

# Department of Political Science Promotion, Tenure, Reappointment and Merit Procedures

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## Department of Political Science Promotion, Tenure, Reappointment and Merit Procedures

Approved unanimously the Political Science Faculty January 29, 2016

*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 Political Science Department 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 (11-11-10).
- B. All faculty members are entitled to fairness and due process in promotion, reappointment, tenure, and merit deliberations.
- C. The Department encourages diversity in pedagogy, scholarly practices, and interdisciplinary interests.
- D. The Department encourages shared responsibility and collaborative decision-making.
- E. The Department considers teaching effectiveness to have primary importance in each faculty member’s professional priorities, followed closely by scholarship and then service.
- F. 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.
- G. 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/his own accomplishments, s/he should frame reasons for promotion and/or tenure and/or successful First-Year, Third-Year, and Comprehensive (Post-Tenure) Review in a letter addressed to the Committee. Committee evaluation for appointment 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.

- H. Political Science Faculty are defined as those holding full-time tenured or tenure-track appointments in the Department.

## **II. Membership and Responsibilities of the Committee for Promotion, Tenure, Reappointment, and Merit, and Duties of Committee Chair**

- A. Except for tenure decisions where only tenured faculty take part, the Political Science Department Promotion, Tenure, Reappointment, and Merit (PTRM) Committee is a Committee of the whole, consisting of all Political Science faculty who have served at least one year. The Committee votes on promotion, tenure, reappointment, merit, and the Department's recommendations for the First-Year, Third-Year, and Comprehensive Reviews. If a faculty member comes into the Department with tenure, in addition to taking part in tenure decisions, the member may immediately take part in promotion, reappointment, and merit decisions with a year's service in the Department. While the Committee includes all of those faculty who have a year of service, members shall review, discuss, and vote on the records only of colleagues holding academic rank junior to, or, in the case of Professors, equal to their own.
- B. With regard to decisions on promotion and reappointment, Committee members shall review, discuss, and vote on the records only of colleagues holding academic rank junior to, or, in the case of Professors, equal to their own. Tenure decisions will be voted on only by tenured members of the Department. Untenured members of the Department can deliberate on merit decisions though not on issues of promotion and tenure.
- C. All members of the Committee, regardless of rank, including those on sabbatical and leave, may vote on the adoption of or any changes to this document and the policies contained therein.

- D. The Chair of the PTRM Committee shall serve a term of three years. Election of a new Chair shall occur no later than May 1 of the year during which the current Chair's term expires as provided in the University Calendar.
- E. The elected Chair must be a tenured member of the faculty, and should excuse him/herself from deliberations concerning his/her dossier.
- F. Should the Department of Political Science in the future decide to amend this document to use specialized Committees, a different Chair for each Committee shall be selected by the same procedures as those governing the election of the Chair of the full Committee, and for the same term of office. The Department will adhere to the deadline for changes in the document as established in the University Calendar.
1. In such case, deliberations on faculty holding the rank of Professor shall be conducted by a subcommittee of the PTRM Committee consisting of all tenured members of the Political Science Department who hold that rank, chaired by its senior member.
  2. The Chair of the Subcommittee shall excuse her/himself from deliberations concerning her/his own dossier.
- G. Faculty members who are otherwise eligible to vote but are on sabbatical or other approved leaves of absence may participate in Promotion, Tenure and Merit decisions and vote on these matters provided that they fully participate in all deliberative activities regarding the candidates in question.
- H. The Department Chair shall serve as a non-voting member of the PTRM Committee and shall participate in all deliberations regardless of her/his academic rank, except for deliberations on her/his own dossier.
- I. Whenever the PTRM Chair Department Chair, or Professors Subcommittee Chair excuses him/herself from deliberations on his/her own materials, the senior member of the remaining Committee shall serve as Chair *pro tempore*.
- J. Faculty members who intend to present themselves for promotion may not be elected to represent the Department on the CLA Promotion and Tenure Committee.
- K. Duties of the Chair:

1. To call and conduct meeting of the PTRM Committee. The Chair will participate in all deliberations of the Committee but will vote only on the records of colleagues of academic rank equal to or junior to his/her own.
2. To arrange for any required classroom peer evaluations; this responsibility may be delegated to another faculty member with approval of the PTRM Committee.
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 give formal written notice of reappointment and tenure decisions to the Department Chairperson to be passed on to the individual concerned to the proper College and University authorities and committees.
5. To participate with the Department Chair in the presentation of the written recommendations deriving from Third-Year and Comprehensive Reviews.
6. To participate with the Department Chair in the presentation of written reasons in cases of non-renewal or non-recommendation for tenure.

### **III. Policies and Procedures**

- A. The Political Science Department PTRM Committee evaluates candidate files in relation to the standards and expectations established by the Towson University ART Policy, the criteria of the College of Liberal Arts, and the criteria of the Political Science Department, IV. A-E.
- B. Quorum: A quorum shall consist of a majority of the voting members.
- C. Voting Procedures

All voting shall be by secret ballot and consistent with ART procedures 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 Chair of the Department a signed, dated report of the vote, the confidential ballots and the Committee's recommendation. The ballots shall not be included in the faculty evaluation portfolio but forwarded by the Chair of the Department under separate cover to the Provost. A simple 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. No member of the PTRM Committee shall abstain from a vote

unless the Provost authorizes such abstention for good cause, including an impermissible conflict of interest.

D. Confidentiality

Members of the PTRM Committee will maintain strict confidentiality concerning their 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.

E. Appeal Procedures

The Political Science Department follows the appeals procedures laid out in the University ART Policy, Appendix 3, V, B, 1-3. 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 Chair in evaluating the faculty member's performance.

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.

#### **IV. Evaluation Procedures**

A. General Policies and Procedures

1. The responsibility for presenting material for the Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, or Comprehensive Review rests with the faculty member.

2. 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.
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.
5. All tenured and tenure-track faculty shall undergo peer evaluation through classroom observation by colleagues in the Department.
  - a) Such observations will be scheduled at least one week in advance with the consent of the faculty member to be observed.
  - b) The faculty member may express a preference as to which class(es) will be observed.
  - c) Faculty are encouraged to undergo peer evaluation for a mix of classes – lower level, upper level, and seminars as appropriate.
  - d) Tenure-track faculty shall undergo classroom observation and peer evaluation at least once per academic year.
  - e) Tenured faculty shall undergo classroom observation and peer evaluation at least twice during the calendar year of their comprehensive review or application for promotion.

B. Annual Review for Merit

1. The PTRM Committee shall annually review tenured and tenure-line faculty for merit.
2. The Department Chair shall be responsible for presenting to the PTRM Committee all the evaluation portfolios for all faculty members in the Department.
3. The PTRM Committee 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. The Department Chair may prepare an independent recommendation letter and include it in the faculty member's evaluation portfolio by the fourth Friday in October.
  5. The merit recommendation and statement shall be conveyed in writing to the faculty member, inclusive of the Department Chair's statement, 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.
  6. The Department Chair 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.
  7. The Chair of the PTRM Committee shall forward the evaluation portfolios , Chair recommendations, and the Department vote count record to the Dean's office by the second Friday in November.

C. Reappointment: First-Year Faculty

1. The PTRM Committee 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. 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. 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.
4. The faculty member shall submit the evaluation portfolio to the Department Chair no later than the second Friday of December.
5. The PTRM Committee 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. The



- recommendation shall be submitted to the Department Chair by the first Friday in January.
6. 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.
  7. 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.
  8. 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.

D. Reappointment: Second-Year Faculty

The Political Science Department follows to the procedures for the reappointment of second-year faculty laid out in the University ART Policy, Appendix 3, III, D, 3, a-g and the criteria of the Political Science Department IV, a-e.

E. 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.

1. Third-Year Review

- a) At the conclusion of the fall semester during a candidate's third year at Towson University, the PTRM 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 PTRM 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.

- b) The faculty member to be reviewed shall prepare an interim evaluation portfolio of activities for evaluation by the PTRM Committee as outlined in the section “Documentation and Material Inclusion” (Section I.B) of the Appendix 3 of the Towson University ART Policy.
- c) The PTRM Committee will evaluate the materials and the Chair will 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:
  - (1) must include an indication of whether or not the faculty member’s work to date is leading to a positive promotion and tenure decision, and
  - (2) must provide guidance for the improvement of the evaluation portfolio in the event of a satisfactory or unsatisfactory rating.
  - (3) The following three-level scale is to serve as a general guideline for the review:
    - (a) Superior Progress. Requirements include excellence in teaching/advising, excellence in scholarship, and meeting Department standards in service.
    - (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.
- d) All documentation is due to the Chair of the Department by the third Friday in January.
- e) 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.

- f) Feedback shall be in writing and in a face-to face meeting with the Department Chair and the Chair of the PTRM Committee no later than the first Friday in March. Faculty participating in the third year review process must sign a statement saying they have read but do not necessarily agree with the evaluation. The written report will be shared with the Dean.
2. Five Year Review – Tenure and/or Promotion
- a) The PTRM Committee shall review evaluation portfolios for tenure and promotion to Associate Professor and shall 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. Recommendations should be submitted to the Department Chair by the second Friday in October.
  - b) 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.
  - c) 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.
  - d) The Chair 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.

F. 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 PTRM Committee 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 Chair by the second Friday in October.
3. The Department Chair, in consultation with the Dean of the College shall establish the cycle for comprehensive reviews of faculty with 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 Chair shall prepare an independent evaluation of each faculty member under review and include it in the faculty member's evaluation portfolio by the fourth Friday in October.
  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 Chair 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.

## **V. Standards and Expectations**

- A. As specified in Appendix 3 of the University ART Policy and in accordance with the Policies and Procedures of the CLA PTRM, the standards and expectations in this Political Science PTRM document pertain to the evaluation processes associated with Annual Reviews, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review.
- B. All faculty are responsible for meeting University standards and expectations, including but not limited to those listed in this section. Meeting the general expectations specified below is essential for a faculty member's performance to be judged satisfactory in an Annual Review or, cumulatively, across a longer period of evaluation.

1. A faculty member shall fulfill his/her workload agreement in the areas of teaching/advising, scholarship, and service; shall be available for consultation and advising during office hours; and shall meet all classes as scheduled.
  2. A faculty member shall be committed to collegiality and academic citizenship.
  3. A faculty member shall share the responsibility of university, college, and/or department governance.
  4. A faculty member shall participate each year in the faculty evaluation process as described in university, college, and department documents.
- C. Chairs shall be evaluated in the additional category of leadership. Chair activities are reported as part of their annual review on the CAR form and constitute a minimum of fifty percent of the Chair's workload by University Policy. Evaluators will nevertheless make judgments about the responsibilities of leadership, consistent with university policies and the responsibilities defined for the Chair. Program Directors who supervise faculty and who prepare Annual Reports on their activities may also be evaluated for leadership consistent with the proportion of their time committed to such work under their workload agreements.
- D. The expectations for promotion to Associate Professor or Professor in the Political Science Department shall include the following:
1. The faculty member recommended for promotion to Associate Professor shall hold the doctorate in the field of specialization and show continuing potential for superior performance commensurate with the University's mission. The faculty member ordinarily shall have demonstrated excellence in teaching, as determined through the evidence in the evaluation portfolio and the criteria of the Department and the College. The faculty member shall have demonstrated successful experience in research, provided evidence of a pattern of scholarship meeting standards of dissemination and validation. The faculty member shall also have supplied evidence of relevant and effective service, as defined in III. Section F (Evaluation Procedures).
  2. The faculty member recommended for promotion to Professor shall have all of the qualifications of an Associate Professor and shall have established an outstanding record of teaching and scholarship. The faculty member shall have demonstrated continuing growth as a teacher during the period since promotion to Associate Professor, as evidenced in annual reports, syllabi, and other evaluative materials on teaching included in the evaluation portfolio. The faculty member shall have demonstrated additional accomplishments as a scholar since promotion to Associate Professor at least equivalent to the

- pattern of completed work meeting the standards of dissemination and validation expected for the prior rank. The scholarly work as a whole should reflect a degree of cohesion consistent with establishing a sound scholarly reputation. The faculty member shall have presented evidence of relevant and effective service to the University, the community, and the profession in the period after promotion to Associate Professor.
3. Any exceptions to the standards outlined above shall be consistent with the provision of the Towson University ART Policy, and the specific rationale for any recommendation involving an exception shall be spelled out in the appropriate letter of recommendation in the faculty member's evaluation file.
- E. Faculty members shall be evaluated for merit based on the information provided through Annual Reviews.
1. Terminology used in Evaluation of Faculty Performance. There are three (3) categories of merit as follows:
    - a) Not Meritorious (No Merit): Performance fails adequately to meet one or more of the standards listed below for teaching and advising, scholarship and service.
    - 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 in all three broad areas.
    - c) Excellent (Base Merit plus one Performance Merit): Performance shows excellence in teaching, scholarship, or service and satisfactory performance in all other 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.
  2. Standards for Base Merit and No Merit are as follows (meeting all of these standards 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). The Political Science Department expects each full-time faculty member:
    - a) to demonstrate and strive for excellence as a teacher in courses at all levels of the curriculum, as appropriate to the faculty member's discipline and the Department's curricular needs.

- b) to meet all classes as scheduled and to inform the Department Chair of any extraordinary circumstances requiring absence, including illness and family emergency.
  - c) to prepare syllabi for each course in accordance with University standards and to file a copy of each syllabus with the Department.
  - d) to abide by the published calendar for all final examinations and for all faculty evaluation procedures (Annual Review, etc.)
  - e) to retain final examinations and class records for at least one year following the completion of each course.
  - f) to demonstrate on-going growth as a classroom teacher at all stages of the career, developing new methods and competencies and engaging in honest self-evaluation.
  - g) to address constructively any areas of concern which may be expressed in student and peer evaluations, merit deliberations, etc.
  - h) to honor the confidentiality of all PTRM deliberations.
  - i) to be an active member of the Department's collegial community, sharing ideas, best practices, and pedagogical materials with colleagues as appropriate.
  - j) to advise students and to assist them in matters related to their discipline. This may include regular semester academic advising, 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.
  - k) to share departmental responsibilities through committee participation at all levels.
  - l) to enforce prohibitions against plagiarism and to avoid practicing plagiarism in any form in his/her own work.
  - m) to engage in advanced study, scholarly growth and/or research that produces tangible evidence in the form of conference papers, articles, books or invited lectures.
3. In assigning Merit Plus where the faculty member will have to go beyond Base Merit in all categories, the Department of Political Science will consider, in the following order of priority and until the number of faculty members that the Department may nominate are exhausted:
- a) Scholarship, as measured in terms of publications of an authored, coauthored, edited or co-edited book during the prior academic year,

- or the publication of two articles in a well-respected, refereed professional journal in either the past academic year or calendar year.
- b) Outside recognition, measured in terms of a faculty member receiving or obtaining, in whole, or as part of a team, a major grant for the University or personal research grant, or receiving an award from the University or an outside body based on their teaching and/or his/her professional activity. A faculty member's teaching could be recognized by an outside source or within the University, such as a Regents Award or a Student Government Association Award.
  - c) Sustained University of professional service in a time demanding position, such as a multiple years of serving as Chair of the College or University Curriculum Committee, serving as Chair of the University Senate, performing the duties of the Managing Editor of a scholarly journal, or directing, without other compensation, the degree granting programs anchored in the Political Science Department; or, a sustained record over several years of contributing to the professional literature and intercourse through the publication of chapters in edited volumes and participation in regional, national or international conferences.
  - d) Prior recommendation for Merit Plus increases in years in which no funds were available for merit adjustments to University pay.

## **VI. Calendar**

The Political Science Department 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 Political Science PTRM Calendar may change without formal amendment of the departmental document.



**Appendix 1 – Peer Evaluation of Teaching**  
**Political Science Department Policies and Procedures for Promotion, Tenure,**  
**Reappointment and Merit**

The following procedures and guidelines will be utilized with evaluating the teaching of Political Science Faculty (tenured, tenure-track, adjunct and lecturers):

- A. Non-Tenured members of the Department will be observed in class while teaching by a least two members of the Department each year. The Faculty member to be observed will be given advance notice at least a week ahead of time of the planned observation.
- B. Each observing member will write a summary of his/her observations. Peer evaluation of teaching should include assessment of:
  - 1. course syllabi should reflect the learning objectives of the Department;
  - 2. observation of classroom dynamics;
  - 3. special projects or assignments;
  - 4. grading methods and standards;
  - 5. online courses will be evaluated using the Quality Matters document from CIAT.
- C. The summary will be forwarded to the observed faculty member for signature. The observer and the observed will go over the summary. The signature indicates only that the observed has read the summary. The observed faculty member may write a response to be attached to the observation.
- D. The summary will be taken into consideration by the appropriate PTRM Committees during deliberations.
- E. Any member wishing to be considered for promotion must request to be observed in the previous year.

**Appendix 2 – Comprehensive Review Calendar**  
**Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and**

**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. of Appendix 3 of the ART Policy.

**The First Friday in September**

Department Chair approval of the list of additional faculty to be considered for inclusion in the Department Tenure and/or Promotion Committee.

**The Second Friday in September**

University PTRM Committee shall meet and elect a Chair and notify the Senate Executive Committee's Member-at-large of the committee members and Chairperson for the academic year.

**The Third Friday in September**

- A. Faculty notify Department Chair of intention to submit materials for promotion and/or tenure in the next academic year.
- B. College PTRM Committee approval of faculty to be added to a Department's PTRM Committee (if necessary).
- C. Final date for faculty to add information to update their evaluation portfolio for work that was completed before June 1 unless the schedule for review is modified pursuant to

Section III.D.4.a.D. First year faculty members must finalize the Statement of Standards and Expectations for New Tenure-Track Faculty (SENTF) with Department.

#### **The Fourth Friday in September**

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

#### **The Second Friday in October**

- A. Department PTRM Committee's reports with recommendations and vote count on all faculty members are submitted to the Department Chairperson.
- B. College PTRM documents are due to the University PTRM Committee if changes have been made.

#### **The Fourth Friday in October**

- A. Department Chairperson's written evaluation for faculty considered for reappointment in the first through fifth years, promotion, tenure, and comprehensive five-year review is added to the faculty member's evaluation portfolio and conveyed to the faculty member.
- B. The Department Chairperson will place his/her independent evaluation into the evaluation portfolio.
- C. The Department PTRM Committee's report with recommendations and vote count and the Department Chairperson's evaluation are distributed to the faculty member.

#### **The Second Friday in November**

The Faculty member's evaluation portfolio, inclusive of the Department PTRM Committee's written recommendation with record of the vote count, and the written recommendation of the Department Chairperson, are forwarded by the Department PTRM Chairperson to the Dean's office.

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

- A. All documentation to be used as part of the consideration process must be included in the evaluation portfolio.
- B. The Dean must notify the Provost in writing of reappointment/non-reappointment recommendation(s) for tenure-track faculty in their second or subsequent academic year of service. Negative recommendations shall be delivered in person by the Dean or sent by certified mail to the faculty member's home.

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

Department PTRM documents are delivered to the College PTRM Committee if any changes have been made.

#### **The Second Friday in December**

First-year tenure-track faculty submit an evaluation portfolio for the fall semester to the Department Chairperson.

#### **December 15<sup>th</sup> (USM mandated date)**

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

**The First Friday in January**

- A. The Department PTRM Committee reports with recommendations and vote count on all first-year tenure-track faculty are submitted to the Department Chairperson.
- B. The College PTRM Committee reports with vote counts and recommendations for faculty reviewed for tenure and/or promotion are submitted to the Dean.

**The Third Friday in January**

- A. The Dean's written evaluation regarding promotion and/or tenure with recommendation is added to the faculty member's evaluation portfolio.
- B. The College PTRM Committee's report with vote counts and recommendations and the Dean's recommendation are conveyed in writing to the faculty member.
- C. The Department PTRM Committee and Chairperson recommendations concerning reappointment for first-year tenure-track faculty are delivered to the faculty member and the Dean.
- D. All documentation for the third year review of tenure-track faculty is submitted by the faculty member to the Department Chairperson.
- E. Department Chair recommendations on reappointment of first-year faculty must be added to the faculty member's evaluation portfolio.

**The First Friday in February**

- A. The College Dean forwards the summative portfolio inclusive of the Committee's and the Dean's recommendations of each faculty member with a recommendation concerning promotion and/or tenure or five-year comprehensive review to the Provost.
- B. The Dean forwards all recommendations regarding reappointment/non-reappointment to the Provost. If the Dean disagrees with the Department recommendation, the Dean shall prepare his/her own recommendation and send a copy to the faculty member and add this recommendation to the summative portfolio.

**The Second Friday in February**

- A. The Dean will, following his/her review, forward Department recommendations for faculty merit to the Provost. If the Dean disagrees with the Department recommendation, the Dean shall add his/her recommendation to the faculty member's evaluation portfolio and deliver the negative decision in person or by certified mail to the faculty member's home.
- B. Department documents concerning promotion, tenure/reappointment, and merit (with an approval form signed by all current faculty members) are submitted to the University PTRM Committee.
- C. Negative reappointment recommendations for first-year faculty are forwarded from the Provost to the President.

**March 1**

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

**First Friday in March**

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

**Third Friday in March**

Provost's letter of decision is conveyed to the faculty member, Department and College PTRM Committee Chairperson, Department Chairperson, and the Dean of the College