

**DEPARTMENT OF PHILOSOPHY AND RELIGIOUS STUDIES
REAPPOINTMENT, PROMOTION, TENURE, AND MERIT DOCUMENT**

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Approved by College of Liberal Arts PTRM Committee: December 20, 2018

Approved by Dean of the College of Liberal Arts: December 20, 2018

Department of Philosophy and Religious Studies
Policies and Procedures
for Promotion, Tenure, Reappointment and Merit
(Revised 4/4/2011, 11/29/2012, 2/15/2013, 12/6/2013, 11/13/2015, 12/08/2017)

Note to Faculty: For complete information on promotion and tenure policies, this document should be read together with the Policy on Appointment, Rank, and Tenure (ART) of Towson University and its appendices (in particular, Appendix 3, “Tenured and Tenure-Track Faculty Evaluations: Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review”), as well as the PTRM Policies and Procedures document of the College of Liberal Arts (CLA).

I. PRESUMPTIONS GOVERNING DEPARTMENTAL PROMOTION, TENURE, REAPPOINTMENT, AND MERIT DECISIONS.

- A.** The promotion and tenure policies and procedures of the Department of Philosophy and Religious Studies follow those established in the Towson University Policy on Appointment, Rank, and Tenure (ART) of Faculty (02-01.00) and are in accordance with the Policies and Procedures of the College of Liberal Arts Promotion, Tenure, Reappointment, Merit (PTRM) Committee.
- B.** All faculty members for whom this department is designated as the “home department” are full members of the department and are subject to the privileges and responsibilities expressed in this document.
- C.** All faculty members are entitled to fairness, due diligence and due process in promotion, reappointment, tenure, and merit deliberations.
- D.** The department encourages diversity in pedagogy, scholarly practices, and disciplinary and interdisciplinary interests.
- E.** The department encourages shared responsibility and collaborative decision-making.
- F.** The department considers teaching effectiveness to have primary importance in each faculty member’s professional priorities, followed closely by scholarship and service.
- G.** Promotion, tenure, reappointment, and merit decisions are made on an individual basis and on their own merits, according to each faculty member’s Annual Report and Agreement on Annual Workload.
- H.** Each faculty member is responsible for providing the departmental Promotion, Tenure, Reappointment, and Merit (PTRM) Committee with any and all required forms and other materials in support of his/her candidacy for promotion, tenure, reappointment, or merit in a timely and professional manner. Failure to do so is sufficient cause for the Committee to deny promotion, tenure, reappointment, or merit. Since a faculty member is in the best position to understand and present her or his own accomplishments, she or he must frame reasons in regard to promotion and/or tenure and/or Third-Year, and Comprehensive (Post-Tenure) Review in 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. Committee evaluation for reappointment and/or merit can be made on the basis of the faculty member's Annual Report(s) and Agreement(s) on Annual Workload only, but the faculty member is entitled to address a letter to the Committee should he or she so choose.

II. MEMBERSHIPS AND RESPONSIBILITIES OF THE COMMITTEES FOR PROMOTION, TENURE, REAPPOINTMENT, AND MERIT, AND DUTIES OF COMMITTEE CHAIR.

A. Committee on Standards and Procedures.

1. This Committee is a committee of the whole composed of all members of the faculty of the Department of Philosophy and Religious Studies (all tenure or tenure-track faculty members for whom this is the home department).
2. This committee establishes policies and procedures for promotion, tenure, reappointment and merit within the department, and is responsible for any changes to this document.
3. All members of the department, regardless of rank, vote on the adoption of or any changes to this document and the policies contained herein. All votes on such procedural matters are open votes.
4. This document shall be reviewed every three years, and may be reviewed every year. It requires only an affirmative vote on a motion to review the document that may be made at any department meeting. The adoption of this document and any review after three years must be documented by recording a list of all voting members, as must any changes that are made. Evidence of review must be sent to the dean of this college and to the University PTRM committee by the first Friday in May. Changes must be approved by the College PTRM committee and the University PTRM committee before they become effective.
5. The Department Chair is a voting member of this committee and a non-voting member of the PTRM Committees.

B. The Promotion and Tenure Committee.

1. The Promotion and Tenure Committee consists of all tenured faculty members of the department. The Department Chair is a non-voting member.
2. The Promotion and Tenure Committee deliberates and votes on all recommendations concerning tenure and promotion and considers evaluations for the third-year review process.

C. The Merit and Reappointment Subcommittees

- 1. The PHIL Merit and Reappointment Subcommittee consists of all tenured and tenure-track faculty members of the department who teach primarily PHIL courses. The RLST Merit and Reappointment Subcommittee consists of all tenured and tenure-track faculty members of the department who teach primarily

RLST courses. The Department Chair is a non-voting member of each Subcommittee.

2. The Merit and Reappointment Subcommittees deliberate and vote on all recommendations concerning merit and reappointment and Post-Tenure Comprehensive Reviews regarding their respective wings of the department.

E. The PTRM Co-Chairs

1. The PT Committee will be led by two co-chairs (one from PHIL and one from RLST) The co-chairs of the PT Committee and RM Subcommittee shall serve a term of three years. Election of new co-chairs shall occur no later than May 1 of the year during which the current co-chairs' terms expire. This election will be held by the Committee on Standards and Procedures, conducted by the department chair and will be by secret ballot.
2. Any co-chair of the committee shall excuse her/himself from deliberations concerning her/his own dossier. Whenever the co-chair excuses him/herself from deliberations on his/her own materials, the senior member in service years of the remaining committee shall serve as chair *pro tempore*.

F. Duties of the PTRM Co-Chairs:

1. To call and conduct meetings of the PT Committee and RM Subcommittees other than for the election of the PTRM chair.
2. To arrange for, in consultation with the department chair, any required classroom observations.
3. To provide reasonable counsel to faculty members in gathering materials, preparing forms, and assembling dossiers for use in promotion, tenure, merit, and review deliberations.
4. To assign the task of, and coordinate, the writing of the respective committees' letters in support of their recommendations.
5. To report to the department chair, who will then forward to the candidate and to the next level, the recommendation results of the various committees.
6. To participate with the department chair in the presentation and discussion with the candidate of the written recommendations deriving from Third-Year and Comprehensive Reviews.

G. Faculty Members on Leave

1. Faculty members on leave are eligible to vote in all committees of which they are members as long as they have taken part in the deliberations and are present to vote.

III. STANDARDS AND EXPECTATIONS

A faculty member in the Department of Philosophy and Religious Studies shall meet all minimum standards and expectations set forth in the Towson University Policy on Appointment, Rank, and Tenure of Faculty (02-01.00) and the Policies and Procedures of the College of Liberal Arts Promotion, Tenure, Reappointment, Merit (PTRM) Committee. The Department considers teaching effectiveness to be of primary

importance, followed closely by scholarship and service. Therefore, all evaluations—merit, reappointment, tenure, promotion, and third and fifth-year reviews will be premised on this consideration.

A. Areas of Evaluation

1. Teaching: 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.

Criteria for evaluating teaching will include consideration of a candidate's success in meeting the following expectations:

- a. meeting all classes as scheduled and informing the department chair of any extraordinary circumstances requiring absences.
- b. preparing syllabi for each course in accordance with university standards and filing a copy of each syllabus with the department.
- c. demonstrating competence and striving for excellence as a teacher in courses at all levels of the curriculum, as appropriate to the faculty member's areas of expertise and interests and the department's curricular needs.
- d. demonstrating on-going growth as a classroom teacher through developing new methods, pedagogies, course content and competencies as appropriate.
- e. developing new courses and curricular initiatives and constructively addressing any areas of concern which may be expressed in student or peer evaluations, merit deliberations, etc.
- f. demonstrating collegiality in sharing ideas, best practices, and pedagogical materials with colleagues as appropriate, and welcoming their insights.
- g. fulfilling the role of adviser to students.
 - i. Faculty academic advisors assist students in the development of meaningful educational plans that are compatible with their academic or professional goals. The faculty academic advisor provides assistance in refining goals and objectives, understanding available choices, and assessing the consequences of alternative courses of action.
 - ii. Advising may also include guidance of students in the learning process within one's class-teaching responsibilities, advising groups in academic honor

societies, serving on a graduate thesis committee, or advising students formally or informally in other professional contexts.

- iii. Statements of advising experience and practice and any materials evidencing engagement with advising responsibilities should be included in the evaluation portfolio.
- iv. 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.

2. **Scholarship:** 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. Candidates for tenure and promotion must give evidence of a pattern of dissemination and validation of their scholarly work. Evaluation of Scholarship will include consideration of a candidate's success in engaging in advanced study, scholarly growth and/or research that produces tangible evidence in the form of publication or lecture, or other appropriate mode of presentation, including the following:

- a. the writing and dissemination of peer reviewed books or articles
- b. the writing, editing and dissemination of non-peer reviewed books or articles
- c. the writing and dissemination of book chapters both refereed and non-refereed
- d. the writing and dissemination of reviews of books and articles related to the faculty member's discipline
- e. presentations at international, national, regional and TU professional conferences
- f. serving as principal investigator/co-investigator on an external grant related to the faculty member's discipline
- g. invited publications and lectures
- h. organizing or participating in a conference panels
- i. translation of primary scholarly source materials
- j. review of scholarly manuscripts and other scholarship within the peer-reviewing process

3. **Service:** The "American Association of University Professors Statement on Shared Governance" (http://www.aaup.org/AAUP/pubsres/policydocs/contents/governances_tatement.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.

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

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.

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.

Evaluation of service will include consideration of a candidate's success in meeting the following expectations:

- a. service to the Department in the form of regular attendance at departmental meetings, departmental committee work and collegial participation in departmental responsibilities such as attendance at Open Houses, Destination Towson events, commencement ceremonies, etc. (note: The Department of Philosophy and Religious Studies chooses to exempt first-year faculty from service expectations)
- b. service to the College of Liberal Arts, the University or the University System of Maryland in the form of service on college-level, university level, and system-level committees, ad hoc committees, external search committees, etc.
- c. service within the discipline
- d. professionally related service to the community

IV. POLICIES AND PROCEDURES

A. Confidentiality: Members of the PT Committee and RM Subcommittees will maintain strict confidentiality concerning deliberations and recommendations at all points during and after the process, with the exception of the information provided to candidates or departments by the chair or the dean in performance of their duties under the ART policy. Candidates will be informed initially of the recommendation results by the Department Chair by being asked to sign the Department Summary Recommendation (DSR) form.

B. Quorum: A quorum for each of the committees shall consist of a majority of the eligible voting members not counting non-participating members on leave. Should it occur that there are less than three (3) tenured faculty members in addition to the department chair for considerations of promotion and tenure, the respective committees will be supplemented in accordance with the procedures described in the University ART policy, section IV, C, 4 (page 30).

In order that at least three (3) tenured faculty opinions be considered in promotion and tenure recommendations, in addition to the department chairperson, departments with fewer than three (3) tenured faculty members 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 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. Voting Procedures

All votes regarding tenure or promotion taken by any committee and/or the department shall be by secret ballot, signed with the Towson University ID number, dated by the voting member, and tallied by the committee chair. The secret ballots shall be placed separately in a sealed envelope on which the committee chair enters the name of the faculty member being evaluated, the department name or college name, the date, and the chair's signature. 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 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 for good cause, including an impermissible conflict of interest.

Votes regarding reappointment, merit, and/or comprehensive reviews taken by any committee and/or the department shall be by secret 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. Faculty who are absent may not vote by proxy (examples: on sabbatical, at a conference, sick). (Faculty on sabbatical may vote if they have reviewed material and are present at the meeting).

A majority of those voting must support the granting of tenure, promotion, reappointment, or merit for the various PTRM committees to reach a favorable decision. Because a tie vote does not constitute a majority

decision, any proposal met with a tie vote fails. Committee members must be present in order to vote.

D. Appeal Procedures

The department follows the appeals procedures laid out in the University ART Policy, Appendix 3, V, B, 1-3 (page 31). 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. Substantive appeals refer to perceived errors in judgment by the department committee or department chair in evaluating the faculty member's performance. Substantive appeals of the recommendations by the college PTRM committee/dean may also be made to the next level. All appeals shall be made in writing. 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. The appeal must clearly state in writing the grounds for the appeal and must be accompanied by supporting documents. 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. Appeals of department recommendations shall be copied to the department chair and the chair of the PTRM Committee.

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 (pp. 31-33).

E. Evaluation Procedures

1. Portfolio Preparation: The responsibility for presenting material for the annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review rests with the faculty member. With the exception of the third-year review, the portfolio must be given to the department chair by the third Friday in June. Additional information to update the evaluation portfolio in regard to work completed before June 1 may be added until the third Friday in September.

The full evaluation portfolio shall be assembled by the individual being considered for annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review according to the guidelines described in the "Documentation & Material Inclusion" (Section I.B) of Appendix 3 of the Towson University ART policy (pp. 2-7).

Evaluation portfolio materials for annual review of all tenured faculty must include the following documents:

- a.** Completed and signed AR (Annual Report Parts I & II) or CAR (Chairperson's Annual Report I & II) forms.

- b.** *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.
- c.** Syllabi of courses taught during the year(s) under review.
- d.** Evaluation of teaching and advising, as appropriate, and including the following:
- e.** Student evaluations tabulated by the office of the department chairperson or an administrative entity other than the faculty member.
- f.** Grade distributions for courses beginning with the year this document takes effect.
- g.** Evidence of advising effectiveness, including any or all of the following: regular and reliable records of the advice given, discussion of advising by the faculty member in annual review reports, logs of advising appointments, notable instances of positive advising contributions, letters of recommendation written on behalf of students, research mentoring beyond the expectations of course supervision, definable contributions through organizational or group advising, or other advising contributions for the benefit of students.
 - i.** A summary of advising activities shall be included in the teaching section of the Annual Review narrative.
 - ii.** Faculty members are recommended to keep a log of advising meetings with students on the Departmental Advising Log-Form (see Appendix D), and to include this log as an attachment to their Annual Report.
- h.** 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.

Evaluation portfolio materials for annual review of tenure-track faculty must include all of the above items (a-h) plus

- i.** Peer and/or chairperson's evaluation(s) of teaching signed by faculty member and evaluator.

Evaluation portfolio materials for full review of faculty for promotion, third year review, comprehensive five-year review, and tenure must include all of the above items (a-i) from the faculty member's date of hire or last promotion, plus

- j. 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. External Review Option:** A faculty member may wish to include evaluation of his or her scholarship by external reviewers in his or her evaluation portfolio. Should that option be chosen, external evaluations will be secured in accordance with the guidelines laid out in Appendix B (“External Evaluation Guidelines”). The decision about whether to invite external reviews shall be at the sole discretion of the candidate under consideration.
3. For every type of evaluation, including annual review, the faculty member shall sign a statement indicating that s/he has read, but not necessarily agreed with the evaluation. However, failure to sign shall not prevent the documentation from being forwarded to the next evaluation level.
4. All tenured and tenure-track faculty shall be evaluated by students using instruments and procedures which assure confidentiality for the student. Faculty shall be evaluated for every course taught, including on-load, off-load, on-line, traditional classroom, and hybrid courses, taught during the academic year, minimester, and summer terms. These instruments shall be ones standard for the department.
5. All tenured and tenure-track faculty shall undergo peer evaluation through classroom observation by colleagues in the department. Peer evaluations may include assessment of any of the following, as appropriate to the situation: course syllabi, textbooks, classroom performance, special projects or assignments, examinations, feedback to students, grading methods and standards, and any other factors relevant to teaching effectiveness. The observing faculty member should give the observed member the choice as to which class period will be observed, ask the observed member for a copy of the syllabus before the class and prepare for class.
6. In accord with University ART policy, probationary (i.e., tenure-track) faculty shall undergo classroom observation and peer evaluation every semester. Tenured faculty shall undergo a minimum two classroom observations and peer evaluations per review period.
7. Each observing member will write a report summarizing his/her classroom observation and assessing the course syllabus. This report will be based on the Departmental Peer Teaching Evaluation Guidelines (see Appendix E). The observing member should provide a draft of the observation report to the observed member and meet with the observed member to discuss the comments in the draft report (and perhaps make changes) before signing and submitting the finished report to the departmental Administrative Assistant. After submission of the letter, the observed member

will sign the observation letter in order to show that he/she has read it but not necessarily that he/she agreed with the contents. If the observed member disagrees with the content of the finished letter, he/she may write a response to be included in the file.

8. Guidelines relevant to instruction in Philosophy: Written evaluations should reflect on the ways in which classroom teaching and course design help to cultivate skills of critical thinking, evaluation of argument, analysis of texts, and philosophical reflection. Reports should consider the ways in which knowledge of philosophical texts, figures and positions is furthered (as appropriate)
9. Guidelines relevant to instruction in Religious Studies: Written evaluations should reflect on the ways in which classroom teaching and course design help to further knowledge of the origins, historical development, and diversity of religious traditions (as appropriate). Reports should consider the ways in which the skills of analysis, explanation, and evaluation of religious phenomena are cultivated.

F. Annual Review for Merit

The Merit and Reappointment Subcommittees shall annually review tenured and tenure-line faculty for merit.

1. The department chair shall be responsible for presenting to the PTRM Committee all the evaluation portfolios for all faculty members in the department.
2. Faculty members having completed their first year shall be awarded base merit except in unusual circumstances.
3. The RM Subcommittee shall evaluate the evaluation portfolios and shall prepare a written report, with vote count, for each candidate. The report shall contain reference to each category evaluated including teaching/ advising, scholarship and university/civic/professional service. The report shall be submitted to the department chair no later than the second Friday of October.
4. A candidate serving on one of the Merit and Reappointment Subcommittees shall leave the room during the consideration of her or his portfolio.
5. The department chair may prepare an independent recommendation and include it in the faculty member's evaluation portfolio by the fourth Friday in October.
6. The merit recommendation and statement shall be conveyed in writing to the faculty member, inclusive of the department's chairperson statement, and a record of the vote count, no later than the fourth Friday of October. A vote of no merit shall be delivered in person by the department chairperson or sent by certified mail to the faculty member's last known address.
7. The department chairperson shall meet with each faculty member to discuss the faculty member's annual report, the student and peer

evaluations of teaching and advising, the department PTRM recommendation, and the annual faculty evaluation in general.

8. The co-chair of the relevant RM Subcommittee shall forward the evaluation portfolios, chair recommendations, and the department vote count record to the dean's office by the second Friday in November.
9. Terminology Used in Evaluation of Faculty Performance. There are three (3) categories of merit as follows:
 - a. Not Meritorious: Performance fails adequately to meet one or more of the standards listed above (III, A, 1-3).
 - b. Satisfactory (Base Merit): Performance is competent and contributes to fulfilling the mission of the university, college, and department. This implies that the faculty member performs satisfactorily according to all the standards listed above. First-year faculty recommended for re-appointment after the first semester will thereby be recommended for base-merit.
 - c. Excellent (Base Merit plus one Performance Merit): Performance displays excellence in teaching and in at least one other category and at least satisfactory performance in all categories. Award of Base-Plus merit in recognition of publication will normally occur in the year during which the publication actually appears, not in the year of submission or acceptance.
10. Standards for Base Merit and No Merit: meeting the expectations listed above in section III will normally be considered justification for the award of Base Merit; failure or refusal to meet any of these standards may be the basis for an unfavorable merit decision and an award of No Merit.
11. Standards for excellence in the areas of teaching, scholarship, and service, which will normally be the justification for the award of Merit Plus, may include the following:
 1. unusual validation of teaching, such as a Regent's Award or Student Government Award
 2. new course development requiring substantial continuing education and serving the needs of the department.
 3. publication of refereed scholarly books and articles in the faculty member's discipline, including alternative modes of refereed publication (electronic, etc.) as appropriate
 4. publication of books in the faculty member's discipline
 5. presentation of refereed or invited scholarly papers in the faculty member's discipline, weighted according to the scope of the conference (international/national, regional, local)
 6. publication of reviews of books or articles in the discipline
 7. service as principal investigator on a significant external grant related to the faculty member's discipline
 8. service as chair/organizer of a scholarly conference or panel

9. preparation of substantive national or regional accreditation reports, in the absence of assigned time or compensation from other sources
10. service on departmental, College, or University committees which require unusual commitments of time, and especially chairing such committees, in the absence of assigned time
11. extraordinary service to professional organizations or to community organizations, related to the faculty member's discipline.
12. The number of faculty members recommended for Base Plus merit will be in accord with the percentage recommended by the Dean of the CLA. The PTRM Co-chairs will determine the candidates to be recommended to receive Base Plus merit on the basis of the votes received by each candidate.

G. Reappointment: First-Year Faculty

1. The Merit and Reappointment Subcommittees shall evaluate each new faculty member's first semester performance and make a recommendation for reappointment.
2. This evaluation shall be conducted and completed by the third Friday in January.
3. Upon appointment the new faculty member shall receive a statement of Standards and expectations for new tenure-track faculty (SEFT) document (see Appendix A) which includes considerations unique to that specific position.
4. Each faculty member shall prepare an evaluation portfolio describing activities and accomplishments during his/her first semester. The evaluation portfolio must include the Standards and Expectations of New Tenure-Track Faculty (SENTF) form, which must be finalized with the department chairperson by the third Friday in September. [See appendix A of this document.] In addition, the evaluation portfolio must include peer evaluations of teaching, documentation of scholarship and service activities, syllabi of current courses, and a reflective summary of teaching, scholarship, and service.
5. The faculty member shall submit the evaluation portfolio to the department chair no later than the second Friday of December.
6. The relevant Merit and Reappointment Subcommittee shall review the evaluation portfolio and shall prepare a written report, with vote count. The recommendation for reappointment shall contain reference to each category evaluated, including: teaching/advising, scholarship, and university/civic/professional service. It is the policy of the department not to require service of first-year faculty. The recommendation shall be submitted to the department chair by the first Friday in January.
7. The department chair may prepare an independent recommendation on reappointment and include it in the faculty member's evaluation portfolio by the third Friday in January.

8. The recommendation shall be conveyed in writing to the faculty member and the dean, inclusive of the department chairperson's recommendation and a record of the vote count, no later than the third Friday in January. A negative recommendation shall be delivered in person by the department chair or sent by certified mail to the faculty member's last known address.
9. Procedures for further steps in the evaluation process and for appeal of negative recommendations are given in the University ART Policy, Appendix 3, III, D, 2, g-j (p.20).

H. Reappointment: Second-Year Faculty: The department follows the procedures for the reappointment of second-year faculty laid out in the University ART Policy, Appendix 3, III, D, 3, a-g (p.21).

I. Reappointment: Third- through Fifth-Year Faculty: 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 (p.22, ART).

J. Third-Year Review

1. At the conclusion of the fall semester during a candidate's third year at Towson University, the Promotion and Tenure Committee shall conduct a Third-Year Review of tenure-track candidates to assess progress toward tenure and to advise and mentor the faculty member. This includes providing assistance where issues or shortcomings in the candidate's profile are identified and encouragement where progress is deemed satisfactory or exemplary. The Promotion and 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.
2. The faculty member to be reviewed shall prepare an interim evaluation portfolio of activities for evaluation by the Promotion and Tenure Committee as outlined in the section "Documentation and Material Inclusion" (Section I.B) of Appendix 3 of The Towson University ART policy.
3. The Promotion and Tenure Committee will evaluate the materials and instruct the department chair, in conjunction with the PTRM co-chairs, to 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. This statement must include an indication of whether or not the faculty member's work to date is leading toward a positive promotion and tenure decision, and must provide guidance for the improvement of the evaluation portfolio in the event of a satisfactory or unsatisfactory rating.

4. The following three-level scale is to serve as a general guideline for the review:
 - a. **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.
 - b. **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.
 - c. **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.
5. All documentation is due to the chair of the department by the third Friday in January.
6. The results of the deliberation shall be provided to the faculty member under review both in writing and in a face-to-face meeting with the department chair and the co-chairs of the PTRM Committee no later than the first Friday in March. The written report will be shared with the dean.

K. Tenure and/or Promotion

1. Faculty members shall be evaluated for tenure pursuant to the departmental PTRM standards and criteria in effect during the year they are first appointed to a tenure-track position.
2. A faculty member who intends to apply for promotion shall inform the Chair of the Department of his or her intention to do so by the third Friday in September of the academic year preceding the academic year he or she intends to put himself or herself up for promotion. The Department Chair shall notify department faculty, the Dean, and the Provost of said intention by the fourth Friday in September.
3. The Tenure and Promotion Committee shall review evaluation portfolios for tenure and promotion to Associate Professor and shall prepare a written report with recommendation and vote count. A vote on tenure will precede a vote on promotion. Recommendations shall contain reference to each category evaluated including teaching/advising, scholarship and university/civic/professional service. Recommendations shall be submitted to the department chair by the second Friday in October.
4. The decision to recommend tenure or promotion is based on the professional judgment of the members of the Promotion and Tenure Committee. In order to be granted tenure, the probationary

faculty member must, in the judgment of the members of the Promotion and Tenure Committee, have met the department's Standards and Expectations specified in section III above, including:

- a. teaching effectiveness consistent with the department's norms
 - b. serving the University and the department in a substantial and sustained manner,
 - c. exhibiting sustained and substantial intellectual, professional, scholarly development resulting in dissemination which includes peer reviewed publication.
 - d. exhibiting collegial, civil and professional conduct.
- 5.** In order to be granted promotion to Assistant Professor, the candidate Must have completed the appropriate terminal degree and performed satisfactorily in all appropriate areas specified in section III above.
- 6.** In order to be granted promotion to Associate Professor, the candidate must have served the minimum years in rank as specified by the University, and have a record of achievement in teaching, scholarship, and service displaying:
- a. A commitment to teaching excellence, demonstrated by teaching effectiveness consistent with departmental norms and by continued commitment to course and department development.
 - b. Significant achievement in service and scholarship.
- 7.** In order to be granted promotion to Professor, the candidate must have served the minimum years in rank as specified by the University, and have a record of achievement in teaching, scholarship, and service displaying:
- a. A commitment to teaching excellence, demonstrated by teaching effectiveness at a level at least as high as departmental norms and by continued commitment to course and department development.
 - b. A significant body of scholarly or professional work.
 - c. A distinguished record of service to the department, college, and university that includes leadership roles.
- 8.** The department chair shall prepare an independent evaluation of each faculty member considered for tenure and/or promotion and include it in the faculty member's evaluation portfolio by the fourth Friday in October.
- 9.** All recommendations shall be conveyed in writing to the faculty member, inclusive of any department chair'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.
- 10.** The co-chairs of the PTRM Committee shall forward the faculty

member's evaluation portfolio, inclusive of the Evaluation Record, to the dean's office by the second Friday in November.

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

1. 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.
2. The Merit and Reappointment Subcommittees shall review the evaluation portfolios of faculty members standing for their Comprehensive Five-Year Review and prepare a written report with recommendation and vote count. Recommendations shall contain reference to each category evaluated including teaching/advising, scholarship and university /civic/ professional service, and should be submitted to the department chairperson by the second Friday in October. The portfolio must contain a recent peer classroom observation.
3. 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.
4. 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.
5. 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 co-chairs of the PTRM Committee to the dean's office by the second Friday in November.
6. 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.

M. Calendar: The Department of Philosophy and Religious Studies will abide by the Towson University Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review Calendar as published in Appendix 3, VI, of the ART Policy, with the understanding that if the published university calendar changes, the department's PTRM calendar may change without formal amendment of the departmental document. (See Appendix C for Calendar)

Appendix A: SENFT form and department additions:

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

Name _____ Rank _____

Department of _____

I. Faculty members will abide by the following documents:

A. The Faculty Handbook, especially those sections which address faculty rights and responsibilities, contractual policies, and policies for promotion, merit, and tenure review.

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. 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 all new faculty—such as advising; maintaining academic standards; service on department committees; filing of syllabi, exams, and class records; how “themes” or “topics” courses are approved; 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).¹

IV. An overall performance evaluation, supported by the Annual Report (AR), peer evaluations, and student evaluations will be the basis for all recommendations of merit increments, reappointment, promotion, and tenure.

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

A. Non-tenured faculty members will be formally evaluated each year during the probationary period. An important part of this evaluation is the classroom observations by tenured faculty members. Each classroom observation is followed by the submission of a written evaluation, to the faculty members observed and to their P&T file.

¹This is the statement of expectations identified in the “TU Policy on Faculty Evaluation for Promotion, Tenure/Reappointment, and Merit,” and is to be understood within the context of that total policy.

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

1. Excellence in teaching, as evidenced by peer evaluations (including classroom observations; review of syllabi, textbooks, examinations, and other materials; review of grading standards and procedures), student evaluations, and advising activities.
2. Broadly defined, scholarly activity and professional growth, as evidenced by publication of books, articles, reviews, **[optional depending on department: "poetry and fiction, computer programs, audio and video productions"]** appropriate to the individual's role and professional development at Towson; presentation of course development and development of new competencies needed by the department; revision of courses; attendance at and participation in conferences and workshops; **[optional depending on department: reference to artistic performance appropriate to that department and position]** research; and other professional activity.
3. Service to the department, college, University and USM, as evidenced by committee activities, the development of new programs, and other activities.
4. Service to professional societies (Statewide, regional, national, or international) in the discipline or in higher education, though such service will not be expected of all faculty members. Service might include holding office, chairing, or serving on a committee, organizing a conference, etc.
5. Service to the community, though such service may not be expected of all faculty members and will not be regarded as a substitute for service within the University.

V. Probationary Period

The probationary period shall be that stipulated in the faculty member's letter of appointment. Normally, and unless stated otherwise in the letter of appointment the probationary period shall be seven years at the rank of assistant professor, and from one to four years at the ranks of associate professor and professor; these probationary periods do not include any years of prior service at other institutions or at Towson University unless such has been negotiated in advance and incorporated in the individual faculty member's letter of appointment.

The tenure review takes place in the penultimate year of the probationary period (in the sixth year of an even-year probationary period, the third year of a four-year probationary period; in the case of a one-year probationary period, the tenure review takes place during that year). The department may in exceptional circumstances make a tenure recommendation earlier than the normal tenure review date. Any recommendation for promotion prior to the normal tenure review date must be accompanied by a recommendation for tenure.

If the department recommends tenure or both promotion and tenure prior to the normal tenure review date, and tenure or promotion and tenure is/are not granted, the faculty member remains eligible to be considered for tenure and promotion until the normal tenure review date, which is the final consideration for tenure.

VI. 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: _____

Rank: _____

Date of appointment: _____

[(Use the beginning of semester in which contract begins: e.g., September 1995)]

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; include where appropriate 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 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 probationary 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.

A. 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:

Faculty Member Date

Department Chairperson Date

Dean of College Date

The following points are guidelines for the Expectations of New Faculty Members:

Assignments

1. Teaching
 - a. Prepares and delivers lectures and leads classroom discussions.
 - b. Administers and grades examinations and other means of student assessment. Most assessment should be based on essays.
 - c. Requires students to deliver their work in a timely fashion and returns it in a timely fashion.
2. Course Development
 - a. College-level courses in the field of (philosophy) [or religion], with subcategories including
 - (Ethics, logic, metaphysics, aesthetics, and political philosophy)
 - [A variety of faith traditions and the historical, literary, legal, or ethical teachings in those traditions]
3. Advising
 - a. Advises and mentors students throughout their educational careers, and inspires them to academic accomplishment.
 - b. Relates to students and colleagues in an open-minded fashion
 - c. May offer independent study opportunities to students.
4. Scholarship
 - a. Conducts research and case studies in field of interest and publishes findings in books, scholarly journals or textbooks
 - b. Has the potential to attract research funds from national and international funding agencies and to supervise Research Masters and PhD students.
5. Department Service
 - a. Employs strong communication and organizational skills and the ability to work closely together with others in a team environment.

(Material in parentheses is required for a Professor of Philosophy only.)
 [bracketed material is required for a Professor of Religion only]

Appendix B: External Evaluation Guidelines

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

I. CONFIDENTIALITY

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

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

II. IDENTIFYING EXTERNAL EVALUATORS

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

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

III. SELECTION OF EVALUATORS

The Candidate 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 at least 5 evaluator(s) of those recommended by the faculty member who meet the criteria set forth in §II and will select, in addition 5 other evaluator(s) 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.

IV. SUBJECT MATTER OF EXTERNAL REVIEW

External evaluators are not to evaluate the candidate’s teaching, advising or service to the University. The external evaluation will address the Candidate’s scholarly and/or creative work as it relates to the Candidate’s promotion or tenure. Material provided to external evaluators should include the scholarly and/or creative work appropriate to the Candidate’s discipline such as books, articles, grant proposals, computer programs, visual works or performance reviews.

The Candidate’s department chairperson or designee must provide these materials to all external evaluators no later than July 1.

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

Appendix C: 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. 3-35.

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 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. 3-36

Appendix E: Departmental Peer Teaching Evaluation Guidelines

A written summary addressing the following must be provided to the observed faculty member, and the observer and the observed will review and discuss the summary. The observed faculty member will sign the Written Summary indicating the observed has read the summary. The observed faculty member may write a response to be attached to the observation.

The observation letter should include: course name and number, date of observation, name of observing faculty member, and name of observed faculty member. The following areas should be addressed in the letter:

1. Classroom Evaluation

a. Content -- Assess the degree to which the instructor successfully presented the content of the class. This analysis might address the extent to which the faculty presented ideas and concepts clearly and with specificity, encouraged critical thinking, bridged theory and application, etc.

b. Methods of Instruction -- Assess the instructor's methods of instruction. This analysis might address how well the instructor described the organization of the class, included examples to illustrate key concepts, made use of visual aids that could be understood, effectively utilized technology such as Blackboard, provided outlines and/or handouts, presented informative videos or computerized instruction, concluded by summarizing main ideas, etc.

c. Classroom Environment -- Assess the quality of the classroom environment. This analysis might address the extent to which the instructor encouraged student engagement, incorporated student responses in the class discussions, maintained good rapport with students, etc.

2. Strengths and Constructive Feedback -- Describe the instructor's strengths and provide any constructive feedback. Peer evaluations should include both strengths and suggestions for course enhancement. Provide evidence with examples.

3. Course Planning and Assignment Evaluation -- Evaluate the syllabi, textbook and/or readings, assignments, and/or special projects, examinations, student feedback and grading methods.