge best be transmitted to  
837 others and best learned?"  
838

839 **B. FCSM Election Procedures**

840 **I. PURPOSE**

841 This document applies to the election of

- 842 A. members of the College P&T Committee,
- 843 B. at-large delegates to the College Council,
- 844 C. College representative(s) to the
  - 845 1. University P&T Committee
  - 846 2. University Senate;

847 and to

- 848 D. any special balloting that may be required from time to time
- 849 (e.g., changing the College constitution or name).

850 This will be reviewed by the FCSM Council at least every two years.

851 **II. THE ELECTORATE**

852 For the elections of offices dealing directly with promotions and tenure, the electorate shall be all full-time tenured and  
853 tenure-track faculty. For all other elections, the electorate shall be all full-time tenured and tenure-track faculty  
854 members and other full-time faculty.

855 **III. THE FCSM ELECTION COMMITTEE (FCSMEC)**

- 856 A. The FCSM Election Committee will consist of three members and one alternate. The alternate must have  
857 experience with FCSM elections. All four must be tenured or on tenure track, to be appointed by the Chair of  
858 the College Council. The three members must be from three different departments.
- 859 B. Members shall serve 3-year staggered terms.
- 860 C. The Chairperson of FCSMEC will be the member with the longest tenure on the committee unless the  
861 members unanimously agree otherwise.

862 **IV.**

863 **V. RESPONSIBILITIES**

- 864 A. The FCSMEC shall be responsible for seeing that the rules of eligibility for election to the University and  
865 College P&T Committees, as defined respectively in the Faculty Handbook and in the FCSM Constitution  
866 and Bylaws are met. However, the FCSMEC is not the final interpreter and arbiter; those duties belong to the  
867 University P&T Committee and the College Council.
- 868 B. The FCSMEC, in cooperation with the Office of the Dean of FCSM, shall keep a current record of the full-  
869 time faculty in the College, with rank and tenure status including (de facto tenure) at the time elected service  
870 would begin.
- 871 C. The FCSMEC is responsible for conducting elections according to the following procedures.

872 **VI.**

873 **VII. ELECTION PROCEDURES**

874 The following must be followed for each valid regular and run-off election as well as for nominations. If creditable  
875 evidence is presented that the procedures were not followed, the College Council will investigate. The normal election  
876 process shall consist of two phases:

- 877 A. the nomination phase;
- 878 B. the election phase.

879 **A. NOMINATION PHASE**

- 880 3. A nomination "packet" (usually distributed electronically) shall include:
  - 881 a. an announcement of the vacant position(s);
  - 882 b. the reason(s) for the vacancy;
  - 883 c. a list of any incumbent(s);

- 884 d. a list of any continuing members(s);  
885 e. the requirements for eligibility for each open position  
886 (If there is an election for any member(s) of the FCSM P&T Committee, a statement should be  
887 included that anyone expecting to be recommended for a promotion during the three-year term of  
888 office should not allow him/herself to be nominated for FCSM P&T); and  
889 f. the current roster of those in various departments from which any candidate is sought.  
890 4. Nomination ballots usually will be submitted electronically.  
891 5. The ballots shall allow a member of the electorate to nominate up to two people for each open position.  
892 6. For each open position, all receiving the two highest number of nominations will stand for election. Thus,  
893 after nomination ballots have been counted, the FCSMEC must contact each nominee to verify any  
894 nominee's willingness to serve. Should some nominee(s) be unable to stand for election, the committee will  
895 proceed through the list of nominees in (descending) order until those willing and having the two highest  
896 number of nominations are determined.

897 B. ELECTION PHASE

- 898 7. Election ballots usually will be submitted electronically.  
899 8. The ballots shall allow a member of the electorate to cast only one vote for each open position.  
900 9. The entire FCSM Elections Committee will review the results of the election.  
901 10. The Chairperson of the FCSM Elections Committee will disseminate the results of the election (usually via  
902 an email) to the FCSM electorate.

903

904 C. Departmental Peer Teaching Observation Forms

905 **BIOLOGICAL SCIENCES DEPARTMENT:**

906 **To:** Department of Biological Sciences Merit/Tenure Committee

907 **From:** Evaluation Subcommittee for evaluation of:

908 **Submitted by:**

909 **Date:**

910 -----

911 Course in which the faculty member was observed (no. and name):

912 Date of Observation:

913

914 Content:

915

916 Methodology:

917

918 Interaction with students:

919

920 Additional Materials Evaluated (Syllabus, tests, etc.):

921

922 Summary of general performance:

923

924 -----

925 The above statement is an accurate summary of our evaluation:

926

927 Signature of each subcommittee member:

928

929

930

931 CHEMISTRY DEPARTMENT:

932 CLASS VISITATION REPORT

Course Title:

Course No.:

\_\_\_\_\_

\_\_\_\_\_

Semester/Year:

Meeting Times:

\_\_\_\_\_

\_\_\_\_\_

933

934 Name of instructor: \_\_\_\_\_

935 **A. Accuracy of content**

936 Technical Terminology (appropriate use of)

937 Nomenclature (correct/current use of)

938 Use of symbols and structures (accuracy, clarity, conforms to conventions)

939 Other

940 **B. Level of content**

941 Quantitation (course appropriate handling of)

942 Other

943 **C. Clarity of delivery**

944 Use of media (competence with chosen format)

945 Legibility/Visibility

946 Voice (projection/pacing)

947 Other

948 **D. Overall Effectiveness**

949 Class interaction

950 Other

951 **E. Miscellaneous**

Date of Visit:

Time of Visit:

Name of Visitor: \_\_\_\_\_

Signature: \_\_\_\_\_

I have read this visitation report.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

952

953

954 **COMPUTER & INFORMATION SCIENCES DEPARTMENT:**

955 **CLASSROOM VISITATION RECORD**

956 Class visited: \_\_\_\_\_

957 Instructor: \_\_\_\_\_

958 Date of visit: \_\_\_\_\_

959 Signature of visitor: \_\_\_\_\_

960 ***Please rate the following statements on a scale of 1 to 5.***

961 **5 – VERY GOOD**

962 **4 – GOOD**

963 **3 – FAIR**

964 **2 – POOR**

965 **1 – VERY POOR**

966 ***Please write n/a on any statement that does not apply.***

967 1. Organization of lesson. Score: \_\_\_\_\_

968 Comments \_\_\_\_\_

969 2. Knowledge of course material. Score: \_\_\_\_\_

970 Comments \_\_\_\_\_

971 3. Clarity of presentation. Score: \_\_\_\_\_

972 Comments \_\_\_\_\_

973 4. Motivation of students. Score: \_\_\_\_\_

974 Comments \_\_\_\_\_

975 5. Student participation. Score: \_\_\_\_\_

976 Comments \_\_\_\_\_

977 6. Student rapport. Score: \_\_\_\_\_

978 Comments \_\_\_\_\_

979 7. Degree of helpfulness to students. Score: \_\_\_\_\_

980 Comments \_\_\_\_\_

981 Additional comments:

982 \_\_\_\_\_

983



984 **MATHEMATICS DEPARTMENT:**

985 **TOWSON UNIVERSITY**

986 **MATHEMATICS DEPARTMENT**  
987 Classroom Visitation  
988



988 **Class visited:** \_\_\_\_\_

989 **Instructor:** \_\_\_\_\_

990 **Date of visitation:** \_\_\_\_\_

991 **Signature of visitor:** \_\_\_\_\_

	Very Poor	Poor	Fair	Good	Very Good	NA
1. Organization of the lesson.						
2. Knowledge of the subject.						
3. Clarity of presentation.						
4. Motivation of the student.						
5. Student participation.						
6. Student rapport.						
7. Degree of helpfulness to the students.						

992 **Comments:**

993 \_\_\_\_\_

994 **Instructor's**

\_\_\_\_\_

**Signature**

**Date**

995 **PHYSICS, ASTRONOMY & GEOSCIENCES DEPARTMENT:**

996 **CLASSROOM VISITATION REPORT**

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

- 1000 1. The date of the visit shall be arranged at least one week in advance of the class period.
- 1001 2. All visits will be conducted by members of the PDTTC. Two faculty members if possible will visit a class period  
1002 together.
- 1003 3. The visited and visiting faculty members will meet at least one day prior to the class period so that the visited  
1004 member may discuss philosophy and objectives for the course and provide a syllabus, etc., to any visitor.
- 1005 4. Within one week after the visit, an open and professional post-visit conference will be held to discuss the  
1006 observations made by the visiting faculty members. At this time each visitors proposed Report (see below) will  
1007 be discussed.
- 1008 5. Within two weeks after the visit, each visiting faculty member will have completed and placed the Classroom  
1009 Visitation Report, signed by both visitor and visited, into the visited P&T folder. The visited faculty member (and  
1010 mentor, if any) will also receive a copy of this report.

1011 VISITED FACULTY MEMBER \_\_\_\_\_

1012 VISITING FACULTY MEMBER \_\_\_\_\_

1013 DATE VISITED FACULTY MEMBER WAS INFORMED OF VISIT \_\_\_\_\_

1014 DATE OF CLASSROOM VISITATION \_\_\_\_\_

1015 COURSE \_\_\_\_\_

1016 TOPIC BEING TAUGHT \_\_\_\_\_

1017 DATE AND BRIEF SUMMARY OF PRE-VISIT MEETING:

1018 SPECIAL TECHNIQUES EMPLOYED (demonstrations, videos, etc):

1019 GENERAL OBSERVATIONS: (Note especially efforts to engage students through questions, small group  
1020 discussions, brief presentations, etc.)

1021 STUDENT RESPONSE:

1022 SUGGESTIONS FOR IMPROVEMENT:

1023 DATE OF POST-VISITATION CONFERENCE: \_\_\_\_\_

1024 SUMMARY (BY VISITOR) OF POST-VISITATION CONFERENCE:

1025 COMMENTS BY VISITED FACULTY MEMBER:

1026 SIGNATURE OF VISITING FACULTY: \_\_\_\_\_

1027

1028 SIGNATURE OF VISITED FACULTY: \_\_\_\_\_

1029

#### D. EXTERNAL EVALUATION GUIDELINES

1030 Chapter 3 §I.B.3.f provides that departmental and college promotion and tenure policies may include an option for  
1031 external reviews as part of the evaluation process for promotion and tenure. Departments and colleges are  
1032 encouraged to solicit such external reviews and are directed to incorporate these guidelines into their promotion and  
1033 tenure policies should external reviews be made part of the evaluation process.

1034

##### I. CONFIDENTIALITY

1035 External reviews will not be made available to the faculty member being reviewed (“Candidate”) and will not be  
1036 included in the Candidate’s faculty evaluation portfolio.

1037

1038 External reviews will be forwarded to each level of review under separate cover.

1039

1040

##### II. IDENTIFYING EXTERNAL EVALUATORS

1041 Evaluators will be independent and impartial. Evaluators cannot be members of Towson University faculty nor can  
1042 they be current or former advisors or mentors to the Candidate, or otherwise have (or have had) a personal or  
1043 significant professional relationship with the Candidate.

1044

1045 Evaluators must be established scholars or practitioners of demonstrated expertise in the area of the Candidate’s  
1046 specialization preferably from peer institutions.

1047

1048

##### III. SELECTION OF EVALUATORS

1049 The Candidate will have the opportunity to recommend evaluators who meet the criteria set forth in §II to the  
1050 department chair or designee. The department chair or designee in consultation with the dean, will also recommend  
1051 evaluators, in addition to those recommended by the faculty member.

1052

1053 The department chair or designee will select at least 5 evaluator(s) of those recommended by the faculty member  
1054 who meet the criteria set forth in §II and will select, in addition 5 other evaluator(s) so that a minimum of 10  
1055 evaluators are identified as potential evaluators.

1056

1057 The department chair or designee will contact the potential evaluators to identify those evaluators who agree to  
1058 provide evaluations.

1059

1060 Potential external evaluators must be identified no later than the first Monday in April of the calendar year in which the  
1061 promotion or tenure portfolio will be submitted and confirmed no later than the first Monday of July.

1062

1063 Following confirmation of the external evaluators, the chair or designee will write each evaluator using the letter  
1064 template attached to these guidelines.

1065

1066

##### IV. SUBJECT MATTER OF EXTERNAL REVIEW

1067 External evaluators are not to evaluate the candidate’s teaching, advising or service to the University. The external  
1068 evaluation will address the Candidate’s scholarly and/or creative work as it relates to the Candidate’s promotion or  
1069 tenure. Material provided to external evaluators should include the scholarly and/or creative work appropriate to the  
1070 Candidate’s discipline such as books, articles, grant proposals, computer programs, visual works or performance  
1071 reviews. The Candidate’s department chairperson or designee must provide these materials to all external evaluators  
1072 no later than July 1.

1073

1074 The Candidate’s curriculum *vitae* will be included with the materials provided external evaluators.

1075 Approved by the FCSM PTRM Committee, August 23, 2013

1076 Approved by a majority vote of the tenured and tenure-track faculty of the FCSM, December 11, 2013.

1077 Approved by the Dean of the Fisher College of Science and Mathematics, December 11, 2013.