

Department of English  
Towson University

Promotion, Tenure, Reappointment, and Merit Policies and Procedures  
Approved by the Department, 1/12/2016

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- I. The Towson University Policy on Appointment, Rank, and Tenure governs all policies and procedures described herein.
- II. Fundamental philosophy and assumptions governing departmental promotion, tenure, reappointment, and merit recommendations (hereafter “PTRM”).
  - A. All deliberations pertaining to PTRM shall be confidential.
  - B. All faculty members are entitled to fairness and due process in PTRM deliberations. The department acts in compliance with University policy prohibiting discrimination on the basis of age, sex, religion, race, national origin, disability, and sexual orientation.
  - C. All recommendations on PTRM will be based on the faculty member’s total professional performance (see VII. “Departmental standards and expectations”).
  - D. PTRM recommendations are made on an individual basis and on their own merits according to the emphases and roles agreed upon with the department chairperson and recorded in the “Agreement on Faculty Workload and Expectations” section of the Annual Report. A decision in one instance does not create a binding precedent in any other decision.

- E. A committee's recommendation represents the best collective professional judgment of its members.
- F. The department recognizes the value of affiliations between academic departments and weighs teaching and scholarship related to such affiliations equally. The department encourages diversity in pedagogy, scholarly and creative works, and interdisciplinary interests.
- G. The department considers teaching effectiveness as having primary importance, followed closely by scholarship and service, which will be considered in proportion to the allocations specified in faculty workload agreements.
- H. Faculty should feel free to speak to the chair of the department or to the chairs and members of the department's PTRM committees to ask questions and to seek help in assembling materials for promotion, tenure, reappointment, third-year review, comprehensive five-year review, and annual review.

### III. Departmental PTRM committees: responsibilities and composition

- A. Departmental policies, procedures, and recommendations on PTRM matters (including third-year review and comprehensive five-year review) shall be the responsibility of the committees described here in accordance with prescribed organizational structure in the University's ART policy and the CLA's PTRM policy.
- B. Standards committee.
  - 1. The standards committee is a committee of the whole comprising all tenured and tenure-track faculty who have served at least one year in the department. The electorate of the standards committee shall have the following responsibilities:
    - a. To elect the chairperson of the standards committee.
    - b. To establish departmental policies and procedures in matters of PTRM.
  - 2. The chairperson of the standards committee will have the following duties:
    - a. To call and conduct meetings of the standards committee.
    - b. To conduct annual elections for members of departmental PTRM committees.
    - c. To provide uniformity in the conduct of business by departmental PTRM committees and to ensure that all committees operate under a coordinated and standardized set of working policies and procedures.
    - d. To assist the department chairperson and candidates for promotion and tenure in assembling all materials that must be forwarded to College and University PTRM committees.

- e. To oversee periodic review and approval of the department's "Promotion, Tenure, Reappointment, and Merit Committee Policies and Procedures." The department shall review its PTRM document every three years and submit evidence of such review to the College and University PTRM committee in accordance with the University's ART policy. The standards committee shall vote on approval of any revision to the department's PTRM document.
  - f. To coordinate and assist rank committee chairpersons in the completion of written evaluations in the annual merit review process.
3. The chairperson of the standards committee must hold tenure and the rank of associate professor or full professor.

#### C. Tenure committee.

- 1. All tenured faculty serve as members of the tenure committee.
- 2. This committee is responsible for tenure recommendations, reappointment, and third-year review.
- 3. The committee shall conduct its business under a chairperson elected by the members of the standards committee.
- 4. The chairperson shall hold the rank of associate or full professor.
- 5. The chairperson shall have the following duties:
  - a. To guide tenure candidates and third-year review faculty in all policies, procedures, and deadlines.
  - b. To give formal written notice of tenure and third-year review recommendations to the department chairperson for transmission to faculty [under review](#), and to College and University PTRM committees.
  - c. To collaborate with the department chairperson in the preparation and presentation of documentation in cases of negative recommendations for tenure.

#### D. Rank Committees.

- 1. There are four rank committees: (1) the lecturers committee evaluates lecturers, and adjunct faculty; (2) the assistants committee evaluates assistant professors; (3) the associates committee evaluates associate professors for promotion and comprehensive review; and (4) the professors committee evaluates full professors for comprehensive review. These committees shall include all department members who have completed three full years of service and who meet the following criteria by rank.

Members of assistants, associates, and lecturers committees must hold a rank higher than that of the individual to be evaluated. The professors committee consists of professors except for the professor under evaluation.

2. Each rank committee shall conduct business under a chairperson elected by the members of the standards committee. The chairperson of instructors committee shall hold the rank of assistant professor at the time of his or her election; the chairperson of assistants committee shall hold the rank of associate professor.
3. The chairpersons of the rank committees shall have the following duties:
  - a. To call and conduct meetings.
  - b. To provide reasonable assistance and counsel to a faculty member gathering materials, preparing forms, and assembling a portfolio for use in PTRM deliberations.
  - c. To write, or appoint members of the rank committee to write, rank committee recommendations; to collect all required signatures; and to forward the recommendations to the department chairperson **by the second Friday in October.**

E. Merit Committee.

1. The merit committee has full responsibility **for making recommendations on annual merit awards.**
  2. The merit committee comprises the chairpersons of each rank committee, the chairperson of the standards committee, and the chairperson of the department as a non-voting member. During deliberations, the merit committee excludes any member under evaluation.
  3. The chairperson of the department shall serve as chair of the merit committee.
  4. The chairperson shall have the following duties:
    - a. To call and conduct meetings.
    - b. To forward the merit committee's decisions to the College and University levels.
- F. Elections for PTRM officers (chairperson of the standards committee, chairperson of the tenure committee, instructors rank chair, assistant professors rank chair, associate professors rank chair, and full professors rank chair) will take place in the spring semester (and no later than the first Friday in May). See section V.B "Elections, policies, and procedures."

#### IV. Duties of the department chair in PTRM matters.

- A. To participate in all PTRM meetings as a non-voting member.
- B. To collect all PTRM materials, to retain, maintain, and archive all such materials, and to ensure their availability to the appropriate committees.
- C. To arrange for peer classroom observations.
- D. To submit written recommendations addressed to the provost for all promotion, tenure, and reappointment candidates.
- E. To develop with faculty members and approve an annual “Agreement on Faculty Workload Expectations” for the Annual Report of continuing faculty and a “Statement of Standards and Expectations for New Tenure-Track Faculty.”
- F. To review each faculty member’s Annual Report.
- G. To articulate and present to faculty under review and to the dean and/or provost specific written reasons for non-renewal of contract or negative recommendation for tenure.
- H. To ensure that the department adheres to the calendar established by the University for promotion and tenure deliberations and the submission of recommendations and materials.
- I. To be responsible for forwarding candidates’ required and supporting materials to the appropriate College and / or University levels.

#### V. Elections, policies, and procedures.

- A. Election of committee chairs and committee members.
  - 1. The current chair of the standards committee is responsible for conducting elections to select the chairs of the standards, tenure, and rank committees for the next academic year.
  - 2. If an elected member of any PTRM committee is unable to serve for any reason, the department chair shall choose a member of the faculty to fill the vacancy in accordance with the rules for eligibility described above.
- B. The standards chair will conduct elections according to the following procedure:
  - 1. Elections will be held during the spring semester and concluded no later than the last Friday in May.
  - 2. Faculty elected to PTRM offices serve three-year terms. A member may serve no more than two consecutive terms.
  - 3. The three-year terms are to be staggered in such a way that one-third of the PTRM officers is chosen each year and continuity is maintained.
  - 4. No person can chair more than one committee in the same year.

5. All members of the standards committee may nominate candidates for and participate in the election of the chairs of the standards committee, the tenure committee, and the rank committees.
6. Elections will be conducted by confidential ballot.

C. Conduct of meetings

1. A quorum is defined as a majority of members present.
2. Faculty must be present to vote.
3. The various committees' deliberations will be held in strictest confidence.
4. A faculty member on sabbatical leave or sick leave may participate fully in PTRM deliberations and voting. A faculty member on leave of absence or transitional leave is not eligible to participate.

D. Deliberations and voting procedures

1. Each person under review shall be evaluated for contributions in all areas of evaluation specified in VII. "Departmental standards and expectations" below.
2. All candidates will be considered in the context of the philosophy and assumptions specified in II. "Fundamental philosophy and assumptions governing departmental promotion, tenure, reappointment, and merit recommendations" above.
3. Each individual under consideration shall also be measured against criteria set forth in Towson University's "Policy Statement on Appointment, Rank, and Tenure of Faculty" and in "Policies and Procedures of the College of Liberal Arts PTRM Committee."
4. Each individual under consideration shall be measured against the "Statement of Standards and Expectations for New Tenure-Track Faculty" that he or she signed upon appointment and subsequent "Agreements on Faculty Workload Expectations," one of which must be a part of the faculty member's portfolio.
5. All votes regarding tenure, promotion, reappointment, merit, and comprehensive reviews taken by any committee and or the department shall be by secret ballot, signed with the member's Towson University ID Number, dated by the voting member, and tallied by the committee chair.
6. Abstentions are not allowed.
7. All decisions shall be made by a simple majority vote. A tie vote, because it does not constitute a majority decision, will result in the defeat of the motion.
8. Members of the committee will maintain strict confidentiality concerning its deliberations and recommendations at all points during and after the process, with the exception of the information provided to candidates by the chair or the dean in performance of their duties under the ART policy.

E. Notification of Candidates

1. Committee chairs shall submit the decision of their committee as a statement of its recommendation.
2. The rank committee chair shall consult with the department chair regarding any negative recommendations.
3. Notification of the committee's negative decision will be made in writing to

the candidate by the fourth Friday in October. In negative recommendations on reappointment, tenure, or promotion the candidates will be notified in person or by certified mail.

#### F. Appeal Procedures

1. Faculty members may appeal to the College PTRM committee negative judgments made at the department level on questions of tenure, promotion, comprehensive review, reappointment, and merit, if the appeal is on substantive grounds. **A recommendation of base merit is not negative and cannot therefore be appealed.**
  - a. Substantive appeals refer to perceived errors in judgment by the department committee or chair in evaluating the faculty member's performance.
2. Faculty members may also submit procedural appeals to the University PTRM committee, or appeals alleging unlawful discrimination, as provided for in the University ART policy, Appendix 3, and Towson University policy 06-01.00.
3. All appeals shall be made in writing.
4. The faculty member shall have 21 calendar days from the date that a negative judgment is delivered in person or the date of the postmark of a certified letter to file an appeal.
5. The appeal must clearly state in writing the grounds for the appeal and must be accompanied by supporting documents.
6. The faculty member may supplement the evaluation portfolio under consideration with any statement, evidence, or other documents believed to present a more valid perspective on performance.
7. **Appeals of department recommendations shall be copied to the department chair and the department PTRM chair. Appeals of college decisions to the Provost shall be copied to the college dean and the college PTRM committee.**
8. **Within fifteen days of receipt of a formal appeal with attached materials, the college PTRM committee shall review the case and provide a written response to the substantive appeal. Copies of the committee's response will be provided to all parties copied on the original appeal letter, as above.**
9. **Faculty members may also submit procedural appeals to the university PTRM committee, or appeals alleging unlawful discrimination, as provided for in the university ART policy. Appendix 3 and Towson University policy 06-01.00.**

#### VI. Materials for faculty evaluation.

- A. The responsibility for presenting material for the annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive five-year review rests with the faculty member.

- B. Guided by the chairperson and department and College criteria, the faculty member shall have the responsibility of making distinctions between the various categories of teaching, scholarship, and service and shall include such distinctions, as he or she deems appropriate in narrative statements and other documentation relevant to each evaluation portfolio section.
- C. Portfolios submitted by every faculty member for annual review must include:
1. Annual Report (Parts I and II) or Chairperson's Annual Report (Parts I and II).
  2. A current *curriculum vitae*.
  3. A narrative of one's teaching (including advising), scholarship and service.
  4. Syllabi of current courses.
  5. Student evaluations for the year under review.
    - a. Student evaluations are a required part of the evaluation of faculty.
    - b. Tenured and tenure-track faculty shall be evaluated for all courses taught. This includes all on-load, off-load, online, traditional classroom, and hybrid course taught during the academic year (including minimester and summer terms).
    - c. Faculty shall adhere to the uniform procedures for student teaching evaluations established by the University.
  6. Statements of advising experience and practice and any materials evidencing engagement with advising responsibilities.
    - a. Judgments about the sufficiency and quality of a faculty member's advising will be based on assessment of the preponderance of evidence assembled at the department level.
    - b. Evidence of formal advising may include: regular and reliable records of the advice given; discussion of advising by the faculty member in Annual Review reports; logs of advising appointments; evidence of group advising.
    - c. Evidence of informal advising may include: letters of recommendation written on behalf of students; research mentoring beyond the expectations of course supervision; definable contributions through organizational advising; participating in career days; advising about careers, jobs, and graduate and professional schools.
  7. Grade distributions and comparative departmental grade distributions.
- D. The portfolio of non-tenured faculty must also include the following:
1. "Statement of Standards and Expectations for New Tenure-Track Faculty."
  2. Student evaluations, grade distributions, and comparative departmental grade distributions for each semester taught.
  3. Peer evaluations (a minimum of two per year) consist of two parts:
    - a. Evaluation of classroom performance. It is the responsibility of the faculty member being observed to contact the observer and set up a date for classroom observation. The faculty member may express a preference for which course(s) will be observed.
    - b. Observations in addition to those required will be scheduled for any faculty member who requests them.



- c. Peer evaluations should include assessment of the following, as appropriate to the situation: evaluation of course syllabi; evaluation of textbooks and other course materials; evaluation of classroom performance; evaluation of special projects or assignments; evaluation of examinations; evaluation of feedback to students; and evaluation of grading methods and standards. English department evaluations should utilize the departmental standard peer observation form, which may or may not be supplemented with a letter.
  - d. Within two weeks of the observation, the observer shall prepare a written report. Observer and faculty member will meet to review and sign the report, the faculty member retaining a copy and the observer filing a copy with the department chairperson. The individual observed may also submit a written response to the observer's report.
- E. The [Annual Report Binder](#) of every faculty member should include, in addition and as appropriate, any materials that support the Annual Report or the Chairperson's Annual Report, including, but not limited to, the following:
1. To document teaching effectiveness, the candidate may include:
    - a. New course proposals.
    - b. Evidence of breadth of teaching.
    - c. Evidence of different levels of teaching.
    - d. Advising numbers and appointment logs.
    - e. Record of involvement in new course and program development.
    - f. New teaching techniques.
    - g. The innovative use of instructional technologies.
    - h. Attendance in teaching workshops.
    - i. Attendance in new technology workshops, demonstrations, or programs.
    - j. Student testimonials.
    - k. Development of internet or Web-enhanced courses.
    - l. Interdisciplinary work.
    - m. Advising and directing students in internships, practica, directed readings, or graduate and honors theses.
    - n. Involvement in the Honors College, interdisciplinary programs, and graduate programs.
    - o. Participation in teaching exchanges or teaching abroad.
    - p. Any other relevant materials.
  2. To document scholarly, creative, and professional development, faculty may provide in addition to texts of all published works and evidence of all performances, readings, workshops, and presentations:
    - a. Reviews.
    - b. External reviews following the procedures established in Appendix A.
    - c. Research and book proposals.

- d. Grant proposals.
  - e. Membership or positions in professional organizations, editorial boards, and conferences.
  - f. Evaluations of manuscripts submitted to publishers and journals.
  - g. Drafts of work in progress.
  - h. Scholarships, fellowships, prizes, and honors applied for and/or won.
  - i. Other relevant additional materials.
- F. The department encourages scholarship of application, discovery, integration, and teaching. It also values scholarly growth. Growth can be evinced not only by continued exploration of one's field, but also by creditable movement into related fields of interest.
- G. Like print scholarship, electronic scholarship should be exhibited by screen shots and hard copy included in the Annual Report binder.
- H. For both print scholarship and electronic scholarship, citations and review by journal editors, manuscript readers, and book reviewers offer forms of validation. One's dissertation director or a coauthor or coeditor are ineligible experts.
- I. To document service, the candidate, in addition to providing a list of all committees and posts he or she has held, may also provide:
- 1. Letters indicating the level of work performed.
  - 2. Administrative duties performed.
  - 3. Evidence of Web pages designed, computer analyses made, and other technologies implemented in support of a service role.
  - 4. A list of books ordered for Cook Library.
  - 5. Any additional relevant materials.
- J. In general, the faculty member is encouraged to include any material that he or she deems important. However, "padding" by including material that is repetitive or tangential rather than essential is not welcome.
- K. Failure to submit the required portfolio in accordance with deadlines or failure to include essential supporting materials will be interpreted as the candidate's withdrawal from consideration for PTRM review.
- L. Portfolio materials for full review of faculty for promotion and/or tenure must include the following documents:
- 1. All materials listed above in VI.C. and VI.D. from the faculty member's date of appointment or last promotion.
    - a. Tenured faculty going up for promotion must include a minimum of two peer observations for the period under review. One observation should be from the academic year prior to review. These observations will be conducted in accordance with the procedures outlined in §VI.D.3.a, b, and c.
  - 2. 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.

- M. Portfolios submitted by tenured faculty members for five-year comprehensive review must contain the following:
1. Annual Reports, including the results of student evaluations for the past five years.
  2. A minimum of two peer observations for the period under review. One observation should be from the academic year prior to the review. These observations will be conducted in accordance with the procedures outlined in §VI.D.3.a, b, and c.
  3. A reflective comprehensive summary.
  4. A current *curriculum vitae*.
  5. Optional materials and evidence:
    - a. External review of scholarly or creative work. See Appendix A.
    - b. A narrative of self-evaluation.

VII. Departmental standards and expectations.

- A. A faculty member in the English Department shall meet the minimum requirements and general expectations set forth in the “University System of Maryland Policy on Appointment, Rank, and Tenure” and in the “Towson University Policy Statement on Appointment, Rank, and Tenure of Faculty.”
- B. Areas of evaluation.
1. Teaching, including advising and directing students in internships, practica, directed readings, or honors and graduate theses.
  2. Scholarship or creative work. The department expects every faculty member to be involved in critical, scholarly, or creative endeavors that reach a professional community beyond the University. It includes, but is not limited to, the writing or editing of books and articles, presentations at conferences, readings, and peer-reviewed Web publication, and all such work in draft or manuscript.
    - a. The quality and value of such scholarship shall be the professional judgment of the members of the various PTRM committees, who shall consider such things as the prestige of journals or conferences, the rigor of the refereeing process, scholarly citations, reviews or other outside evidence of the quality of the work, progress of scholarship in works-in-progress, and the like.
    - b. Conference papers and scholarly papers in progress or under consideration for publication may mark progress toward completed work in annual or comprehensive reviews. They may not substitute for the pattern of completed work, [peer review](#), and [dissemination](#) required in evaluation for tenure or promotion.
  3. Completion of appropriate degrees.
  4. Service to the English department, the College of Liberal Arts, the University, or the University System of Maryland.

5. Service within the discipline and professionally related service to the community (optional).
  6. Civility and professional conduct, including working effectively with students, staff, and colleagues.
- C. The department considers teaching effectiveness to have primary importance, followed closely by scholarship and service. The department assigns no hierarchy of value to other areas of evaluation.

#### VIII. Criteria for PTRM.

##### A. Reappointment:

1. The probationary faculty member meets departmental standards and expectations and shows potential for future improvement.
2. If the probationary faculty member does not show satisfactory progress towards tenure, he or she shall be given reasons in writing.

##### B. Tenure:

1. The probationary faculty member must, in the judgment of the members of the tenure committee, have met the department's standards and expectations (VII. above), including teaching effectiveness consistent with department norms, exhibiting sustained and substantial intellectual, professional, scholarly, or creative development, and serving the University and the department in a substantial and sustained manner.

##### C. Promotion:

1. To Assistant Professor:
  - a. Completion of appropriate degrees.
  - b. Satisfactory performance in all areas specified under standards and expectations.
2. To Associate Professor:
  - a. The minimum years in rank as specified by the University.
  - b. Demonstrated excellence and commitment to teaching by teaching effectiveness consistent with department norms and by a continued commitment to course and program development.
  - c. Significant achievement in either service or scholarship including significant creative, professional and/or scholarly work.
  - d. No less than satisfactory performance in all other areas specified under standards and expectations.
3. To Professor:
  - a. The minimum years in rank as specified by the University.
  - b. Demonstrated excellence and commitment to teaching, by teaching effectiveness consistent with department norms, and by a continued commitment to course and program development.
  - c. Significant body of scholarly, professional, or creative work.
  - d. Long and distinguished record of service at the department, College, and

University levels that includes leadership roles.

- e. No less than good in all other areas specified under standards and expectations.

#### D. Merit:

1. The subcommittee on merit follows these guidelines in recommending each faculty member one of three levels of annual merit increase:
  - a. Not meritorious: The faculty member's performance was judged to be no better than satisfactory in teaching, service, and scholarship; or the faculty member's performance was unsatisfactory in one or more of the areas specified under standards and expectations.
  - b. Satisfactory (Base merit): The faculty member's performance was judged good in at least one area—teaching, scholarship, or service—and in no area specified under standards and expectations was the faculty member's performance less than satisfactory.
  - c. Excellent (Base merit plus one performance merit): A faculty member's performance in one area—teaching, scholarship, or service—is judged excellent; or his or her performance in two of these areas is judged good; and in no area specified under standards and expectations is the faculty member's performance judged less than satisfactory.
2. [The award of Merit + will not be recommended for faculty on sabbatical leave, unpaid leave, or medical leave in the previous year.](#)

#### E. Five-Year Comprehensive Review of Tenured Faculty

1. The members of the full professors rank committee will evaluate the faculty member under review in each of the areas specified under standards and expectations.
2. The committee will make one of three determinations:
  - a. Meets standards and expectations: the faculty member has demonstrated satisfactory achievement of departmental standards and expectations.
  - b. Fails to meet standards and expectations: the faculty member has demonstrated failure to achieve departmental standards and expectations.
3. If the faculty member has failed to meet departmental standards and expectations, the full professors rank chair and the department chair will work with the faculty member to prepare a plan for improvement with specific and measurable goals. The faculty member will be reviewed again the following year to assess progress towards these goals.
4. The full professors rank chair will submit a written report to the faculty member and to the dean of the College of Liberal Arts.

#### F. Third-Year Review

1. During the spring semester of each tenure-track faculty member's third year at the University, the department's tenure committee shall conduct a "Third-Year Review." The purpose of the review is to offer an official advisory opinion on satisfactory or unsatisfactory progress toward tenure and promotion to associate professor.

2. All documentation must be submitted by the faculty member under review to the department chair by the third Friday in January.
3. Candidates during their third year of service will be evaluated on three primary dimensions: teaching, scholarship, and service. Balance among dimensions is to be achieved through the workload as developed by faculty, chair, and dean. In addition, a faculty member shall be committed to collegiality and academic citizenship as demonstrated by humane, ethical, and professional behavior.
  - a. Teaching: Student learning is at the core of Towson's mission and the primary commitment of the faculty of the department. The teaching dimension of performance includes: Conducting efficient classes, making rigorous assignments, grading honestly, advising assigned and unassigned students from the department's major fields of study, mentoring graduate and undergraduate research, counseling students enrolled in the faculty member's courses, classroom or online instruction, preparation and keeping current in the subject areas being taught, and evaluation of student performance. Teaching may also include supervision of student internships and directed or independent studies.
  - b. Scholarship: Scholarship involves the investigation of the significance and meaning of knowledge, undertaken through critical analysis and interpretation. Scholarship may be applied, where knowledge is applied to real-world problems to gain an understanding of how the knowledge can be used to help individuals and institutions resolve such problems. Scholarship may also be that of discovery, where new knowledge is developed through rigorous and disciplined investigative efforts. Scholarship also includes original creative works. A demonstration of satisfactory commitment to scholarship is a clear pattern of completed works through a process of peer review and dissemination.
  - c. Service: Faculty are expected to contribute their professional expertise to the department, College, University, and professional associations. They are encouraged, but not required, to contribute to their communities as well. It is desirable that faculty service, both at Towson and in professional associations, begins with membership and active participation on committees that progress to leadership roles. Assessment will consider the level and extent of participation and contribution to service endeavors (rather than mere membership) and the collegiality displayed in treating others in a respectful manner. In presenting their service for review, faculty members should prepare a narrative, which explains the scope and depth of their contributions and may also solicit letters of support, or references, from those under whom the service was engaged.
4. Procedure
  - a. At the conclusion of the fall semester during a candidate's third year at Towson University, tenure track faculty should have prepared an interim portfolio of activities for evaluation by the department's tenure committee.

- i. All documentation for third-year review is due to the chair of the department tenure committee by the third Friday in January.
- b. The faculty member should submit materials for the previous two and one-half years as if the faculty member were applying for tenure and/or promotion. See VI. "Materials for faculty evaluation."
  - i. In addition to the materials described above, faculty under third-year review should also include in the review portfolio a narrative statement in which the candidate describes how he or she has met and integrated teaching, research, and service expectations over the review period.
- c. The department tenure committee will evaluate the materials and indicate to the faculty member, in writing:
  - i. Whether or not the faculty member's work to date is leading towards a positive tenure and promotion decision.
  - ii. What suggestions the tenure committee has for a positive decision at the end of the probationary period.
- d. This written report will become part of the faculty member's file at the department level, shared with the dean, and will not be forwarded to either the College PTRM committee or the provost.
- e. The following three-level scale is to serve as a general guideline for the review:
  - i. Superior progress. Requirements include excellence in teaching (in all its components including advising), excellence in scholarship, and meeting department standards in service.
  - ii. Satisfactory progress. Requirements include progress towards excellence in teaching and scholarly productivity with satisfactory service as determined by the department. This essentially means that the department has determined that progress towards tenure is satisfactory but improvements may be needed.
  - iii. Not satisfactory progress. This evaluation requires change by the faculty across one or more dimensions. This essentially means that a continued performance trajectory is unlikely to result in a favorable tenure decision.
- f. Feedback should be both in writing and in a face-to-face meeting with the department chair and the tenure committee chair no later than the first Friday in March. This feedback also will be shared with the dean.

## IX. Calendar

- A. The English Department will follow the calendar set at Appendix A of the College of Liberal Arts PTRM Document and at section VI. of the University's "Policy on Appointment, Rank, and Tenure of Faculty."

### **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 [Annual Report Binder](#) to the department chair.

- A. All faculty members with a negative comprehensive review must have final approval by chair and dean of the written professional development plan.

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### **August 1 (USM mandated)**

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

### **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. [Rank committee chairs](#), [Tenure chair's](#), and 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 30th**

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

B. The dean must notify the Provost in writing of reappointment/non-reappointment recommendation(s) for tenure-track faculty in their second or subsequent academic year of service. Negative recommendations shall be delivered in person by the dean or 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 15th (USM mandated date)**

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

**The First Friday in January**

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 A

## Procedures for External Review 4

- I. A faculty member or the department may solicit external review of scholarship in accordance with the policy described in the University ART §I. 3.B.f. 8
- II. Reviews are 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.
- III. External Evaluators must be independent, impartial. Evaluators cannot be members of Towson University faculty, nor can they be current or former advisors or mentors to the faculty member or otherwise have (or have had) a personal or significant relationship with the faculty member. Evaluators must be established scholars or practitioners of demonstrated expertise in the area of the faculty member's specialization preferably from peer institutions.
- IV. The faculty member will have the opportunity to recommend evaluators who meet the criteria set forth in II to the department chair or designee. The department chair or designee, in consultation with the dean, will also recommend evaluators, in addition to those recommended by the faculty member. The department chair or designee will select, in addition 5 other evaluators of those recommended by the faculty member who meet the criteria set forth in II and will select, in addition 5 other evaluators so that a minimum of 10 evaluators are identified as potential evaluators.

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

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

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

- V. External evaluators are not to evaluate the faculty member's teaching, advising, or service to the University. The external evaluation will address the faculty member's scholarly and/or creative work as it relates to promotion or tenure.

Material provided to external evaluators should include the scholarly and/or creative work appropriate to the faculty member's discipline, such as books, articles, grant proposals, computer programs, or electronic scholarship. The department chairperson or designee must provide these materials to external evaluators no later than July 1, along with the faculty member's current *curriculum vitae*.

Departmental PTRM Committees: Standards, Tenure, Rank, and Merit

