

DEPARTMENT OF GEOGRAPHY AND ENVIRONMENTAL PLANNING PROMOTION,
TENURE, REAPPOINTMENT, AND MERIT GUIDELINES

I.	PREAMBLE	3
II.	DEFINITIONS.....	4
	a. The Faculty.....	4
	b. Teaching	4
	c. Scholarship.....	4
	d. Service	4
III.	MEMBERSHIP OF COMMITTEES.....	6
	a. Promotion, Tenure, and Reappointment Committee.....	6
	b. Minimum number of committee members.....	6
	c. Merit Committee	6
	d. The Chair of the PTRM Committee.....	6
	e. Duties of the PTRM Committee	7
	f. Role of the Department Chair	7
IV.	POLICIES AND PROCEDURES.....	8
	a. Conforms to University ART.....	8
	b. Confidentiality	8
	c. Periodic Review of Document.....	8
	d. Quorum	8
	e. Faculty on Leave Voting.....	8
	f. Voting Procedures	8
	g. Portfolios.....	9
	h. Student and Peer Evaluations.....	10
	i. Negative Recommendations.....	11
	j. Appeals	11
	k. Third-Year Review	12
	l. Comprehensive Five-Year Review (Post-tenure Review).....	13
V.	CRITERIA.....	15
	a. Evaluation Consistent with AR or CAR	15
	b. First Year Reappointment.....	15
	c. Merit	15
	d. Promotion.....	15
VI.	MERIT CRITERIA IN GEOGRAPHY.....	17
	a. Not Meritorious	17
	b. Satisfactory	17
	c. Excellent.....	18
VII.	CALENDAR	19

VIII. APPENDIX I23
 Geography Teaching Evaluation Form23

IX. APPENDIX II25
 Provost’s requirements for Promotion, Tenure, and Comprehensive Five Year Review folders....25

I. PREAMBLE

- a. The goal of the faculty evaluation process is to enhance student learning and to address the mission and vision of Towson University, the College of Liberal Arts, and the Department of Geography and Environmental Planning
- b. The Department's evaluation methods are consistent with and reflective of the roles and responsibilities of faculty members as defined by University policy. Evaluation methods are designed to support the vision and mission of Towson University, the College of Liberal Arts, and Department of Geography.

II. DEFINITIONS

a. The Faculty

- i. The faculty refers to all tenured and tenure track faculty.

b. Teaching

- i. 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.

c. Scholarship

- i. Scholarship is widely interpreted and takes many forms, including the scholarship of Application, Discovery, Integration and/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.
 1. **Scholarship of Application** – applying knowledge to consequential problems, either internal or external to the university, and including aspects of creative work in the visual and performing arts.
 2. **Scholarship of Discovery** – traditional research, knowledge for its own sake, including aspects of creative work in the visual and performing arts.
 3. **Scholarship of Integration** – applying knowledge in ways that overcome the isolation and fragmentation of the traditional disciplines.
 4. **Scholarship of Teaching** – exploring the dynamic endeavor involving all the analogies, metaphors, and images that build bridges between the teacher’s understanding and the student’s learning.

d. Service

- i. University Service
 1. The “American Association of University Professors Statement on Shared Governance” (<http://www.aaup.org/AAUP/pubsres/policydocs/contents/governancestatement.htm>) as it exists on the date that the Towson

University ART Policy is adopted is incorporated herein as the guiding principles of shared governance at Towson University.

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

ii. Civic Service

1. 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.

iii. Professional Service

1. 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.

III. MEMBERSHIP OF COMMITTEES

a. Promotion, Tenure, and Reappointment Committee

- i. The Promotion, Tenure, and Reappointment Committee are the same.
- ii. The Promotion, Tenure, and Reappointment Committee consists of all members of the faculty who are tenured. It votes on reappointment at the first and second year, on recommendations for the Third Year Review, on recommendations for Comprehensive Five Year Reviews (post-tenure), promotion, and tenure. USM Policy II-1.00 Section I.C.3. provides that the appointments of 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 as applicable.

b. Minimum number of committee members

- i. Three opinions are required for all decisions of Tenure, Reappointment, and Promotion.
- ii. In order that at least three (3) tenured faculty opinions be considered in promotion and tenure recommendations, in addition to the department chairperson, when there are fewer than three (3) tenured faculty members, or faculty of rank, the department shall supplement the committee 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, or faculty of rank, 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 chairperson 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.

c. Merit Committee

- i. Merit Committee consists of all members of the faculty with the exception of first year untenured tenure track faculty who are non-voting members.

d. The Chair of the PTRM Committee

- i. The Department representative to the College PTRM Committee is the chairperson of the PTRM Committees. College PTRM committee

members who are presenting themselves for promotion shall not serve during the year in which their promotion is under consideration.

- ii. Duties of the chair include calling and conducting the fall PTRM meetings, filling out proper forms for votes taken and gathering signatures. The chair assigns letters to be written and assures that the final draft of the letters, along with the Department Summary Reports, are in each faculty's PTRM folders and that the folders submitted to the chair of the Department in accordance with the calendar. PTRM chair is responsible for transmitting ballots when required to the College dean. In early fall, the PTRM chair also assigns faculty reviewers for peer reviews. In addition, the PTRM chair is responsible for conducting the Department review of the Department PTRM document in accordance with the calendar and submitting revisions to the College PTRM.

e. Duties of the PTRM Committee

- i. The Department PTRM Committees 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/advising, scholarship, and university/civic/professional service. The statement should be consistent with the department's standards and expectations (Section V) and submitted to the department chair by the second Friday in October. The chair shall forward the evaluation portfolio, Department PTRM Committee and Department chairperson recommendations and the department vote count record to the Dean's office by the second Friday in November.

f. Role of the Department Chair

- i. The Chair of the Department of Geography is a non-voting member of the Promotion Committee, the Tenure Committee, the Reappointment Committee, or the Merit Committee.

IV. POLICIES AND PROCEDURES

a. Conforms to University ART

- i. The Policies and Procedures of the Department of Geography's PTRM committees conform to the standards and expectations established in the Towson University ART for faculty, the College of Liberal Arts PTRM document

b. Confidentiality

- i. All deliberations pertaining to annual faculty evaluations, reappointment, merit, tenure, promotion, and comprehensive review at all levels shall be confidential and conform to the Towson University ART for faculty.

c. Periodic Review of Document

- i. This document shall be reviewed every three years. The chair of the Department PTRM Committee shall see that the document is distributed to all faculty members. The chair shall solicit suggestions for revisions to the document. The faculty shall meet to discuss any suggested revisions. Any changes to the document must be approved by a two thirds vote of the faculty. The chair will submit evidence of the three year review of this document to the Dean of the College of Liberal Arts and to the University PTRM Committee by the first Friday in December every third year. If there are any changes to the document, it must be submitted to the CLA PTRM Committee before the first Friday in December.

d. Quorum

- i. A quorum shall be a simple majority of voting members.

e. Faculty on Leave Voting

- i. Faculty on sabbatical or other leave are permitted to vote in person.

f. Voting Procedures

- i. All votes shall be by confidential ballot cast upon completion of the discussion of each candidate, signed with a Towson University ID number and dated by the voting member. Votes shall be tallied by the committee chair. The committee chair will forward to the dean a signed, dated report of the results of the vote along with the committee's recommendation. The confidential ballots shall not be included in the faculty evaluation portfolio but forwarded under separate cover to the Provost.
- ii. A majority of those voting must support the granting of merit, tenure, reappointment, or promotion, or must support action to sustain an appeal, for the committee to reach a favorable recommendation. In the case of double merit, two thirds of those voting must support a favorable recommendation. Because a tie vote does not constitute a majority decision, any proposal met with a tie vote fails. Committee members must be present in department deliberations in order to vote. Faculty who are absent due to sabbatical, attendance of a conference, illness, or

some other reason may not vote by proxy. Faculty on sabbatical may vote if they have reviewed material and are present at the meeting. No committee member shall abstain from a vote for merit, tenure, reappointment, or promotion unless the Provost authorizes such abstention for good cause, including an impermissible conflict of interest.

- iii. Votes regarding reappointment, merit, and/or comprehensive reviews taken by any committee and/or the department shall be by confidential ballot and tallied by the committee chair. The results shall be entered on a single sheet of paper labeled with the name of the faculty member being evaluated, the department name or college name, and the date. Members of the committee will each sign the report to confirm their participation and the result as recorded. The record of the vote will be forwarded to the Dean who shall maintain these documents for three years.

g. Portfolios

- i. Evaluation portfolios shall be organized, indexed, and placed in a three-ring binder (or submitted as an electronic portfolio if the University creates an approved format for doing so). Binders should be organized using dividers with tabs to identify the sections (electronic portfolios should be organized with similar clarity, based on University standards once developed and using the technologies available). Although the faculty member has freedom to include materials deemed pertinent to the evaluation, repetitious or padded files are discouraged. Contents of the evaluation portfolio are determined by type of review and minimally, shall include:
 1. Completed and signed AR (Annual Report Parts I & II) or CAR (Chairperson's Annual Report I & II) forms.
 2. *Curriculum vitae*. The *curriculum vitae* should summarize the candidate's education, teaching, and professional employment; specific courses taught at Towson; honors and grants; scholarly publications; professional presentations, associations, and activities; and record of service to the university, the profession, and the community.
 3. Syllabi of courses taught during the year under review.
 4. Evaluation of teaching and advising, as appropriate, and including the following:
 - a. Student evaluations tabulated by the office of the department chairperson or an administrative entity other than the faculty member.
- ii. Evaluation portfolio materials for annual review of all tenured faculty must include the following documents:
 1. Completed and signed AR (Annual Report Parts I & II) or CAR (Chairperson's Annual Report I & II) forms.
 2. *Curriculum vitae*. The *curriculum vitae* should summarize the candidate's education, teaching, and professional employment; specific courses taught at Towson; honors and grants; scholarly publications; professional presentations, associations, and activities; and record of service to the university, the profession, and the community.
 3. Syllabi of courses taught during the year under review.
 4. Evaluation of teaching and advising, as appropriate, and including the following:
 - a. Student evaluations tabulated by the office of the department chairperson or an administrative entity other than the faculty member.

- b. Grade distributions for courses beginning with the year this document takes effect.
 - c. Statements of advising experience and practice and any materials evidencing engagement with advising responsibilities. These may include the evidence of regular and reliable records of the advice given, logs of advising appointments, peer or chair review of advising, examination of exit interview responses, notable instances of positive advising contributions or of advising errors, letters of recommendation written on behalf of students, research mentoring beyond the expectations of course supervision, definable contributions through organizational or group advising, evidence of significant contributions to career advising, or other advising contributions for the benefit of students.
5. Documentation of scholarship and service. This documentation should include a copy of any publication, review, presentation, grant application, or other item identified by the faculty member as part of the faculty member's scholarly activity.
- iii. Evaluation portfolio materials for annual review of tenure-track faculty must include the following documents:
 - 1. All of the above items listed in g(ii).
 - 2. Peer and/or chairperson's evaluation(s) of teaching signed by faculty member and evaluator.
 - iv. Evaluation portfolio materials for full review of faculty for promotion, third year review, and tenure must include the following documents:
 - 1. All materials listed above in g(ii) and g(iii) from the faculty member's date of hire or last promotion.
 - 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.

h. Student and Peer Evaluations

- i. Student evaluations are those conducted by the university. Tenured and tenure-track faculty shall be evaluated for all courses taught. This includes all on-load, off-load, on-line, traditional classroom, and hybrid courses taught during the academic year, minimester, and summer terms.
- ii. Peer reviews of faculty teaching shall be conducted using a method approved by the department and provided in Appendix I. Non-tenured faculty will have at least one peer evaluation per year. Faculty at the

Associate or Professor rank will have two evaluations per five year review period. Those faculty assigned by the PTRM chair to conduct peer evaluations are responsible for completing the evaluations, not the faculty being reviewed.

i. Negative Recommendations

- i. 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 administrator at the appropriate level. The chair of the department has responsibility for conveyance of any recommendation made at the departmental level. Negative recommendations shall be delivered in writing in person or by certified mail, return-receipt-requested, and post-marked no later than the date on which reports are to be distributed to the faculty member according to the university PTRM calendar.

j. Appeals

- i. All appeals shall be made in writing. The timeframe for appeals at all levels is twenty-one (21) calendar days beginning with the date that the negative judgment is delivered in person or the date of the postmark of the certified letter.
- ii. Substantive Appeals
 1. Substantive appeals refer to perceived errors in judgment by either department and/or college PTRM committees, the department chairperson, the dean and/or the Provost with regard to evaluation of the faculty member's performance.
 2. The next higher level shall serve as the appeals body. Appeals must be delivered by certified mail or in person to the college PTRM, dean, or Provost within twenty-one (21) calendar days of notification of the negative recommendation.
 3. The appeal must be in writing, clearly stating the grounds for appeal and must be accompanied by supporting documents. The faculty member may supplement the evaluation portfolio under review with any statement, evidence, or other documentation s/he believes would present a more valid perspective on his/her performance. Appeals of departmental recommendations shall be copied to the department chair and the department PTRM chair.
 4. Appeals of college recommendations shall be copied to the college dean and the college PTRM committee.
 5. All challenge material shall be placed in the evaluation portfolio under review no later than five (5) business days before the evaluation portfolio is due to the next level. All material placed in the file, including challenge material, shall become a part of the cumulative expansion of the evaluation portfolio and shall not be

removed by subsequent levels of evaluators. The evaluation portfolio under review, with additions, will be forwarded to the next level by the appropriate PTRM committee chair.

iii. Procedural Appeals

1. Appeals of procedural errors shall be submitted directly to the university PTRM committee

iv. Unlawful discrimination

1. Appeals alleging unlawful discrimination in race, color, religion, age, national origin, gender, sexual orientation and disability shall follow the specific procedures described in Towson University policy 06-01.00 –Prohibiting Discrimination on the basis of Race, Color, Religion, Age, National Origin, Sex and Disability.

k. Third-Year Review

- i. The Tenure Committee will conduct the Third-Year Review of tenure-track candidates to assess progress toward tenure and to advise and mentor the faculty member. The Tenure Committee evaluation of a candidate's interim progress will become part of the faculty member's file at the department level and will be shared with the dean; however, it will not be forwarded to either the college PTRM Committee or the Provost.
- ii. By the third Friday in January, the faculty member will submit to the Department Chair an evaluation portfolio for evaluation by the Tenure Committee following the guidelines in the section IV g(iv) above.
- iii. The Tenure Committee will prepare a written evaluation of the portfolio that addresses teaching/advising, scholarly/creative activity, and service and other relevant criteria. The written report will be shared with the dean.
- iv. The following three-level scale is to serve as a guideline for the review:
 1. **Superior progress.** Requirements include a trajectory of excellence in teaching/advising, excellence in scholarship, and meeting department standards in service appropriate to this stage of the candidate's career.
 2. **Satisfactory progress.** Requirements include progress towards excellence in teaching and scholarly productivity with satisfactory service as determined by the department. This ranking indicates that the department has determined that progress towards tenure is satisfactory but improvements are needed.
 3. **Not satisfactory progress.** This evaluation requires change by the faculty across one or more dimensions. This essentially means that continuance on this performance trajectory is unlikely to result in a favorable tenure decision.

- v. The Chair of the Department and the Chair of the PTRM Committee will meet with the faculty member to discuss his/her progress no later than the first Friday in March. The faculty member shall sign a statement indicating that s/he has read, but not necessarily agreed with the evaluation.

I. Comprehensive Five-Year Review (Post-tenure Review)

- i. The comprehensive review policies herein are in accordance with the principles established by the USM Board of Regents on 7/12/96 and shall not be construed to substitute for them.
- ii. The comprehensive review shall be conducted in accordance with all policies, including appeals, relevant to the Annual Review process except as noted in this section.
- iii. 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.
- iv. The chair of the department, in consultation with the dean of the college shall establish the cycle for comprehensive reviews of faculty within the department. A faculty member who has submitted formal notice of retirement during the fourth or fifth year of his/her 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.
- v. Evaluation portfolio materials for the Five-Year Comprehensive Review are listed in Section I B 3.d.
- vi. The department PTRM committee(s) 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/advising, scholarship, and University/civic/professional service. The statement should be consistent with the department's standards and expectations (stipulated in the department PTRM document) and submitted to the department chair by the second Friday in October.
- vii. The department chairperson 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.
- viii. The faculty member's evaluation portfolio, inclusive of the written recommendation of the department committee, the written evaluation of the department chair, and the vote count shall be forwarded by the department PTRM committee chair to the dean's office by the second Friday in November.

- ix. The dean of the college shall write a review with recommendation for the five-year comprehensive review by the first Friday in February. A 3-30 copy of the review must be included in the evaluation portfolio submitted to the Office of the Provost.
- x. A faculty member may appeal a negative recommendation at any point in the process, following procedures outlined in the Appeals Section (Section V) of this document.
- xi. All recommendations shall be conveyed in writing to the faculty member, inclusive of any department chairperson's statement and a record of the vote count no later than the fourth Friday in October. Negative recommendations shall be delivered in person by the department chairperson or sent by certified mail to the faculty member's last known address.
- xii. 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 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, chair and dean.
- xiii. 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 a formal warning, sanction or termination
- xiv. 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 by policy.
- xv. Chairpersons, as faculty members, are included in the comprehensive review process.
- xvi. Faculty members with joint appointments are to be reviewed according to the schedule of their "home" department.

V. CRITERIA

a. Evaluation Consistent with AR or CAR

- i. In conjunction with guidelines issued by the Chancellor or the Board of Regents, the “Standards and Expectations for New Tenure-Track Faculty” or section AR II of the Annual Report form or section CAR II of the Chairperson’s Annual Report form shall serve as the basis for merit evaluation. To qualify for merit, faculty members shall demonstrate achievement in teaching, scholarship, and service consistent with their AR or CAR Part II.

b. First Year Reappointment

- i. For **First Year Reappointment** the evaluation shall be on the basis of the Standards and Expectations of New Tenure-Track Faculty (SENTF).

c. Merit

- i. For **Merit** there are three (3) categories
 1. Not Meritorious: Performance fails to meet standards.
 2. Satisfactory (Base Merit): Performance is competent and contributes to fulfilling the mission of the university, college, and department.
 3. Excellent (Base Merit plus one Performance Merit): Excellence in teaching, or scholarship, or service and satisfactory performance in other performance categories.

d. Promotion

- i. For **Promotion** there are three (3) categories
 1. **Assistant Professor** shall hold the doctorate or recognized terminal degree in the field of specialization. Exceptions may be made for comparable professional activity or research and in areas in which there is a critical shortage of doctorates. An assistant professor should also show potential for superior teaching, service, and research, scholarship, or where applicable, creative performance, commensurate with the University’s mission.
 2. **Associate Professor.** In addition to having the qualifications of an assistant professor, the associate professor ordinarily shall have demonstrated excellence in teaching and successful experience in research, scholarship, or where appropriate, creative performance, and be competent to offer graduate instruction and direct graduate research. The associate professor shall have a minimum of seven years of full-time university/college teaching experience. Exceptions may be made for comparable professional activity or research. There shall also be evidence of relevant and

effective service to the University, the community, and the profession.

3. **Tenure.** The qualifications for tenure are the same as those for Associate Professor in D(i)2 above.
4. **Professor.** In addition to having the qualifications of an associate professor, the appointee ordinarily shall have established an outstanding record of teaching and research, scholarship, or where appropriate, creative performance, and, where appropriate to the mission of Towson University, a national reputation. The appointee shall have a minimum of ten years of full-time university/college teaching experience. Exceptions may be made for faculty who have attained national distinction for comparable professional activity or research. There shall be continuing evidence of relevant and effective service to the institution, the community, and the profession.

VI. Merit Criteria in Geography

a. Not Meritorious

- i. Not meritorious performance is characterized by a pattern of repeated failure to meet contractual obligations or to otherwise fail to meet the standards for “Satisfactory” performance, defined below. Contractual obligations include meeting classes as scheduled; distributing course syllabi at the beginning of each semester; holding office hours and being accessible to students; being available for advising and counseling students; attending departmental meetings; reviewing the teaching of peers when requested; attending commencement when required; conducting final examinations in conformity with the published schedule; teaching and scheduling courses as required by the department; and addressing issues of concern as presented in student and peer evaluations of teaching.

b. Satisfactory

- i. Satisfactory [Base Merit] performance is characterized by continued professional development in teaching, scholarship, and service; as well as performance in these areas that is competent and contributes to the mission of the university, college, and department.
- ii. Competence and continued professional development in teaching shall be documented through peer-evaluations of teaching that include classroom visitation, evaluation of the teaching portfolio, and consideration of student evaluations of teaching. The department believes that teaching effectiveness requires more than teaching the same content semester after semester and that faculty must invigorate their teaching through activities such as revising course content and developing new courses; by sponsoring extra-curricular programs or activities for students; by supervising independent research, directed readings, and graduate research essays or theses; serving on thesis committees; or by attending teaching workshops.
- iii. Competence and continued professional development in scholarship is required for all faculty. This requires an on-going commitment to research that is demonstrated through submission of a paper to a journal, submission of a proposal to a grant or contract award process, presentation at a professional forum, or other documentation of progress in scholarship.
- iv. Service to the department, college, university, profession, and community is required to support our mission. We expect all faculty to serve on committees within the department and, when needed, within the college and the university. Service to the department includes, but is not limited to, activities such as attending open houses for prospective students, contributing to newsletters, directing course evaluations or handling assessments for individual courses, programs, or for the department as a

whole. The department values the services of those who serve as program directors for graduate, major, minor and interdisciplinary programs. Service to the profession and community includes, but is not limited to, activities such as community outreach and through service as an officer for a professional organization or as an editor for a professional journal.

c. Excellent

- i. Excellent [Base Plus Merit] performance meets the standards for “satisfactory [Base Merit]” performance, and demonstrates outstanding achievement in one of the three areas of teaching, scholarship, and service.
- ii. Outstanding achievement in teaching must be documented and supported by evidence as suggested in the Faculty Handbook, chapter 4, addendum A, pp. 58-60. Examples of outstanding achievements include, but are not limited to, preparation of a new course that has been approved by the TU curriculum committee, high student achievement in publications or external awards, or receiving an outstanding teaching award from TU or an outside professional organization. Additionally, teaching excellence may be demonstrated through the sheer volume of tasks undertaken.
- iii. Outstanding achievement in scholarship must be demonstrated by evidence of external validation (peer-review) and subsequent dissemination of the work to a wider audience. Since any list of forms would soon be outdated, it is incumbent on individual faculty members to make a case that peer validation and subsequent dissemination of their work to a wider audience has taken place. It is then the responsibility of the department to ensure that the necessary standards of scholarship have been met.
- iv. Outstanding achievement in service can be demonstrated in multiple ways such as assuming tasks that require sustained time and effort, the recognition of exemplary service by the college, the university or an outside agency, or serving in a distinguished position as an officer in a professional organization. As with teaching, excellence in service may also be demonstrated through the sheer effort required by the tasks undertaken.

VII. CALENDAR

- a. **The first Friday in May**
 - i. Department PTRM committee is formed
- b. **The Third Friday in June**
 - i. All faculty members submit an evaluation portfolio to the department chair.
 - ii. 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.
 - iii. All faculty members with a negative comprehensive review must have final approval by chair and dean of the written professional development plan.
- c. **August 1 (USM mandated)**
 - i. 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 III of the University Handbook.
- d. **The First Friday in September**
 - i. Department chair approval of the list of additional faculty to be considered for inclusion in the department tenure and/or promotion committee
- e. **The Second Friday in September**
 - i. 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.
- f. **The Third Friday in September**
 - i. Faculty notify department chair of intention to submit materials for promotion and/or tenure in the next academic year.
 - ii. College PTRM Committee approval of faculty to be added to a department's PTRM committee (if necessary).
 - iii. 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 of the University Handbook.
 - iv. First year faculty members must finalize the Statement of Standards and Expectations for New Tenure-Track Faculty (SENTF) with the department chairperson.
- g. **The Fourth Friday in September**
 - i. 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.
- h. **The Second Friday in October**

- i. Department PTRM committee's reports with recommendations and vote count on all faculty members are submitted to the department chairperson.
 - ii. College PTRM documents are due to the university PTRM committee if changes have been made.
- i. **The Fourth Friday in October**
 - i. 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.
 - ii. The department chairperson will place his/her independent evaluation into the evaluation portfolio.
 - iii. The department PTRM committee's report with recommendations and vote count and the department chairperson's evaluation are distributed to the faculty member.
- j. **The Second Friday in November**
 - i. 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.
- k. **November 30th**
 - i. All documentation to be used as part of the consideration process must be included in the evaluation portfolio.
 - ii. 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.
- l. **The First Friday in December**
 - i. Department PTRM documents are delivered to the college PTRM committee if any changes have been made.
- m. **The Second Friday in December**
 - i. First-year tenure-track faculty submit an evaluation portfolio for the Fall semester to the department chairperson.
- n. **December 15th (USM mandated date)**
 - i. 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.
- o. **The First Friday in January**
 - i. The department PTRM committee reports with recommendations and vote count on all first-year tenure-track faculty are submitted to the department chairperson.
 - ii. The college PTRM committee reports with vote counts and recommendations for faculty reviewed for tenure and/or promotion are submitted to the dean.

- p. **The Third Friday in January**
 - i. The dean's written evaluation regarding promotion and/or tenure with recommendation is added to the faculty member's evaluation portfolio.
 - ii. The college PTRM committee's report with vote counts and recommendations and the dean's recommendation are conveyed in writing to the faculty member.
 - iii. The department PTRM committee and chairperson recommendations concerning reappointment for first-year tenure-track faculty are delivered to the faculty member and the dean.
 - iv. All documentation for the third year review of tenure-track faculty is submitted by the faculty member to the department chairperson.
 - v. Department chair recommendations on reappointment of first-year faculty must be added to the faculty member's evaluation portfolio.
- q. **The First Friday in February**
 - i. 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.
 - ii. 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.
- r. **The Second Friday in February**
 - i. 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.
 - ii. 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.
 - iii. Negative reappointment recommendations for first-year faculty are forwarded from the Provost to the President.
- s. **March 1**
 - i. First year faculty must be notified of non-reappointment by written notification from the university President.
- t. **First Friday in March**
 - i. Faculty under third-year review must be provided with written and face-to-face feedback on their performance toward tenure.
- u. **Third Friday in March**

- i. Provost's letter of decision is conveyed to the faculty member, department and college PTRM committee chairpersons, department chairperson, and dean of the college.

VIII. APPENDIX I

Geography Teaching Evaluation Form

Course

Instructor:

Title:

Enrollment:

Catalogue description

General Education category

Course material conforms to course catalogue and requirements of University core category, if applicable.

Syllabus

- a. Conforms to University Handbook requirements
 - i. Course objectives conform to catalogue description and department program
 - ii. Course content, usually in the form of a schedule of topics and assignments that explicate and justify both the catalog title and level (lower-division, upper-division, graduate);
 - iii. Statements of requirements (readings, assignments, tests, finals) and procedures by which the final grade is calculated;
 - iv. Policies on academic dishonesty, including plagiarism, as it relates to grades and policy on attendance, as it relates to grades; policy on late work and how it is assessed.
 - v. A statement of how much and what type of additional work is required of graduate students if the course is offered for graduate as well as undergraduate credit; and
 - vi. Bibliography (Required for upper-level and graduate courses);
- b. Instructor contact and office hours

- c. DSS statement
- d. Statement on repeats

Course Texts

Appropriate to course objectives and appropriate level for students

Course website

Course format

Appropriate for fulfilling objectives and engages students

Assignments

Related to course objectives

Assessment

Evaluation methods assess course objectives and sufficiently assess student achievement

Classroom observation

Reviewer's Signature _____ Date _____

Signature _____ Date _____

IX. APPENDIX II

Provost's requirements for Promotion, Tenure, and Comprehensive Five Year Review folders

The summative portfolio shall be compiled in a one-inch binder, labeled and indexed as follows:

- i. Section I
 - a. *Curriculum vitae*.
 - b. A copy of *one* recent peer-reviewed publication or description of a comparable creative activity.
- ii. Section II
 - a. University Forms: Completed and signed Annual Report (AR I & II) or Chairperson's Annual Report (CAR I & II) Forms arranged from most recent to the time of last promotion or year of hire.
- iii. Section III
 - a. 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 forms should compile the data in a format that will allow analysis of trends over time
 - b. Include a narrative statement about individual teaching and/or advising philosophy and an interpretation of student and/or peer/chairperson evaluations.
 - c. For tenure, promotion, and comprehensive review, peer teaching evaluations shall be included.
- iv. Section IV
 - a. Supporting Statement: Summary statement describing correlation between expectations and accomplishments and integrating accomplishments in the areas of scholarship, teaching, and service.
- v. Section V
 - a. Recommendations (to be added by the appropriate party);
 - b. Written recommendation of the department rank committee and/or tenure committee, including the Departmental Summary Recommendation form;
 - c. Written recommendation of the academic chairperson;
 - d. Written recommendation of the college P&T committee; and
 - e. Written recommendation of the academic dean.