

## ACCOUNTING DEPARTMENT PTRM DOCUMENT

POLICIES AND PROCEDURES FOR ANNUAL REVIEW, PROMOTION, TENURE, REAPPOINTMENT, THIRD-YEAR REVIEW, COMPREHENSIVE REVIEW, AND MERIT

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## **I. PURPOSE**

A. This document describes the standards, procedures, and processes of the Department of Accounting to be used in connection with faculty evaluations for promotion, tenure, five-year comprehensive review, third-year review, merit, and reappointment.

B. For additional guidance on the application or interpretation of provisions contained in this document, or to resolve any conflicts or unintentional omissions, the reader is referred first to the relevant university documents consisting of "Towson University Policy on Appointment, Rank and Tenure of Faculty" (the University ART document) and "Policy For Clinical Faculty Evaluation, Reappointment, Promotion and Merit", and then to the College documents consisting of "The College of Business And Economics Promotion, Tenure, Reappointment and Merit Procedures and Standards" (the College PTRM document) and College of Business and Economics Clinical Faculty Policy and Procedures".

## **II. REVISION OF THIS PTRM DOCUMENT**

A. Revisions to this Accounting Department PTRM document shall be distributed to all tenured and tenure-track faculty in the Accounting department for their review at least ten (10) business days prior to any vote on the document.

B. Final approval by the Accounting Department shall be by a simple majority vote of the tenured and tenure-track faculty of the department. The signature of each tenured or tenure-track faculty member of the department on a control sheet will signify that they have voted on the PTRM Document. Voting to approve or revise this PTRM Document shall be by secret ballot.

C. The Accounting Department PTRM document shall be reviewed at least every three (3) years for any required or desired changes. If revised, the document shall be submitted to the Dean of the College and the College PTRM Committee for review before being sent to the University PTRM committee for final approval.

## **III. ACCOUNTING DEPARTMENT PTRM COMMITTEES FOR PROMOTION, TENURE, COMPREHENSIVE (FIVE-YEAR) REVIEW, THIRD-YEAR REVIEW, MERIT, AND REAPPOINTMENT**

### **A. COMPOSITION**

The Department of Accounting PTRM Committees and Membership shall be as follows:

1. Rank Committee(s) - The Rank committee(s) shall evaluate tenure track faculty applying for promotion to a higher rank, and comprehensive review. Rank committee(s) shall be comprised of all tenured faculty in the department at the same or higher rank than the person being evaluated and who have served at least one year as full time faculty at the University.

2. Tenure Committee - The Tenure committee shall evaluate faculty seeking tenure or reappointment, conduct third-year reviews, and affirm appointments of new hires at the rank of associate or full professor with tenure. The Tenure Committee shall be comprised of all tenured faculty in the department.

3. Merit Committee - The Merit Committee shall evaluate faculty for annual merit. The Merit Committee shall be comprised of all tenured and tenure track faculty in the department who have served at least one year as full time faculty at the University.

4. Clinical Evaluation Committee - The Clinical Evaluation Committee shall evaluate clinical faculty for reappointment and promotion. The clinical evaluation committee shall be comprised of the appropriate Rank Committee with the addition of one faculty member who holds the rank of Clinical Assistant Professor or higher and who has been in a full time Clinical Faculty position for three or more consecutive years.

5. Faculty on sabbatical or other leave who are otherwise qualified to serve on a PTRM committee shall have the option to serve on such committee. If faculty on sabbatical or other leave choose to serve on a PTRM committee, they will have the same rights and responsibilities as faculty not on leave status.

6. Deans or other administrators may not serve on any department PTRM committee.

7. Department Chairs shall serve as a non-voting member on all PTRM committees except a committee which is evaluating them.

8. The Committees referred to above may be individually or collectively referred to as the PTRM Committee in this document, and the specific committee or committees referred to will be determined as the context requires.

#### **B. ELECTION OF COMMITTEE CHAIRS, ADDITIONAL MEMBERS, AND FILLING VACANCIES**

1. By the first Friday in May, the committees shall hold a meeting for the purpose of electing chairpersons. The chairpersons shall be determined by a simple majority of the votes.

2. In order that at least three (3) tenured faculty opinions be considered in promotion and tenure recommendations, in addition to the independent recommendation of the department Chair, if the department has fewer than three (3) tenured faculty members the committee shall be supplemented with tenured faculty members from other departments within the college or from the appropriate department if the faculty member being reviewed has a joint appointment, including a joint appointment between colleges. The additional tenured faculty members shall be selected from a list of at least three (3) faculty members recommended by the faculty member under review. The faculty member shall submit the list of recommended faculty members on or before the third Friday in June. The department Chair and the Dean will review the list from the appropriate college and make recommendations by the first Friday in September. The College PTRM 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.

3. If the department does not have a clinical faculty member eligible to serve on a required clinical evaluation committee, the Rank Committee Chair shall select a clinical faculty member from another department within the college, and none are not available, then from another college in the University, and submit the name for approval by the Committee members.

#### **C. DUTIES OF PTRM COMMITTEE MEMBERS**

1. The department PTRM Committee shall review faculty portfolios and make recommendations for promotion, tenure, merit, reappointment, third-year review, and comprehensive review.

2. The recommendations of the department PTRM Committee shall be consistent with the University ART document, the College PTRM document, and this Department PTRM document.

3. All voting members of the Accounting PTRM Committee shall be present at all meetings except under unusual circumstances.

4. The committee Chair shall schedule meetings, allocate work such as peer visitations among the members, and perform the functions required by the University ART document for the effective functioning of the committee.

5. The department Chair shall fulfill the duties specified in the University ART document and in this document in connection with each specific type of review.

#### **IV. GENERAL COMMITTEE POLICIES AND PROCEDURES**

##### **A. CONFIDENTIALITY**

1. All deliberations on any type of faculty evaluation shall be confidential.

2. Any required communications with the faculty member being evaluated or with outside parties shall only be conducted by the committee Chair.

##### **B. QUORUM**

1. A quorum shall be required to conduct the business of an Accounting PTRM Committee.

2. A quorum shall be a simple majority of the voting members of the respective committee.

##### **C. VOTING PROCEDURES**

1. All votes regarding tenure, promotion, reappointment, merit, third-year review, and comprehensive review taken by any Accounting Department PTRM committee shall be by ballot, signed with the Towson University ID number and dated by the voting member, and tallied by the Committee Chair. The Committee Chair shall forward a signed, dated report of the results of the vote and the Committee's recommendations to the next level of review. The ballots shall not be included in the faculty evaluation portfolio, but shall be forwarded under separate cover to the Provost, to be preserved with the tenure and promotion file until three (3) years following the faculty member's termination or resignation from the university. 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.

2. A simple majority of those voting is necessary for a motion to carry. Other than for votes on tenure or promotion where abstentions are not allowed, abstentions will not count for purposes of calculating a majority, but will be recorded in the records.

3. Defective ballots (without Towson ID number or date) will not be counted. Ballots with partial data omissions shall be counted as to the usable data they contain if they otherwise meet the requirements for a valid ballot.

4. Committee members not present at live meetings when a vote is taken shall not be eligible to vote in advance or at a later date.

## **D. BALLOT HANDLING**

Upon completion of reviews, the committee chair shall forward a signed, dated report of the results of the vote and the committee's recommendations to the next level of review. The secret ballots shall not be included in the faculty evaluation portfolio, but shall be forwarded by the committee Chair under separate cover to the Provost.

## **V. FACULTY EVALUATION PORTFOLIOS**

### **A. GENERAL**

1. All faculty shall review and be familiar with the current portfolio materials required to be submitted in accordance with this Department PTRM document, the College PTRM document, and the University ART document to ensure that all required materials are submitted.
2. The responsibility for presenting complete and appropriate material for the annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review rests with the faculty member. Committee evaluations will be conducted solely on the basis of the documentation submitted.
3. All faculty shall complete the Annual Report (AR) form and Workload Agreement form and include these in their evaluation portfolios as described herein.
4. The department Chair shall complete the Chairperson's Annual Report (CAR) and Workload Agreement forms and include these in their evaluation portfolios as described herein.
5. All first-year tenure-track faculty, in collaboration with the department chair, shall complete the form "Standards and Expectations for New Tenure-Track Faculty, (SENTF)" and include it in their evaluation portfolio.
6. All faculty applying for promotion or tenure, or undergoing third-year or comprehensive review, shall include in their evaluation portfolio a narrative statement about their individual teaching and advising philosophy and their interpretation of student and peer evaluations.
7. Faculty evaluation portfolios are due to the department Chair by the third Friday in June and any final updates are due by the third Friday in September. For first-year faculty, the due date is the second Friday in December.
8. In accordance with the University ART document, the department Chair will ensure that evaluation portfolios meet all format requirements.

### **B. SPECIFIC DOCUMENTATION AND MATERIALS TO BE INCLUDED IN EVALUATION PORTFOLIOS**

1. All documentation shall be submitted in the form of an evaluation portfolio that addresses the professorial role, expectations of faculty in the University, and the faculty member's college and department criteria. The type of review determines portfolio material and process. Evaluation portfolios shall be organized, indexed, and placed in a three-ring binder or submitted as an electronic portfolio. Minimum contents of the evaluation portfolio are as follows:
  - a. Evaluation portfolio materials for annual review of all tenured faculty must include the following documents:

- i. Current *Curriculum Vitae*
  - ii. Completed and signed Annual Reports (AR I and II) or Chairperson Annual Report (CAR I and II).
  - iii. Syllabi of courses during the year under review
  - iv. Evaluation of teaching and advising as appropriate including student evaluations, peer evaluations and grade distributions for courses taught during the year of review
  - v. Documentation of scholarship and service.
- b. Evaluation portfolio materials for annual review of tenure-track faculty must include the following documents:
- i. All of the above items listed above in 1.a., and
  - ii. Peer and/or chairperson's evaluation(s) of teaching signed by faculty member and evaluator.
- c. Evaluation portfolio materials for third-year review of faculty must include the following documents:
- i. all of the above items listed above in 1.b., and
  - ii. syllabi of courses taught in the previous two (2) years;
  - iii. student and peer/chairperson evaluations of teaching and advising for the previous two (2) years and the fall semester of the current year; and
  - iv. a narrative statement in which the faculty member describes how he or she has met and integrated teaching, research, and service expectations based on his/her workload agreements for the period under review.

2. Portfolio materials for full review of faculty for promotion and/or tenure must include the following documents:

- a. A first dossier in a three- ring binder should be submitted and arranged in the following sequence:
- i. Current *curriculum vitae*.
  - ii. Current AR (Annual Report) or CAR (Chairpersons' Annual Report) form.
  - iii. Syllabi of current courses.
  - iv. Evaluation, as appropriate, of teaching for the most recent five-year period.
  - v. Grade distributions by course for the most recent five-year period
  - vi. Peer Evaluations.
  - vii. 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.
  - viii. Documentation supporting determination of sufficiency of quality of scholarship of all peer reviewed journal articles.
  - ix. Evidence of service activities to the university, academy and the greater metropolitan community for the most recent five- year period.



- x. Departmental recommendation letter, which must include a written report on the candidate's progress toward tenure.
- xi. A narrative statement in which the candidate describes how he or she has met the teaching, research, and service expectations required for promotion and/or tenure as outlined in the CBE PTRM document for the most recent five-year period.

b. A second dossier, approximately one inch in thickness, should also be submitted and arranged in the following sequence and placed in a three-ring binder with each section labeled and indexed with tabs. The order of the materials in each section should be for the most recent year evaluated to the time of last promotion or year of hire. This dossier will be forwarded to the Provost and Vice President for Academic Affairs.

**1. Section I.**

- *Curriculum Vita*
- A copy of one recent peer-reviewed publication or description of a comparable creative activity

**2. Section II.**

- University Forms: Completed and signed Annual Report parts I & II, or Chairperson's Annual Report (CAR parts I and II) forms arranged from the most recent year evaluated to the time of last promotion or year of hire.

**3. Section III.**

- Summary of Student Evaluations across the evaluation period.
- Faculty using the new university evaluation forms should submit the summary of results for each course received from the assessment office. Those using departmental or college forms should compile the data in a format that will allow analysis of trends over time.
- Include a narrative statement about individual teaching and/or advising philosophy and an interpretation of student and/or peer/chairperson evaluations
- For tenure, promotion, and comprehensive review, peer teaching evaluations shall be included.

**4. Section IV.**

- Summary statement describing correlation between expectations and accomplishments and integrating accomplishments in the areas of scholarship, teaching, and service.

**5. Section V:**

- Recommendations (to be added by the appropriate party)
- Written recommendation of the department rank committee and/or tenure committee, including the Department Summary Recommendation form,
- Written recommendation of the academic chairperson,
- Written recommendation of the CBE Promotion, Tenure,

Reappointment and Merit Committee, and

- Written recommendation of the academic Dean.

3. Evaluation portfolio materials for five-year review of faculty must include the following documents:

a. Sections I-IV of the Comprehensive Five-Year review binders will be identical to those of the promotion and tenure binders and will cover the five years under review but should also include a statement outlining goals and expected career development plans for the upcoming 5 year period.

Section V must include the following:

- Final evaluation of the departmental Comprehensive Review Committee.
- Letter of evaluation from department chair
- Letter of evaluation from academic Dean
- Statement outlining goals and expected career development plans for the upcoming 5-year period

b. 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.

c. During the course of the evaluation process, the faculty member or his/her chairperson or program director participating in the evaluation process may add to the evaluation portfolio information related to work that was completed prior to June 2 that has only become available after the deadline stipulated in the Towson University Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review Calendar (ART Section VI).

d. The information shall relate specifically to the faculty member's performance as presented by either the faculty member in his/her evaluation portfolio or in the chairperson's or program director's evaluation of the faculty member's performance. Information added by the faculty member to update the evaluation portfolio must be included by the third Friday in September. The addition of said material and notification thereof shall not interfere with the time designated for review as described in the Towson University Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review Calendar (ART Section VI).

e. If the faculty member or the chairperson or program director participating in the evaluation process wishes to add a statement to his/her file rebutting or clarifying information or statements in the file, this information must be included in the evaluation portfolio in a special section entitled —Information Added. All documentation used as part of the consideration process must be included in the evaluation portfolio no later than November 30. The Dean will send a copy to the department chair of any such information added to the evaluation portfolio after the second Friday in November.

f. If the chairperson or program director participating in the evaluation process includes information in the faculty member's evaluation portfolio, other than his/her evaluation, that specific information shall immediately be made known to the faculty member undergoing evaluation and before any evaluation at the next level of review takes place. Solicited external reviews will not be added to the evaluation portfolio but will be forwarded under separate cover to each level of review. Record of the faculty member's notification shall be tracked via the Promotions, Tenure, Reappointment, and Merit (PTRM) Document Review Transmittal Form (see ART Section VII). A failure to notify the faculty within five (5) business days will result in the material being removed from the evaluation portfolio.

g. Evaluators reviewing materials that have been added by the faculty member or administrators during the course of the review process shall note that they do so in their evaluation statements.

h. Copies of the chairperson's detailed report with recommendation are included in the evaluation portfolio as it proceeds through the process. The committee's written report with recommendation shall provide a detailed rationale for the recommendation, as well as the vote count.

i. The Dean of the college shall have the responsibility of returning the supporting material to the department chair, who shall then retain it for three (3) years following the date of the decision to grant or deny promotion or tenure. The materials shall be made available only if requested by the Provost.

## **VI. EVALUATION STANDARDS APPLICABLE TO ALL REVIEWS**

### **A. TEACHING AND ADVISING**

#### **1. EVALUATION OF TEACHING BY PEERS**

a. Classroom visits are encouraged for purposes of professional growth and are required for faculty being considered for promotion, tenure, and reappointment. Peer reviews of teaching are also required as part of third-year and comprehensive reviews.

b. Non-tenured faculty shall be visited once every year by two different members of the Tenure Committee and tenured faculty shall be visited by two different members of their respective Rank Committee. Within the constraints of the availability of faculty to conduct visits, the same visitors should not be assigned to observe the same faculty member in successive periods.

c. The PTRM Chair shall approve all peers selected for visitations. Notice of the peer visitation shall be given to the faculty member at least one (1) week in advance. Peer visitations shall be scheduled at a day and time convenient for both the faculty member being evaluated and the observer. Prior to any observation, the visitor shall obtain the course syllabus and confer with the faculty member on the subject being covered that day as well as the pedagogy employed and objectives of the class session.

d. After observing a class, the visitor shall complete a standardized department peer visitation report form (Appendix F) or prepare a comprehensive written narrative report which must be given to the faculty member within one week for inclusion in the faculty member's annual report. The faculty member and visitor shall each sign the report. The faculty member may prepare a written response to the evaluation, which shall be included in the annual report and a copy given to the evaluator.

e. Upon completion of the required visitations, a faculty member may request one additional visitation by either the original observer or by another qualified faculty member in the department.

#### **2. EVALUATION OF TEACHING BY STUDENTS**

a. Student evaluations of instruction are a required part of the evaluation of faculty. Such an evaluation must be recognized for what it is: only one kind of evaluation to be considered in concert with all other measures of teaching effectiveness. Student evaluations shall be conducted in such a manner to assure confidentiality of the student.

b. Student evaluation forms will be administered, and the results tabulated, in accordance with University procedure.

c. All faculty shall be evaluated for all courses taught. This includes traditional classroom, on-line, and hybrid course offerings taught during regular semesters, minimesters, and summer terms.

### **3. ADVISING**

a. The primary purpose of faculty academic advising is to assist students in the development of meaningful educational and career plans that are compatible with their professional and life goals.

b. Academic advising includes:

- i. Assisting students to refine their goals and objectives, to understand their available choices, and to assess the consequences of their alternative courses of action.
- ii. Providing guidance to students about the learning process for courses the advisor teaches.
- iii. Mentoring colleagues in effective teaching or academic advising, mentoring student scholarship (e.g. independent study projects or theses), and serving on graduate research committees.

### **B. SCHOLARSHIP**

1. Scholarship is widely interpreted and takes many forms, including the scholarship of application, discovery, integration and/or teaching.

2. Regardless of type of scholarship, faculty shall be reviewed in terms of continuing professional development and currency in their academic field as affirmed by its community of scholars.

### **C. SERVICE (University/Civic/Professional)**

1. As faculty progress through their career, service will vary in terms of the roles and quality of commitments that are made to the institution, the profession, and the greater community. Service is an important element not only in improving the quality of life of various stakeholders, but can also potentially make a significant contribution in the professional and personal development of the individual.

2. University Service shall include substantive participation in the shared governance activities of the department, college and university.

3. Civic Service includes participation in the larger community (local, regional, national or global) outside the university in ways that may or may not be directly related to one's academic expertise, but in ways which advance the university's mission.

4. Professional Service shall include activities in professional organizations or participating in other venues external to the university (local, regional, national or global) in which one's expertise is applied and which advances the university's mission.

#### **D. COLLEGIALITY**

1. A faculty member shall be committed to collegiality and academic citizenship. Collegiality and academic citizenship refer to the role and responsibility of faculty in shared decision making through open and fair processes devised to provide timely advice and recommendations on matters that relate to curriculum, academic personnel, and the educational functions of the institution.
2. High standards of humane, ethical, and professional behavior are fundamental to collegiality and academic citizenship.
3. Collegiality does not imply agreement; vibrant university communities must include the capacity for respectful disagreement among faculty members and administrators.

#### **E. LEVEL OF PERFORMANCE EXPECTED**

1. The level of performance expected when conducting reviews will depend upon the type of review being performed.
2. The Clinical Evaluation Committee shall use the criteria contained in the University "Policy For Clinical Faculty Evaluation, Reappointment, Promotion and Merit" and the "College of Business and Economics Clinical Faculty Policy and Procedures" when evaluating clinical faculty for reappointment, promotion, and merit.
3. Chairs and program directors responsible for supervising faculty shall be evaluated in the additional category of leadership.

#### **F. APPEALS AND NEGATIVE RECOMMENDATIONS**

1. Negative recommendations at any level regarding the annual review, merit, promotion, tenure, reappointment and/or the comprehensive five-year review shall be delivered in writing in person or sent by certified mail to the faculty member's last known address by the department Chair.
2. Faculty shall have the right to appeal recommendations resulting from any type of review as specified in the university ART document.
3. Faculty shall have a special right to appeal department merit decisions to the department Merit Committee before taking an appeal to other levels specified in the university ART document. Such appeals must be in writing and delivered to the Merit Committee Chair within 5 business days of delivery of the original committee recommendation to the faculty member. The written appeal must contain clear and specific grounds for the appeal, along with any supporting documents.

#### **G. DEPARTMENT SUMMARY FORM (DSR)**

The current Department Summary Recommendation form (DSR) shall be completed for each tenured and tenure-track faculty member holding a full-time contract. It shall be included in the evaluation portfolio.

### **VII. TENURE AND PROMOTION**

A. Faculty members applying for tenure or promotion shall notify the department Chair 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 or tenure.

B. The PTRM committee shall review evaluation portfolios for tenure or promotion and shall prepare a written report, with vote count, for each recommendation. The recommendation shall contain reference to each category evaluated including teaching and advising, scholarship, and service (university, civic, and professional). The report shall be submitted by the PTRM Chair to the department Chair by the second Friday in October.

C. The Accounting department Chair shall prepare an independent evaluation of each faculty member being considered for tenure or promotion and include it in the faculty member's evaluation portfolio by the fourth Friday in October.

D. 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.

E. Recommendations including the vote count shall be conveyed in writing by the PTRM Chair to the faculty member, inclusive of the department Chair's evaluation by the fourth Friday in October.

F. The PTRM Chair shall forward the faculty member's evaluation portfolio to the Dean's office by the second Friday in November, where they will be available to members of the college PTRM committee.

## **G. Specific Evaluation Standards For Tenure and/or Promotion To The Rank Of Associate Professor**

### **1. TEACHING AND ADVISING**

a. Effective instruction as measured by student evaluations that must be provided for all courses taught by the faculty member at Towson University. These evaluations should be commensurate with both the aggregate mean scores for the department's full-time, tenured and tenure track faculty and among them teaching different sections of the same course.

b. Effective instruction as measured by peer evaluations for each year of the most recent five-year period.

c. Effective advising as measured by availability to students, accuracy of advice given to students and knowledge about programs, policies, procedures, and career opportunities.

d. Evidence of the following may be submitted to support effective teaching:

- i. If applicable, maintaining currency of licensure, certification and accreditation
- ii. Incorporation of appropriate instructional technology
- iii. Reflection and growth in teaching methodology
- iv. Mentoring student scholarship
- v. Meeting contractual obligations for approved off-campus activities such as international teaching exchanges and grant-supported research.
- vi. Teaching awards

## **2. SCHOLARSHIP**

- a. Within the most recent five year period, three to four published (or forthcoming) peer-reviewed articles in quality journals as recognized by published reputable sources.
- b. It is the faculty member's responsibility to provide information that would establish whether their publications are in quality journals.
- c. Quality of journals shall be determined by a published ranking of journals within the discipline. 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.
- d. 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.
- e. Receipt of an external grant or contract of \$50,000 or more, the first edition of a course textbook, or other significant intellectual contributions may substitute for one journal article.
- f. Other evidence of scholarship, including but not limited to peer-reviewed papers published or papers presented 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.

## **3. SERVICE**

- a. Involvement in the institution's faculty governance structure at program, department, college, university or system levels, or serving various campus student organizations.
- b. Examples of creditable service include:
  - i. 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).
  - ii. Contributions to practitioners and community that draw upon one's professional expertise (e.g. professional consulting).
  - iii. 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 board of a peer reviewed journal).
  - iv. Serving as advisor to student groups including academic honor societies and student discipline-based groups.

## **H. Specific Evaluation Standards For Promotion to the Rank of Professor**

### **1. TEACHING AND ADVISING**

- a. Effective instruction as measured by student evaluations that must be provided for all courses taught at Towson University since the faculty member's last promotion. Such evaluations should be commensurate with both the aggregate mean scores for the department's full-time, tenured and tenure track faculty and among them teaching different sections of the same course.
- b. Effective instruction as measured by peer evaluations for the most recent year of rank consideration.
- c. Effective advising as measured by availability to students, accuracy in advice given to students and knowledge about programs, policies procedures and career opportunities.
- d. Evidence of the following may be submitted to support effective teaching:
  - i. Unsolicited evaluations of instruction from current students or graduates
  - ii. Incorporation of appropriate technology in one's teaching
  - iii. Reflection and growth in teaching methodology
  - iv. International teaching exchange, sabbatical or consulting contracts
  - v. University instructional development grants
  - vi. If applicable, maintaining the currency of licensure, certification and accreditation
  - vii. Mentoring student scholarship
  - viii. Mentoring colleagues in effective teaching and academic advising
  - ix. Teaching awards

### **2. SCHOLARSHIP**

- a. A sustained record of conducting and reporting research with distinction in quality.
- b. Within the most recent five year period, three to four published (or forthcoming) peer-reviewed articles in quality journals as recognized by published reputable sources.
- c. It is the faculty member's responsibility to provide information that would establish whether their publications are in quality journals.
- d. Quality of journals shall be determined by a published ranking of journals within the discipline. 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.
- e. 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.
- f. Receipt of an external grant or contract of \$50,000 or more, the first edition of a course textbook, or other significant intellectual contributions may substitute for one journal article.



g. Other evidence of scholarship, including but not limited to peer-reviewed papers published or papers presented 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.

### **3. SERVICE**

a. Leadership positions and distinction in the quality of service to the institution at the program, department, college, university or system levels (e.g. service on the Faculty Senate; chairperson positions on faculty or ad hoc committees and in the university governance structure; chairperson for new faculty searches).

b. Sustained involvement in the work of practitioners in one's field (e.g. participation in regional and national societies as officers and committee members)

c. 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)

d. 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 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).

## **VIII. THIRD-YEAR REVIEW**

A. A third-year review shall be conducted of tenure track faculty at the conclusion of the Fall semester of their third year at Towson University. The purpose of the review is to serve an advisory and mentoring function for the faculty member.

B. The PTRM Committee will evaluate the materials and prepare a clear, written statement of progress toward tenure addressing teaching/advising, a plan for and evidence of scholarly/creative activity, and service and other relevant criteria. The evaluation statement will include:

1. an indication of whether or not the faculty member's work to date is leading towards a positive tenure and promotion decision, and
2. guidance for improvement in the faculty member's work if their evaluation is satisfactory or unsatisfactory.

C. The following three-level scale will serve as a general guideline for the review:

1. Superior Progress - Excellence in teaching and advising, excellence in scholarship, and meeting department standards for service.
2. Satisfactory Progress - Progress towards excellence in teaching and scholarly productivity with satisfactory service. This ranking indicates that progress towards tenure is satisfactory but improvement is needed.
3. Unsatisfactory Progress - Improvement required in one or more dimensions. This ranking

indicates that continued performance at the current level is unlikely to result in a favorable tenure decision.

D. All documentation is due to the Department Chair by the third Friday in January.

E. The PTRM Committee's evaluations of a faculty member's interim progress will become part of the faculty member's file at the department level and shared with the Dean; however, it will not be forwarded to either the College PTRM committee or to the Provost.

F. Written and face-to-face feedback on progress towards tenure should be provided to the faculty member by the department Chair and the PTRM Committee Chair no later than the first Friday in March.

G. If a faculty member's mandatory tenure-review year is prior to the sixth year of continuous, full-time service, the standard Annual Review by the department may be expected to serve a more extensive function and the Accounting department may provide more extensive feedback to the candidate.

## **IX. COMPREHENSIVE REVIEW**

A. All tenured faculty shall be reviewed at least once every five (5) years. Comprehensive reviews are summative for a period of the preceding five (5) academic years. Faculty members with joint appointments will be reviewed according to the schedule of their "home" department.

B. The department Chair, in consultation with the Dean of the College, shall establish the cycle for comprehensive reviews of faculty within the Accounting department. A faculty member who has submitted formal notice of retirement during the fourth or fifth year of their comprehensive review cycle with an intention to retire at the end of that cycle may be exempted from the comprehensive review process at the discretion of the Dean of the College.

C. The PTRM Committee shall review the evaluation portfolios and shall prepare a written report, with vote count, for each recommendation. The recommendation shall contain reference to each category evaluated: teaching and advising, scholarship, and service. The report shall be submitted to the department Chair by the second Friday in October.

D. The department Chair shall prepare an independent evaluation of each faculty member under review and include it in the faculty member's evaluation portfolio by the fourth Friday in October.

E. The faculty member's evaluation portfolio, inclusive of the written recommendation of the PTRM Committee with vote count and the written evaluation of the department Chair shall be forwarded by the PTRM Chair to the Dean's office by the second Friday in November.

F. All recommendations shall be conveyed in writing to the faculty member, inclusive of the PTRM Committee recommendation including vote count and the department Chair's written evaluation by the fourth Friday in October.

G. A negative comprehensive review shall be followed by the development of a written professional development plan to remediate the faculty member's failure to meet minimum expectations as noted in the comprehensive review. This written plan shall be developed by the faculty member and approved by the department Chair and the Dean by the third Friday in June of the academic year in which the negative review occurred. The plan shall be signed by the faculty member, department Chair and Dean.

1. The plan shall be implemented in the fall semester following approval of the plan. Evidence of improvement must be clearly discernible in evaluation portfolio materials submitted in the next annual review process. Lack of evidence of discernible improvement may result in further administrative action.

2. Two (2) consecutive annual reviews indicating the faculty member has not met minimum expectations shall occasion an immediate comprehensive review, which shall be in addition to those otherwise required.

## **X. REAPPOINTMENT**

A. New first year faculty, second and third year tenure track faculty, and third through fifth year faculty shall be evaluated by the PTRM Committee (or Clinical Evaluation Committee, if applicable) for reappointment. The evaluation portfolio of first-year faculty must include the Standards and Expectations of New Tenure-Track Faculty (SENTF) form, which must be finalized with the department Chair by the third Friday in September.

B. The PTRM Committee shall review the evaluation portfolios and shall prepare a written report, with vote count, for each recommendation. The recommendation shall contain reference to each category evaluated: teaching and advising, scholarship, and service.

C. Evaluation reports shall be submitted on the following schedule:

1. For first-year faculty, their evaluation portfolio is submitted to the department Chair by the second Friday of December; the PTRM Committee report is submitted to the department Chair by the first Friday in January, and to the faculty member (inclusive of the department Chair's independent evaluation if they choose to write one) by the third Friday in January.

2. For second-year faculty, the PTRM Committee report is submitted to the department Chair by the second Friday in October, and to the faculty member (inclusive of the department Chair's independent evaluation if they choose to write one) by the fourth Friday in October.

3. For third-year faculty, the PTRM Committee report submitted to the department Chair by the third Friday in January, and to the faculty member (inclusive of the department Chair's independent evaluation if they choose to write one) by the first Friday in March. (See also the third-year review policies).

4. For third, fourth or fifth year faculty, USM Policy rules provide that faculty entering the third through fifth years of service will automatically renew for one additional year unless notice of non-reappointment is provided by August 1 prior to the third or subsequent academic year of service.

a. The department Chair, in consultation with the department PTRM committee, may direct that the recommendation on reappointment of third through fifth year faculty be made before August 1 so that notice of non-reappointment, if recommended, is provided faculty by August 1 prior to the third or subsequent year of service as applicable.

b. If non-reappointment is not a consideration, the department will use the time schedule in effect for second-year faculty.

## **XI. MERIT**

A. The Merit Committee shall review eligible faculty for merit concurrent with annual review. To qualify for merit, faculty members shall demonstrate achievement in teaching, scholarship, and service consistent with their AR or CAR Part II form and any special requirements of their appointment.

B. The Merit Committee shall review evaluation portfolios for merit and shall prepare a written report, with vote count, for each recommendation. A standardized form (Appendix G) may be used for this purpose. The recommendation shall contain reference to each category evaluated including teaching and advising, scholarship, and service. The report shall be submitted by the PTRM Chair to the department Chair by the second Friday in October.

C. All recommendations shall be conveyed in writing to the faculty member, inclusive of the PTRM Committee recommendation including vote count and the department Chair's written evaluation by the fourth Friday in October.

D. The merit evaluation folders used for evaluations by the Merit Committee shall not contain any markings or annotations from any prior reviewers.

E. Merit category will be determined as follows:

1. Evaluators should categorize a faculty member's performance as:

a. Unsatisfactory when the faculty member has not met the minimum expectations for contracted duties of employment. A faculty development plan will be required and mentoring will be provided.

b. Acceptable when a faculty member fully meets expectations and has met the contracted duties of employment but does not meet the criteria for a meritorious recommendation.

c. Meritorious when performance is noteworthy and exceeds expectations. In addition to meeting the contractual duties of employment, the faculty member is deemed meritorious in teaching and one other performance area (scholarship or service) and performance is acceptable in the third area. At a minimum, the faculty member has:

- i. demonstrated strong teaching as acknowledged in the sources of evidence appropriate to an annual review, and
- ii. provided evidence of ongoing scholarly work through the annual report, whether that work has been published, or is pending publication, or constitutes other forms of intellectual contributions (e.g., peer-reviewed conference paper presentations, recipient of a research grant from an external agency or substantial editorial responsibilities for a quality peer-reviewed journal), or reflects evidence of significant manuscript development, and/or
- iii. has provided evidence of relevant and effective service to either the University, the community, or the profession.

d. Outstanding when performance is truly exceptional. In addition to meeting the contractual duties of employment, the faculty member is deemed superior in teaching and one other performance area. The third area must be rated at least acceptable.

2. Each voter will complete a merit ballot (APPENDIX H) on each candidate, separately rating each of the three performance areas (teaching and advising, scholarship, and service) taking into account the percentage assigned to each performance area in the candidate's workload document. Evaluators shall then determine an overall composite merit rating.

3. The composite ratings from all the ballots on each candidate will be tallied by the Committee Chair and that will be the candidate's recommended level of merit.

4. If for any candidate there is a tie in the total composite tally for two merit levels, the next higher rating will be recommended.

F. Faculty may not vote for their own merit.

G. The department Chair may prepare an independent merit evaluation of any faculty member.

H. Specific criteria for merit evaluation are contained in APPENDIX A.

## APPENDIX A: PERFORMANCE MEASURES USED IN MERIT EVALUATIONS

Listed below are the criteria to be considered when conducting merit evaluations. These criteria are neither fully necessary nor fully sufficient in the assessment of faculty member's performance, but are guidelines for use in conducting merit evaluations. Failure to meet the required performance level of "acceptable" in teaching, scholarship and service is the basis for a recommendation of "unsatisfactory".

### TEACHING:

**Unsatisfactory:** Does not meet minimum expectations for contracted duties of employment

#### Acceptable:

- Meeting classes
- Preparing course syllabi
- Holding office hours
- Evaluating student performance through acceptable instruments
- Participating in course evaluations
- Meeting with and advising students

#### Meritorious:

- Making a presentation on improving teaching at a conference
- Receiving good teaching evaluation ratings from both students and peers
- Providing unsolicited letters from students
- Receiving a teaching grant or contract
- Demonstrating good teaching performance such as specified in VII.G.1. or VII.H.1.

#### Outstanding:

- Consistently excellent teaching evaluation ratings from both students and peers
- Receiving a substantial teaching grant or contract
- Receiving a teaching award
- Receiving a nationally or internationally-recognized teaching fellowship
- Demonstrating excellence in teaching performance such as specified in VII.H.1. or VII.I.1.

### SCHOLARSHIP:

**Unsatisfactory:** Does not meet minimum expectations for contracted duties of employment

**Acceptable:** Meeting or demonstrating satisfactory progress toward maintaining of CBE Scholarship Standards

#### Meritorious:

- Making peer-reviewed conference presentations, having published proceedings, or making other intellectual contributions
- Writing chapter(s) in book or publishing teaching cases and exercises
- Reviewing books, software, etc. in a scholarly journal
- Publishing a textbook or supporting materials
- Writing licensed computer software
- Receiving a research grant or contract

**Outstanding:**

- Having peer-reviewed journal publication(s), or letter(s) of acceptance
- Publishing a new or substantially revised research book or monograph
- Publishing a Chapter in a peer-reviewed research book, monograph, or special issues of a journal
- Receiving a scholarship award
- Receiving a substantial research grant or contract (typically greater than \$50K)
- Receiving a nationally or internationally-recognized research fellowship

**SERVICE:**

**Unsatisfactory:** Does not meet minimum expectations for contracted duties of employment

**Acceptable:**

- Meeting attendance obligations of committees you serve on
- Attending departmental meetings

**Meritorious:**

- Reviewing manuscripts for a journal or conference
- Serving on a department or college committee
- Being a discussant at a conference
- Serving on a committee, task force, or similar active working group
- Chairing a conference session
- Doing review work for a publisher
- Providing radio or TV interviews, Op-ed letters, etc.
- Mentoring junior faculty

**Outstanding:**

- Being an editor of a scholarly or professional journal
- Being on the editorial board of scholarly journal
- Being an executive officer of an elected committee
- Receiving a service award
- Being an elected or appointed member and serving on a University committee or task force
- Serving as the elected chair of department or college committee or task force
- Serving as an officer of a professional organization
- Serving as Faculty advisor to student groups in academic honor societies, discipline-based, or other student groups

## APPENDIX B: UNIVERSITY CALENDAR

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

#### **The First Friday in May**

Department and college PTRM 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 PTRM committee shall meet and elect a chair and notify the Senate Executive Committee's Member-at-large of the committee members and chairperson for the academic year.

#### **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 PTRM Committee approval of faculty to be added to a department's PTRM 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.

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

#### **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 PTRM committee's reports with recommendations and vote count on all faculty members are submitted to the department chairperson.

B. College PTRM documents are due to the university PTRM 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 PTRM 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 PTRM committee's written recommendation with record of the vote count, and the written recommendation of the department chairperson, are forwarded by the department PTRM chairperson to the dean's office.

### **November 30<sup>th</sup>**

- 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 sent by certified mail to the faculty member's home.

### **The First Friday in December**

Department PTRM documents are delivered to the college PTRM 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 15<sup>th</sup> (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**

- A. The department PTRM committee reports with recommendations and vote count on all first-year tenure-track faculty are submitted to the department chairperson.
- B. The college PTRM 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 PTRM committee's report with vote counts and recommendations and the dean's recommendation are conveyed in writing to the faculty member.
- C. The department PTRM committee and chairperson recommendations concerning reappointment for first-year tenure-track faculty are delivered to the faculty member and the dean.
- D. All documentation for the third year review of tenure-track faculty is submitted by the faculty member to the department chairperson.
- E. Department chair recommendations on reappointment of first-year faculty must be added to the faculty member's evaluation portfolio.

**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.

**The Second Friday in February**

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

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

C. 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 PTRM committee chairpersons, department chairperson, and dean of the college

**APPENDIX C: ANNUAL REPORT (AR) FORM**

**ANNUAL REPORT (AR)**

**Part I**

Reporting On Activities For Academic Year

June 1, 20\_\_ - May 31, 20\_\_

Name \_\_\_\_\_ Rank \_\_\_\_\_

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

Area of Specialization \_\_\_\_\_

Appointed to TU faculty: at rank \_\_\_\_\_ in year \_\_\_\_\_.

Promotion History:

To rank \_\_\_\_\_ in year \_\_\_\_\_ ,

To rank \_\_\_\_\_ in year \_\_\_\_\_ , and

To rank \_\_\_\_\_ in year \_\_\_\_\_ .

I. Formal Degrees

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

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

II. Teaching (percentage of workload: \_\_\_\_\_ %)

A. 1. Attach evaluations from all of your teaching assignments for the fall, mini, spring, and summer terms from the course evaluation reports provided by the Office of Assessment (If your department or college uses an alternative or additional course evaluation survey that has been approved by the UPTRM, then you may also include those results). The course evaluation reports from the Office of Assessment will each include the course title and number, credit hours, number of students enrolled/responding, and response data for each item (median, mean, standard deviation, N).

2. You may, if you wish, include a narrative statement on your teaching that includes your interpretation of the course evaluations and how you intend to use the results to inform and improve your teaching.

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

Grad e Dist  Cour se	A	A-	B+	B	B-	C+	C	D+	D	F	Tot al	W	O	Mea n

- 4. Attach syllabi for all courses listed (must contain all elements required for syllabi in Policies and Procedures for the Classroom: Course Syllabus).
  
- B. Non-classroom assignments which are part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers).
  
- C. New instructional procedures which you have introduced this year (special projects, new courses and/or materials).
  
- D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

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

III. Scholarship (percentage of workload: \_\_\_\_\_%)  
 [Attach corroborative material where appropriate]

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

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

Community:

Profession:

University (all levels):

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

**ANNUAL REVIEW (AR)**

**Part II**

Agreement On Faculty Workload Expectations For Academic Year  
June 1, 20\_\_ - May 31, 20\_\_

- I. Teaching (percentage of workload: \_\_\_\_\_%)
- A. List all of the regular classroom teaching assignments planned for the 20\_\_-20\_\_ academic year.
- B. Non-classroom assignments which will be part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers) for the 20\_\_-20\_\_ academic year.
- C. New instructional procedures which you plan to introduce this year (special projects, new courses and/or materials). Also include interdisciplinary, diversity, international and new technology projects, if appropriate.
- D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)
- II. Scholarship (percentage of workload: \_\_\_\_\_%)
- III. Service (percentage of workload: \_\_\_\_\_%)  
[For any of these activities which are part of your workload, please indicate.]

Community:

Profession:

University (all levels):

SIGNATURES:

Faculty Member \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Dean of College \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX D: WORKLOAD REQUEST**

**CBE Workload Request  
(To Be Given to Chair by April 30)**

Name: \_\_\_\_\_

I am applying for a \_\_\_\_\_ 3-4 teaching load for the upcoming year.  
\_\_\_\_\_ 4-4  
\_\_\_\_\_ 3-3

**Documentation of Intellectual Contributions**

Attach additional information, if any.

1) Completed in the time period June 1, \_\_\_\_\_ through May 31, \_\_\_\_\_:

A. Refereed Journal Articles: One published now after unexpected revisions.

B. Other:

2) Forthcoming in the time period June 1, \_\_\_\_\_ through May 31, \_\_\_\_\_:  
(Indicate the current status: accepted, submitted, manuscript, etc)

A. Refereed Journal Articles:

B. Other:

Signed:

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned a \_\_\_\_\_ teaching load:

\_\_\_\_\_ Chair    \_\_\_\_\_ Dean    \_\_\_\_\_ Date

**APPENDIX E: STATEMENT OF STANDARDS AND EXPECTATIONS FOR NEW TENURE-TRACK FACULTY (SENTF)**

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

Name \_\_\_\_\_ Rank \_\_\_\_\_

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

- I. Faculty members will abide by the following documents:
  - A. University System of Maryland policies, Towson University policies, and the Faculty Handbook.
  - B. The policies and procedures of the College of \_\_\_\_\_ Promotion and Tenure Committee.
  - C. The policies and procedures set forth in the Department of \_\_\_\_\_ promotion and tenure document.

- II. Faculty members will observe the following general university and College of \_\_\_\_\_ expectations:
  - A. Excellence in teaching and advising.
  - B. Professional growth and scholarly activity.
  - C. Service to the department, college, university, and/or USM.
  - D. Collegiality and academic citizenship.
  - E. Possession of the appropriate terminal degree. Faculty members who do not hold an earned doctorate or other appropriate terminal degree at the time of appointment are expected to earn that degree as soon as possible. Faculty members joining the faculty in the Fall semester must earn the degree by February 1 of the following calendar year. Faculty members joining the faculty in the Spring semester must earn the degree by August 1 of the same calendar year. Faculty members who do not earn the degree by the deadline will not be reappointed for the following academic year. Only in extraordinary cases will tenure be recommended for an individual not holding the doctorate or other appropriate terminal degree.

- III. Faculty members will observe the following more specific requirements of the Department of \_\_\_\_\_.

In this section, list specific departmental expectations of the new faculty member—such as advising; maintaining academic standards; serving on department committees; filing of syllabi, exams, and class records; developing “themes” or “topics” courses; any special rules about multi-section, multi-instructor courses; any special rules about teaching assignments (such as balance of lower division and upper division courses, and time of teaching assignments consistent with needs of the department, etc.).

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

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



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

1. "Teaching takes a variety of forms, including the use of technology, development of new courses and programs (including those involving collaborative or interdisciplinary work and civic engagement), faculty exchanges and teaching abroad, off-site-learning, supervision of undergraduate and graduate research and thesis preparation, emphasis on pedagogy including the various learning outcomes defined in a specific curriculum, and other aspects of learning and its assessment. It also includes advising responsibilities." Excellence in teaching will be evaluated via peer evaluations (including classroom observations; review of syllabi, textbooks, examinations, and other materials; review of grading standards and procedures) and student evaluations.
2. "Scholarship is widely interpreted and takes many forms, including the scholarship of Application, Discovery, Integration or Teaching. Regardless of type, each faculty member shall be reviewed in terms of continuing professional development and currency in his/her academic field as affirmed by its community of scholars." Evidence of scholarship includes but is not limited to peer-reviewed books, articles, reviews, poetry, fiction, computer programs, audio and video productions, presentation of peer-reviewed papers at conferences and workshops, and artistic performances.
3. "University service shall include substantive participation in the shared governance activities of the department, college and university." It may include committee activities and new program development. "Professional service shall include activities in professional organizations or participating in other venues external to the university (local, regional, national or global) in which one's expertise is applied and which advance the university's mission." "Civic service includes participation in the larger community (local, regional, national or global) outside the university in ways that may or may not be directly related to one's academic expertise, but in ways which advance the university's mission."

#### IV. **Specific Expectations of New Faculty Members**

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

##### A. Identification

**Name:** Insert faculty member's name

**Rank:** Insert faculty member's rank

**Date of appointment:** Use the beginning of semester in which the faculty member's contract begins (e.g., September 2009)

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

B. Assignments

1. **Teaching**

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

2. **Course Development**

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

3. **Advising**

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

4. **Scholarship**

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

5. **Department Service**

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

6. **College, University, and/or USM Service**

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

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

SIGNATURES:

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Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

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Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

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Dean of College \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX F: FACULTY PEER VISITATION FORM

### Faculty Visitation Form

Faculty Visited \_\_\_\_\_ Course Title \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Please rank on a top 10 point scale each of the following items: (10 - superior; 1 - very poor)

**I. From your review of course outlines and/or syllabi, evaluate the instructor teaching method in the area of:**

Adequate aids

10    9    8    7    6    5    4    3    2    1    N/A

Imaginative techniques

10    9    8    7    6    5    4    3    2    1    N/A

Handouts - apparatus

10    9    8    7    6    5    4    3    2    1    N/A

Use of class projects

10    9    8    7    6    5    4    3    2    1    N/A

Comprehensive and complete syllabus

10    9    8    7    6    5    4    3    2    1    N/A

Effective coverage of subject matter

10    9    8    7    6    5    4    3    2    1    N/A

**II. From your observation of the classroom content and conduct:**

Did the instructor seem knowledgeable and at ease with technical content?

10    9    8    7    6    5    4    3    2    1    N/A

Was the instructor able to explain difficult points clearly'?

10    9    8    7    6    5    4    3    2    1    N/A

Was the instructor able to handle technical questions from the class loci and clearly?

10    9    8    7    6    5    4    3    2    1    N/A

Does the instructor encourage class participation with questions?

10    9    8    7    6    5    4    3    2    1    N/A

Is the whole class lively, interested, and involved in the teaching process?

10    9    8    7    6    5    4    3    2    1    N/A

Comments:

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**APPENDIX G: SUMMARY MERIT RECOMMENDATION FORM**

**DEPARTMENT SUMMARY MERIT RECOMMENDATION**

Based on Evaluation of Activities for Academic Year

June 1, 20\_\_\_\_ to May 31, 20\_\_\_\_

Faculty member evaluated: \_\_\_\_\_ Rank \_\_\_\_\_

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

Signature Dept. Merit Committee Chair: \_\_\_\_\_ Date \_\_\_\_\_

**Department Merit Committee Total Votes**

	<b>Teaching/Advising</b>	<b>Service</b>	<b>Scholarship</b>
<b>Not Meritorious</b>			
<b>Satisfactory (Base)</b>			
<b>Excellent (Base +1)</b>			

**OVERALL MERIT RECOMMENDATION (check only one category)**

<b>Not Meritorious</b>	
<b>Satisfactory (Base)</b>	
<b>Excellent (Base +1)</b>	

Signatures of voting merit committee members (*use backside if necessary*):


APPENDIX H: MERIT RECOMMENDATION FORM

# BALLOT

## DEPARTMENT MERIT RECOMMENDATION

Based on Evaluation of Activities for Academic Year

June 1, 20\_\_\_\_ to May 31, 20\_\_\_\_

Faculty member being evaluated \_\_\_\_\_ Rank \_\_\_\_\_

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

Faculty member casting this ballot: ID# \_\_\_\_\_ Date \_\_\_\_\_

Check one level of merit under each category.

	Teaching/Advising	Service	Scholarship*
Not Meritorious			
Satisfactory (Base)			
Excellent (Base +1)			

\*As defined in the *Towson University Policy on Appointment, Rank, and Tenure of Faculty (VI.B.2.a)*: “research, scholarship, and in appropriate areas, creative activities.”

### OVERALL MERIT RECOMMENDATION (check only one):

Not Meritorious	
Satisfactory (Base)	
Excellent (Base +1)	

**This is a secret ballot as directed by the**  
***Towson University Policy on Appointment, Rank, and Tenure of***  
***Faculty***

*(Appendix 3: III.A.5)*