

Psychology Department
Promotion, Tenure, Reappointment, and Merit Policies and Procedures
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41 **POLICIES AND PROCEDURES OF THE PSYCHOLOGY DEPARTMENT**

42 **PROMOTION, TENURE, REAPPOINTMENT, MERIT (PTRM) COMMITTEES**

43 *Note to Faculty: For complete information on promotion and tenure policies, this*
44 *document should be read together with the Appointment, Rank, and Tenure Policy of*
45 *Towson University and its appendices and the Policies and Procedures of the College of*
46 *Liberal Arts Promotion, Tenure, Reappointment, and Merit (PTRM) Committee.*

47 **I. MEMBERSHIP OF THE COMMITTEES FOR PROMOTION, TENURE,**
48 **REAPPOINTMENT, AND MERIT**

49
50 **A. Psychology Department PTRM Coordinator**

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52 During a meeting to occur by the second Friday in May, the Psychology
53 Department shall elect a Department PTRM Coordinator by simple majority vote.
54 A faculty member must be tenured and have served at least three years at Towson
55 University in order to be eligible to serve as Department PTRM Coordinator. The
56 coordinator shall be responsible for coordinating and overseeing all aspects of the
57 Psychology Department PTRM process, ensuring that the various departmental
58 PTRM committees properly adhere to all policies and procedures. The
59 Department PTRM Coordinator shall begin assuming his or her duties on June 1
60 and shall serve a three-year term.

61
62 **B. Composition and Roles of Committees**

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64 **1. Reappointment and Tenure Committee**

65 The Reappointment and Tenure Committee is responsible for
66 reappointment, third year review, and tenure decisions and shall consist of
67 all tenured members of the Psychology department and the Department
68 Chairperson, who shall serve as a non-voting ex officio member. Faculty
69 members on leave, sabbatical, or faculty exchanges are eligible to vote on
70 issues of reappointment and tenure provided that they attend all
71 Reappointment and Tenure Committee meetings related to the
72 candidate(s) under review.

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2. Promotion Committee

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The Promotion Committee is responsible for decisions about promotion and comprehensive five year reviews. Psychology Department tenured faculty who have completed at least three academic years at Towson

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University are eligible to serve on the Promotion Committee. The

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Promotion Committee shall be fixed at six members (including the

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Committee Chairperson), five of whom shall be elected by majority vote of the department, and the Department Chairperson, who shall serve as a

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non-voting ex officio member. In addition, there shall be one elected

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alternate member for the Promotion Committee, who shall attend all

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meetings and vote in place of an absent Promotion Committee member.

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The Promotion Committee shall have at least one voting member from the

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ranks of Associate professor and Full professor. A faculty member may

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not serve on the Promotion Committee (a) if that committee is evaluating

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him or her or a member of his or her immediate family, including his or

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her domestic partner, for Promotion or (b) if he or she will be on leave,

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sabbatical, or faculty exchange during the fall semester (when evaluations

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for promotion and Comprehensive Review occur). However, a faculty

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member is eligible to serve on the Promotion Committee if that committee

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is evaluating him or her or a member of his or her immediate family,

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including a domestic partner, for Comprehensive Review.

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3. Clinical Evaluation Committee

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The Clinical Evaluation Committee is responsible for reviewing clinical

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faculty. This committee will be the same as the Promotion Committee

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with the addition of a clinical faculty member who has been in the role of

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clinical faculty for more than three years (as specified in the University

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Policy for Clinical Faculty Evaluation, Reappointment, Promotion, and

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Merit) and who will not be evaluated by the Clinical Evaluation

102 Committee for that year. In the event that no clinical faculty member in
103 the Department of Psychology meets those requirements, a clinical faculty
104 member from another department (with recommendation from the
105 Chairperson of the other department) will be recruited by the PTRM
106 Coordinator.

107 4. Merit Committee

108 The Merit Committee is responsible for annual decisions about merit.
109 Psychology Department tenured, tenure-track, or clinical faculty who have
110 completed at least three academic years at Towson University are eligible
111 to serve on the Merit Committee. The Merit Committee shall be fixed at
112 six members (including the Committee Chairperson), five of whom are
113 voting members elected by majority vote of the department and the
114 Department Chairperson, who shall serve in a non-voting ex officio
115 capacity. Members of the Merit and Promotion Committees are typically
116 not the same individuals. In addition, there shall be one elected alternate
117 member who shall attend all meetings and vote in place of an absent Merit
118 Committee member. The Merit Committee shall have at least one voting
119 member from each of the the faculty ranks of Assistant professor,
120 Associate professor, and Full professor, if there are eligible faculty from
121 each rank..

122 C. Elections

123 All tenured, tenure-track, and clinical faculty in the Psychology
124 Department are eligible to vote for the officers and members of all PTRM
125 committees. Elections of PTRM Committees shall be held by the second
126 Friday in May. First, the tenured, tenure-track, and clinical faculty elect
127 by simple majority vote the Reappointment and Tenure Committee
128 Chairperson from amongst all tenured faculty.

129 Following the election of the Reappointment and Tenure Committee
130 Chairperson, the tenured, tenure-track, and clinical faculty of the
131 Psychology Department shall elect the Merit Committee Chairperson and
132 Secretary from among the members of that committee from the preceding
133 year by simple majority vote. Election of the three remaining voting
134 members and one alternate member of the Merit Committee shall occur
135 immediately following election of the Merit Committee Chairperson and
136 Secretary. The persons receiving the three highest number of votes shall
137 become voting members of the Merit Committee (insuring one person at
138 the Associate rank, one person at the Full professor rank, and, if possible,
139 one person at the Assistant rank), while the person receiving the fourth
140 most votes shall serve as the alternate member of the Merit Committee. In
141 the case of any ties, a run-off vote shall be conducted to select that (those)
142 person(s) with the highest number of votes. The committee members shall
143 begin assuming their duties June 1 and shall serve a one-year term. In the
144 event that an alternate member permanently replaces a voting member of
145 the Merit Committee at a later time (when that individual is unable to
146 carry out his or her duties), the Psychology Department shall elect a new
147 alternate member of that committee at the earliest possible time.

148 Following the election of the Merit Committee, the tenured, tenure-track,
149 and clinical faculty of the Psychology Department shall elect the
150 Promotion Committee Chairperson and Secretary from among the
151 members of that committee from the preceding year by simple majority
152 vote. Election of the three remaining voting members and one alternate
153 member of the Promotion Committee shall occur immediately following
154 election of the Promotion Committee Chairperson and Secretary. The
155 persons receiving the three highest number of votes shall become voting
156 members of the Promotion Committee (insuring one person at the
157 Associate rank and one person at the Full professor rank while the person
158 receiving the fourth most votes shall serve as the alternate member of the

159 Promotion Committee. In the case of any ties, a run-off vote shall be
160 conducted to select that (those) person(s) with the highest number of
161 votes. The committee members shall begin assuming their duties June 1
162 and shall serve a one year term. In the event that an alternate member
163 permanently replaces a voting member of the Promotion Committee at a
164 later time (when that individual is unable to carry out his or her duties),
165 the Psychology Department shall elect a new alternate member of that
166 committee at the earliest possible time.

167 II. POLICIES, DUTIES, AND PROCEDURES OF THE PSYCHOLOGY
168 DEPARTMENT PTRM COMMITTEES

169 A. The Psychology Department PTRM committees shall evaluate candidate files
170 in relation to the standards and expectations established by the Towson University
171 ART policy, the criteria of the College of Liberal Arts, and the criteria of the
172 Psychology Department.

173
174 B. Quorum: A quorum shall consist of a majority of the voting members.

175
176 C. Voting Procedures

177
178 Upon completion of the discussion of each candidate all votes regarding tenure or
179 promotion shall be by confidential ballot, signed with the Towson University ID
180 number, dated by the voting member, and tallied by the committee chair. The
181 confidential ballots shall be placed separately in a sealed envelope on which the
182 committee chair enters the name of the faculty member being evaluated, the
183 department name or college name, the date, and the committee chair's signature.
184 The confidential ballots shall not be included in the faculty evaluation portfolio
185 but shall be forwarded under separate cover to the Dean, to be preserved with the
186 tenure and promotion file until three (3) years following the faculty member's
187 termination or resignation from the university. Separately, the results of voting
188 shall be entered on a single sheet of paper labeled with the name of the faculty

189 member being evaluated, the department name or college name, and the date.
190 Members of the committee will each sign the report to confirm their participation
191 and the result as recorded. The committee chair shall forward this signed, dated
192 report of the results of the vote and committee's recommendations to the Dean.
193 Faculty who are absent may not vote by proxy (e.g., on sabbatical, at a
194 conference, sick). (Faculty on sabbatical may vote if they have reviewed the
195 material and are present at the meeting). No committee member shall abstain from
196 a vote for tenure or promotion unless the Provost authorizes such abstention based
197 for good cause, including an impermissible conflict of interest.

198
199 Upon completion of discussion of each candidate, all votes regarding
200 reappointment, merit, and/or comprehensive reviews shall be by confidential
201 ballot and tallied by the committee chair. The results shall be entered on a single
202 sheet of paper labeled with the name of the faculty member being evaluated, the
203 department name or college name, and the date. Members of the committee will
204 each sign the report to confirm their participation and the result as recorded. The
205 record of the vote will be forwarded to the Dean who shall maintain these
206 documents for three years. Faculty who are absent may not vote by proxy (e.g., on
207 sabbatical, at a conference, sick). (Faculty on sabbatical may vote if they have
208 reviewed material and are present at the meeting).

209
210 For the various PTRM committees to reach a favorable decision, a majority of
211 those voting must support the granting of tenure, promotion, approval of the
212 comprehensive review, reappointment, or merit. Because a tie vote does not
213 constitute a majority decision, any proposal met with a tie vote fails.

214

215 D. Confidentiality

216 Members of the committees will maintain strict confidentiality concerning their
217 deliberations and recommendations at all points during and after the process, with

218 the exception of the information provided to candidates or departments by the
219 committee chair, department chair, or the dean in performance of their duties.

220 E. Notification of Candidates

221 1. Follow-up Written Notification of Positive Decision

222 Within seven days following any PTRM Committee's decision, the
223 appropriate committee chairperson shall send the faculty member
224 evaluated a letter including:

225 (a) a statement of the relevant recommendation or decision;

226 (b) the committee's final evaluation of her or him in each of the
227 three areas of performance (teaching, scholarship, service).

228 2. The faculty member shall sign a statement indicating that s/he has read,
229 but not necessarily agreed with the evaluation.

230 3. Immediate Written Notification of Negative Decision

231 Negative decisions should be delivered in a letter in person by the
232 Department Chairperson (or designee) or sent by certified mail to the
233 faculty member's last known address, the postmark to be within seven
234 business days of the decision. The letter shall include:

235 (a) a statement of the committee's decision not to recommend the
236 candidate;

237 (b) the committee's final evaluation of her or him in each of the
238 three areas of performance (teaching, scholarship, service): does
239 not meet, meets, or exceeds department expectations;

240 (c) a statement identifying the area(s) the committee believed was
241 (were) deficient enough to lead to negative decision.

242 The faculty member shall sign a statement indicating that s/he has read,
243 but not necessarily agreed with the evaluation.

244 F. Appeal Procedures

245 Faculty members may appeal to the college PTRM committee negative judgments
246 made at the department level on questions of tenure, promotion, comprehensive

247 review, reappointment, and merit (“not meritorious” – see section II.H.2.i -- being
248 the only merit judgment considered to be a negative judgment), if the appeal is on
249 substantive grounds. Substantive appeals refer to perceived errors in judgment by
250 the department committee or chair in evaluating the faculty member's
251 performance.

252 All appeals shall be made in writing. The faculty member shall have 21 calendar
253 days from the date that a negative judgment is delivered in person or the date of
254 the postmark of a certified letter to file an appeal. The appeal must clearly state in
255 writing the grounds for the appeal and must be accompanied by supporting
256 documents. The faculty member may supplement the evaluation portfolio under
257 consideration with any statement, evidence, or other documents believed to
258 present a more valid perspective on performance. Appeals of department
259 recommendations shall be copied to the department chair and the chair of the
260 appropriate PTRM committee.

261 Faculty members may also submit procedural appeals to the university PTRM
262 committee, or appeals alleging unlawful discrimination, as provided for in the
263 university ART policy, Appendix 3, and Towson University policy 06-01.00.

264 G. Evaluation Procedures

265 1. General Policies and Procedures

266 a. The responsibility for presenting material for the annual review,
267 reappointment, third-year review, merit, promotion, tenure or
268 comprehensive review rests with the faculty member.

269 b. The full evaluation portfolio shall be assembled by the
270 individual being considered for annual review, reappointment,
271 third-year review, merit, promotion, tenure, or comprehensive
272 review according to the guidelines described in the
273 “Documentation & Material Inclusion” (Section I.B) of Appendix
274 3 of the Towson University ART policy.

275 c. For every type of evaluation, including annual review, the
276 faculty member shall sign a statement indicating that s/he has read,
277 but not necessarily agreed with the evaluation. However, failure to
278 sign shall not prevent the documentation from being forwarded to
279 the next evaluation level.

280 2. Annual Review for Merit

281 a. The Merit Committee shall annually review clinical, tenured,
282 and tenure-track faculty for merit.

283 b. The department chair shall be responsible for presenting to the
284 Merit Committee all the evaluation portfolios for all faculty
285 members in the department.

286 c. The department chair shall not be a voting member of the Merit
287 Committee.

288 d. The Merit Committee shall evaluate the evaluation portfolios
289 and shall prepare a written report, with vote count, for each
290 candidate. The report shall contain reference to each category
291 evaluated including teaching/advising, scholarship and
292 university/civic/professional service. The report shall be submitted
293 to the department chair no later than the second Friday of October.

294 e. The department chair may prepare an independent
295 recommendation and include it in the faculty member's evaluation
296 portfolio by the fourth Friday in October.

297 f. The merit recommendation and statement shall be conveyed in
298 writing to the faculty member, inclusive of the department's
299 chairperson statement, record of the vote count, no later than the
300 fourth Friday of October.

301 g. The department chairperson shall meet with that faculty member
302 to discuss the faculty member's annual report, the student and peer
303 evaluations of teaching and advising, the department PTRM
304 recommendation, and the annual faculty evaluation in general.

305 h. The Psychology Department PTRM coordinator shall forward
306 the evaluation portfolios, the Merit Committee recommendations,
307 and the Merit Committee vote count record to the CLA dean's
308 office by the second Friday in November.

309 i. Terminology Used in Evaluation of Faculty Performance. There
310 are three (3) categories of merit:

311 (i) Not Meritorious: Performance fails adequately to meet
312 standards.

313 (ii) Satisfactory (Base Merit): Performance is competent
314 and contributes to fulfilling the mission of the university,
315 college, and department.

316 (iii) Excellent (Base Merit plus one Performance Merit):
317 Excellence in teaching, or scholarship, or service and
318 satisfactory performance in other performance categories.

319 3. Reappointment: First Year Faculty

320 a. The Reappointment and Tenure Committee shall evaluate each
321 new faculty member's (tenure-track and clinical faculty) first
322 semester performance and make a recommendation for
323 reappointment.

324 b. This evaluation shall be conducted and completed by the third
325 Friday in January.

326 c. Each faculty member shall prepare an evaluation portfolio
327 describing activities and accomplishments during his/her first
328 semester. The evaluation portfolio must include the Standards and
329 Expectations of New Tenure-Track Faculty (SENTF) form, which
330 must be finalized with the department chairperson by the third
331 Friday in September. In addition, the evaluation portfolio must
332 include peer evaluations of teaching, documentation of scholarship
333 and service activities, syllabi of current courses, and a reflective
334 summary of teaching, scholarship, and service.

335 d. The faculty member shall submit the evaluation portfolio to the
336 department chair no later than the second Friday of December.

337 e. The Reappointment and Tenure committee shall review the
338 evaluation portfolio and shall prepare a written report, with vote
339 count. The recommendation for reappointment shall contain
340 reference to each category evaluated, including: teaching/advising,
341 scholarship, and university/civic/professional service. The
342 recommendation shall be submitted to the department chair by the
343 first Friday in January.

344 f. The department chair may prepare an independent
345 recommendation on reappointment and include it in the faculty
346 member's evaluation portfolio by the third Friday in January.

347 g. The recommendation shall be conveyed in writing to the faculty
348 member and to the CLA Dean, inclusive of the department
349 chairperson's recommendation and a record of the vote count no
350 later than the third Friday in January. Communication of negative
351 recommendations shall follow the procedures outlined in section
352 II.F.3 of this document.

353 4. Reappointment: Second Year Faculty and Annual Reappointment of
354 Clinical Faculty

355 a. The Psychology Department follows the procedures for the
356 reappointment of second-year faculty laid out in the University
357 ART Policy, Appendix 3, section III.D.3.a-g.

358 b. Evaluation procedures for annual reappointment for Clinical
359 Faculty after their first-year of appointment shall be the same as
360 the evaluation procedures for reappointment of second-year faculty
361 set forth in the University ART Policy, Appendix 3, section
362 III.D.3.a-g., except that the Clinical Evaluation Committee shall be
363 substituted for the Reappointment and Tenure Committee.
364 Evaluation of Clinical Faculty will follow the Policy for Clinical
365 Faculty Evaluation, Reappointment, Promotion, and Merit.

366 5. Reappointment of third through fifth year faculty

367 a. USM Policy II-1.00 Section I.C.3. provides that the
368 appointments of faculty entering the third through fifth years of
369 service will automatically renew for one additional year unless
370 notice of non-reappointment is provided by August 1 prior to the
371 third or subsequent academic year of service as applicable.

372 6. Third-Year Review

373 a. At the conclusion of the fall semester during a candidate's third
374 year at Towson University, the Tenure Committee shall conduct a
375 Third-Year Review of tenure-track candidates to assess progress
376 toward tenure and to advise and mentor the faculty member. This
377 includes providing assistance where issues or shortcomings in the
378 candidate's profile are identified and encouragement where
379 progress is deemed satisfactory or exemplary. Reappointment and
380 Tenure Committee evaluations of a candidate's interim progress

381 will become part of the faculty member's file at the department
382 level and shared with the CLA dean; however, it will not be
383 forwarded to either the college PTRM committee or the Provost. b.
384 The faculty member to be reviewed shall prepare an interim
385 evaluation portfolio of activities for evaluation by the
386 Reappointment and Tenure committee as outlined in the section
387 "Documentation and Material Inclusion" (Section I.B) of
388 Appendix 3 of The Towson University ART policy. c. The
389 Reappointment and Tenure Committee will evaluate the materials
390 and prepare a clear, written statement of progress toward tenure
391 addressing teaching/advising, a plan for and evidence of
392 scholarly/creative activity, and service and other relevant criteria.
393 This statement:

394 (i) must include an indication of whether or not the faculty
395 member's work to date is likely to lead towards a positive
396 tenure and promotion decision; and

397 (ii) must provide guidance for the improvement of the evaluation
398 portfolio in the event of a satisfactory or unsatisfactory rating. The
399 following three-level scale is to serve as a general guideline for the
400 review:

401 (i) Superior progress. Requirements include excellence in
402 teaching/advising, excellence in scholarship, and meeting
403 department standards in service.

404 (ii) Satisfactory progress. Requirements include progress towards
405 excellence in teaching and scholarly productivity with satisfactory
406 service as determined by the department. This ranking indicates
407 that the department has determined that progress towards tenure is
408 satisfactory but improvements may be needed.

409 (iii) Not satisfactory progress. This evaluation requires change by
410 the faculty across one or more dimensions. This essentially means
411 that continuation on this performance trajectory is unlikely to
412 result in a favorable tenure decision.

413 e. All documentation is due to the chair of the department by the third
414 Friday in January.

415 f. Feedback shall be in writing and in a face-to-face meeting with the
416 department chair and the Psychology Department PTRM Coordinator
417 or designee no later than the first Friday in March. The faculty
418 member shall sign a statement indicating that s/he has read, but not
419 necessarily agreed with the evaluation. The written report will be
420 shared with the dean.

421 7. Tenure

422 a. The Reappointment and Tenure Committee shall review evaluation
423 portfolios for tenure and shall prepare a written report with
424 recommendation and vote count. Recommendations shall contain
425 reference to each category evaluated including teaching/advising,
426 scholarship and university/civic/professional service.
427 Recommendations should be submitted to the department chair by the
428 second Friday in October. In cases where: 1) an evaluation portfolio is
429 reviewed for both tenure and promotion during the same year, and 2)
430 the Reappointment and Tenure Committee and the Promotion
431 Committee both reach positive decisions, the written report can be
432 prepared in collaboration with the Promotion Committee.

433 b. The department chairperson shall prepare an independent
434 evaluation of each faculty member considered for tenure and include
435 it in the faculty member's evaluation portfolio by the fourth Friday in
436 October.

437 c. All recommendations shall be conveyed in writing to the faculty
438 member, inclusive of any department chairperson's statement and a
439 record of the vote count no later than the fourth Friday in October.
440 Communication of negative recommendations shall follow the
441 procedures outlined in section II.F.3 of this document.

442 d. The Psychology Department PTRM Coordinator shall forward the
443 faculty member's evaluation portfolio, inclusive of the Evaluation
444 Record to the dean's office by the second Friday in November.

445 8. Promotion

446 a. The Promotion Committee shall review evaluation portfolios for
447 promotion and shall prepare a written report with recommendation
448 and vote count. Recommendations shall contain reference to each
449 category evaluated including teaching/advising, scholarship and
450 university/civic/professional service. Recommendations should be
451 submitted to the department chair by the second Friday in October. In
452 cases where: 1) an evaluation portfolio is reviewed for both tenure
453 and promotion during the same year, and 2) the Reappointment and
454 Tenure Committee and the Promotion Committee both reach positive
455 decisions, the written report can be prepared in collaboration with the
456 Reappointment and Tenure Committee.

457 b. The Clinical Evaluation Committee will review portfolios for
458 promotion to Associate Clinical Professor. The Committee shall
459 prepare a written report with recommendations and vote count.
460 Recommendations shall contain reference to each category evaluated
461 including teaching, advising, scholarship, administrative
462 accomplishment, and service. Recommendations should be submitted
463 to the department chair by the second Friday in October.

464 c. The department chairperson shall prepare an independent
465 evaluation of each faculty member considered for promotion and
466 include it in the faculty member's evaluation portfolio by the fourth
467 Friday in October.

468 d. All recommendations shall be conveyed in writing to the faculty
469 member, inclusive of any department chairperson's statement and a
470 record of the vote count no later than the fourth Friday in October.
471 Communication of negative recommendations shall follow the
472 procedures outlined in section II.F.3 of this document.

473 e. The Psychology Department PTRM Coordinator shall forward the
474 faculty member's evaluation portfolio, inclusive of the Evaluation
475 Record to the dean's office by the second Friday in November.

476 9. Three Year Appointment for Clinical Faculty

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478 a. Upon request by the Clinical Faculty member, Clinical Faculty at
479 the rank of Clinical Assistant Professor and higher may be considered
480 for a three-year contract. The Clinical Evaluation Committee will
481 follow procedures set forth in the Policy for Clinical Faculty
482 Evaluation, Reappointment, Promotion, and Merit.

483 484 10. Comprehensive Five-Year Review (Post-tenure Review)

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486 a. All tenured faculty shall be reviewed at least once every five (5)
487 years. Comprehensive reviews are summative for a period of the
488 preceding five (5) academic years.

489
490 b. The Promotion Committee shall review the evaluation portfolios of
491 faculty members standing for their Comprehensive Five-Year Review
492 and prepare a written report with recommendation and vote count.

493 There are two options for the voting: meets expectations or does not
494 meet expectations. Recommendations shall contain reference to each
495 category evaluated including teaching/advising, scholarship and
496 university /civic/ professional service, and should be submitted to the
497 department chairperson by the second Friday in October.

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499 c. The chair of the department, in consultation with the CLA dean
500 shall establish the cycle for comprehensive reviews of faculty within
501 the department. A faculty member who has submitted formal notice of
502 retirement during the fourth or fifth year of his/her comprehensive
503 review cycle with an intention to retire at the end of that cycle may be
504 exempted from the comprehensive review process at the discretion of
505 the CLA dean.

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507 d. The department chairperson shall prepare an independent
508 evaluation of each faculty member under review and include it in the
509 faculty member's evaluation portfolio by the fourth Friday in
510 October.

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512 e. The faculty member's evaluation portfolio, inclusive of the written
513 recommendation of the Promotion Committee, the written evaluation
514 of the department chair, and the vote count shall be forwarded by the
515 PTRM Coordinator to the CLA dean's office by the second Friday in
516 November. Communication of negative recommendations shall
517 follow the procedures outlined in section II.F.3 of this document.

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519 f. A negative comprehensive review shall be followed by the
520 development of a written professional development plan to remediate
521 the faculty member's failure to meet minimum expectations as noted
522 in the comprehensive review. This written plan shall be developed by

523 the faculty member and approved by the chair and the dean by the
524 third Friday in June of the academic year in which the negative
525 review occurred. The plan shall be signed by the faculty member,
526 chair and dean. The plan shall be implemented in the fall semester
527 following its approval.

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529 H. Review and Changes to Document.

530 Every three years after the first approval of this document, the Psychology
531 Department as a whole will review this document. Any changes will be approved
532 by a majority of tenured and tenure-track faculty and forwarded to the college
533 PTRM committee for approval.

534 III. MATERIALS FOR FACULTY EVALUATION

535

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

539

540 B. Guided by the chairperson and department and college criteria, the faculty
541 member shall have the responsibility of making distinctions between the
542 various categories of teaching, scholarship, and service and shall include
543 such distinctions, as s/he deems appropriate in her/his narrative statements
544 and other documentation relevant to each evaluation portfolio section.

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546 C. All material and documentation used in making recommendations for the
547 annual review process (which includes the Annual Review, reappointment,
548 third-year review, merit consideration, promotion, tenure, and
549 comprehensive review) shall be submitted in the form of an evaluation
550 portfolio that addresses the professorial role and expectations of faculty in
551 the university, as well as the faculty member's college and department
552 criteria. The type of review determines portfolio material and process.

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D. Evaluation portfolios shall be organized, indexed, and placed in a three-ring binder (or submitted as an electronic portfolio if the University creates an approved format for doing so). Binders should be organized using dividers with tabs to identify the sections (electronic portfolios should be organized with similar clarity, based on University standards once developed and using the technologies available). Although the faculty member has freedom to include materials deemed pertinent to the evaluation, repetitious or padded files are discouraged. Contents of the evaluation portfolio are determined by type of review and minimally, shall include:

1. 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. current *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 under review.
 - d. evaluation of teaching and advising, as appropriate, and including the following:
 - (i) student evaluations tabulated by the office of the department chairperson or an administrative entity other than the faculty member.

- 582 (ii) grade distributions for courses tabulated by the
583 office of the department chairperson or an
584 administrative entity other than the faculty member.
- 585 e. documentation of scholarship (Clinical Faculty:
586 scholarship/administrative ability) and service. This
587 documentation should include a copy of any publication,
588 review, presentation, grant application, or other item
589 identified by the faculty member as part of the faculty
590 member's scholarly activity.
- 591 (i) Large items, such as books that cannot be secured in
592 a binder, may be submitted separately. If there is more than
593 one such item for a faculty member, all such items
594 pertaining to that faculty member should be enclosed in a
595 manila envelope or a box of suitable size and the envelope
596 or box labeled with the name of the faculty member and a
597 list of its contents. All such items submitted shall be
598 considered part of the evaluation portfolio.
- 599 (ii) Faculty who wish to submit work created digitally
600 as part of their portfolio should, whenever possible, include
601 in their file in printed form all of the work product or
602 substantial examples conveying its substance and quality.
603 Digital addresses of web pages, blogs, sites, or other
604 locations may be included but there can be no expectation
605 that reviewers will visit these sites as a required part of the
606 process. Materials that cannot be printed, such as films,
607 may be included on a DVD in the portfolio within a
608 protective binder sleeve or as an accompanying item
609 comparable to books as above.
- 610 2. Evaluation portfolio materials for annual review of tenure-track
611 and clinical faculty must include the following documents:

- 612 a. all of the above items listed in D.1.
613 b. peer and/or chairperson's evaluation(s) of teaching signed
614 by faculty member and evaluator(s).
615
- 616 3. Portfolio materials for full review of faculty for promotion and/or
617 tenure must include the following documents:
618 a. all materials listed above in D.1. and D.2. from the faculty
619 member's date of hire or last promotion.
620 b. a narrative statement in which the faculty member
621 describes how he or she has met and integrated teaching,
622 research, and service expectations based on his/her
623 workload agreements for the period under review.
624
- 625 4. If confidential external reviews are solicited pursuant to
626 departmental or college promotion and tenure policies, they will
627 remain confidential and will not be made available to the faculty
628 member. These reviews will not be included in the faculty
629 evaluation portfolio, but will be forwarded under separate cover to
630 each subsequent level of review.
631
- 632 5. If the faculty member or the chairperson participating in the
633 evaluation process wishes to add a statement to his/her file
634 rebutting or clarifying information or statements in the file, this
635 information must be included in the evaluation portfolio in a
636 special section entitled —Information Added. All documentation
637 used as part of the consideration process must be included in the
638 evaluation portfolio no later than November 30.
639
- 640 6. If the chairperson participating in the evaluation process includes
641 information in the faculty member's evaluation portfolio, other

642 than his/her evaluation, that specific information shall immediately
643 be made known to the faculty member undergoing evaluation and
644 before any evaluation at the next level of review takes place.
645 Solicited external reviews will not be added to the evaluation
646 portfolio but will be forwarded under separate cover to each level
647 of review. Record of the faculty member's notification shall be
648 maintained. A failure to notify the faculty within five (5) business
649 days will result in the material being removed from the evaluation
650 portfolio.

651

652 E. In addition to the evaluation portfolio, faculty being reviewed for
653 promotion or tenure shall also prepare a summative portfolio for the
654 Provost that shall accompany the full evaluation portfolio from the
655 beginning of the process. It shall be clearly labeled with the faculty
656 member's name, department, and type of review. In each section of the
657 binder, documents shall be presented from the most recent year evaluated
658 to the time of last promotion or year of hire. The summative portfolio shall
659 be compiled in a one-inch binder, labeled and indexed as follows:

660

661 Section I

- 662 • *Curriculum vitae*.
- 663 • A copy of *one* recent peer-reviewed publication or description of
664 a comparable creative activity.

665 Section II

- 666 • University Forms: Completed and signed Annual Report (AR I
667 & II) or Chairperson's Annual Report (CAR I & II) Forms
668 arranged from most recent to the time of last promotion or year of
669 hire.

670 Section III

671 • Summary of student evaluations across the evaluation period.
672 Faculty using university evaluation forms should submit the
673 summary of results for each course received from the assessment
674 office. Those using departmental forms should compile the data in
675 a format that will allow analysis of trends over time

676 • A narrative statement about individual teaching and/or advising
677 philosophy and an interpretation of student and/or peer/chairperson
678 evaluations.

679 • Peer teaching evaluations.

680 Section IV

681 • Supporting Statement: Summary statement describing
682 correlation between expectations and accomplishments and
683 integrating accomplishments in the areas of scholarship, teaching,
684 and service.

685 Section V

686 • Recommendations (to be added by the appropriate party at the
687 appropriate stage).

688 • Written recommendation of the department Promotion
689 Committee and/or reappointment and tenure committee, including
690 the Departmental Summary Recommendation form.

691 • Written recommendation of the academic chairperson.

692 • Additional recommendations to be added by the college P&T
693 committee and the academic dean.

694 Section VI

695 • Information added (if needed), as specified in IV, D, 5 above.

696

697 F. Student evaluation forms used in the College of Liberal Arts shall
698 ordinarily be the University evaluation forms tabulated by the Office of
699 Assessment.

700

- 701 G. Peer evaluations are a required part of the review process. The procedures
702 and guidelines to be utilized when evaluating the teaching of Psychology
703 Faculty are presented in Appendix B.
704
- 705 H. Upon request of the faculty member, external evaluations may be
706 conducted as part of a Psychology faculty member's tenure and/or
707 promotion evaluation. The evaluation must comply with University policy
708 on external evaluations. Faculty must submit such requests in writing to
709 both the Chair of the Department and the Chair of the Psychology
710 Department PTRM Committee by no later than February 1st of the
711 calendar year in which the tenure and/or promotion evaluation will occur.
712

713 IV. STANDARDS AND CRITERIA
714

- 715 A. As specified in Appendix 3 of the University ART policy, the standards
716 and expectations in this Psychology Department PTRM document pertain
717 to the evaluation processes associated with annual reviews, reappointment,
718 third-year review, merit, promotion, tenure, and comprehensive review.
719
- 720 B. All faculty are responsible for meeting University standards and
721 expectations, including but not limited to those listed in this section.
722 Meeting the general expectations specified below is essential for a faculty
723 member's performance to be judged satisfactory in an annual review or,
724 cumulatively, across a longer period of evaluation.
725
- 726 1. A faculty member shall fulfill his/her workload agreement in the
727 areas of teaching/advising, scholarship, and service; shall be
728 available for consultation and advising during office hours; and
729 shall meet all classes as scheduled.
730

- 731 2. A faculty member shall be committed to collegiality and academic
732 citizenship. —Collegiality and academic citizenship refer to the
733 role and responsibility of faculty in shared decision making
734 through open and fair processes devised to provide timely advice
735 and recommendations on matters that relate to curriculum,
736 academic personnel, and the educational functions of the
737 institution. The demonstration of high standards of humane,
738 ethical, and professional behavior is fundamental to collegiality
739 and academic citizenship. These concepts include mutual respect
740 for similarities and differences among participants on the basis of
741 background, expertise, opinions, and assigned responsibilities.
742 Collegiality does not imply agreement; vibrant university
743 communities must include the capacity for respectful disagreement
744 among faculty members and administrators.
745
- 746 3. A faculty member shall share the responsibility of university,
747 college, and/or department governance. Faculty members must
748 make themselves available to participate in the work of the
749 department, of assigned committees, or of college and university
750 processes in which faculty play an essential part (admissions
751 activities and graduation could stand as examples of such wider
752 processes).
753
- 754 4. A faculty member shall participate each year in the faculty
755 evaluation process as described in university, college, and
756 department documents. Satisfactory participation includes the full
757 completion of the Annual Review forms and submission of the
758 forms signed and accompanied by all documents required no later
759 than the due date specified in the PTRM calendar.
760

761 C. The evaluation of teaching should consider classroom performance as well
762 as other venues for teaching, the varied forms of investment faculty make
763 in preparation for teaching, and the faculty role in both formal and
764 informal advising. A faculty member shall be an effective teacher both in
765 and out of the classroom. Teaching as a sphere of evaluation includes the
766 use of technology, the development of new courses and programs
767 (including those involving collaborative or interdisciplinary work and
768 civic engagement), faculty exchanges and teaching abroad, off-site-
769 learning, supervision of undergraduate and graduate research and thesis
770 preparation, attention to pedagogy connected with the various learning
771 outcomes defined in a specific curriculum, and other aspects of learning
772 and its assessment. It includes as well service as an assigned academic
773 advisor, advising through student groups, and informal advising of
774 departmental majors or students in any professional context.

775
776 D. The evaluation of teaching and advising shall be based on materials
777 provided in the evaluation portfolio. The assessment of teaching and
778 advising effectiveness will give close attention to (1) the faculty member's
779 self-evaluation in the reflective statements included in the portfolio, (2)
780 syllabi and other teaching materials presented by the faculty member, (3)
781 student evaluations, (4) peer evaluations, (5) the evaluation of student
782 learning outcomes for the faculty member's courses where possible, (6)
783 the faculty member's presentation of evidence of effective advising, , and
784 (7) the judgment of faculty teaching performance made by prior evaluating
785 bodies (e.g. Reappointment & Tenure Committee).

786 1. Self-evaluation and course materials
787 a. The faculty member's evaluation of his/her own teaching
788 effectiveness will include a narrative statement covering
789 teaching philosophy and a reflective consideration of
790 teaching strategies and efficacy. This statement should

- 791 highlight any evidence in the materials of the portfolio to
792 which the faculty member wishes to call attention and
793 should contain an interpretation of student, peer, and chair
794 evaluations as appropriate.
- 795 b. Syllabi for all courses during the period of evaluation are
796 parts of the required Annual Review reports and are
797 included in the evaluation portfolio. Syllabi should convey
798 to students a clear overview of course objectives,
799 requirements, and expectations and should contain those
800 elements as specified for course syllabi in university policy.
- 801 c. Faculty may choose to include in evaluation portfolios
802 assessment outcomes related directly to the faculty
803 member's work or copies of assignments that demonstrate
804 creativity, high expectations, community engagement,
805 effective educational practices, or other qualities the faculty
806 member wishes to place in consideration.
- 807 d. Grade distribution reports, including departmental
808 averages, shall be made available to faculty members for
809 review and shall be included in the faculty member's
810 portfolio. These reports should be considered in relation to
811 standards expressed in departmental or college objectives,
812 the faculty member's self-evaluation, course syllabi, and
813 the evaluations of students and peers.
- 814
- 815 2. Evaluation of teaching by students
- 816 a. Student evaluations of instruction, both the quantitative
817 summaries and the qualitative statements by students, are a
818 required part of the evaluation of faculty.

- 848 a. Faculty academic advisors assist students in the
849 development of meaningful educational plans that are
850 compatible with their academic or professional goals. The
851 faculty academic advisor provides assistance in refining
852 goals and objectives, understanding available choices, and
853 assessing the consequences of alternative courses of action.
- 854 b. Advising may also include guidance of students in the
855 learning process within one's class-teaching
856 responsibilities, advising groups in academic honor
857 societies, serving on graduate research committees, or
858 advising students formally or informally in other
859 professional contexts.
- 860 c. Statements of advising experience and practice and any
861 materials evidencing engagement with advising
862 responsibilities should be included in the evaluation
863 portfolio. The faculty member's presentation of evidence of
864 effective advising could include logs of advising
865 appointments, notable instances of advising contributions
866 or innovations, a list of the number of letters of
867 recommendation written on behalf of students, research
868 mentoring beyond the expectations of course supervision,
869 or student evaluations of advising.
- 870
- 871 E. The evaluation of faculty scholarship shall be based on written evidence of
872 the faculty member's commitment to a discipline or an interdisciplinary
873 specialty and of continuing professional development and demonstrated
874 scholarly growth. Scholarship may take many forms, including the
875 scholarship of Application, Discovery, Integration, or Teaching.
876 Regardless of type, each faculty member shall be reviewed for continuing
877 professional development and currency in his/her academic field, as

878 affirmed by its community of scholars and as demonstrated by the
879 scholarly materials in the faculty member's evaluation portfolio.
880 For Clinical Faculty, instead of traditional scholarship, the Clinical
881 Faculty evaluation will be based on demonstrated administrative
882 ability/accomplishments including such things as proficiency in
883 enhancing/developing administrative procedures to advance the
884 department, leadership associated with departmental initiatives, and
885 community engagement and collaboration.

886

- 887 1. The major forms of scholarship may be defined as follows:
888 a) **Scholarship of Application** – applying knowledge to
889 consequential problems, either internal or external to the
890 university,
891 b) **Scholarship of Discovery** – traditional research, knowledge for
892 its own sake,
893 c) **Scholarship of Integration** – applying knowledge in ways that
894 overcome the isolation and fragmentation of the traditional
895 disciplines,
896 d) **Scholarship of Teaching** – the systematic examination of
897 strategies used to facilitate and evaluate student learning.

898

- 899 2. The quality and value of the scholarship shall be subject to the
900 professional judgment of the members of the Psychology PTRM
901 committees, who may consider such things as the audience of the
902 journals or conferences, the rigor of the peer review process,
903 reviews, scholarly accomplishment, or other outside evidence of
904 the quality of the work.

905

- 906 3. Whatever type(s) of scholarship the faculty member pursues, a
907 record of scholarly growth sufficient for the granting of tenure or

908 promotion shall include evidence that the faculty member's
909 completed work has met the tests of dissemination and validation,
910 meaning that the work has been made available in a form to which
911 an interested scholarly or public community will have ready access
912 and that the work has been reviewed and affirmed by scholarly
913 peers. In presenting scholarly materials in the portfolio, the faculty
914 member should explain the review process and dissemination plan
915 if the form or site of publication or means of dissemination is not
916 familiar to departmental colleagues. A faculty member's portfolio
917 sufficient for the granting of tenure or promotion should
918 demonstrate a pattern of completed work consistent with the nature
919 of the faculty member's appointment.

920

921 4. Scholarly work accepted for delivery at conferences external to the
922 University, invited scholarly talks at other institutions, and similar
923 presentations involving review or recognition by scholarly peers
924 may all provide evidence of scholarly engagement and
925 development. Such scholarly work may mark progress toward
926 completed work in annual or comprehensive reviews. They may
927 not substitute for the pattern of completed work required in section
928 3 above in the evaluation for tenure or promotion.

929

930 5. Reports on thoughtful patterns of scholarly reading, papers
931 presented to colleagues, collection and analysis of data or
932 information for a community purpose, or other documented
933 activities, subject to the judgment of the Psychology PTRM
934 committees, may contribute to demonstrating scholarly activity or
935 professional growth during reviews, although they may not
936 substitute for the evidence required in section 3 above in the
937 evaluation for tenure or promotion.

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- F. The evaluation of service for faculty members shall rely on evidence of service contributions consistent with the proportion of time allocated for service in the faculty member's workload agreements. To the extent possible, evaluation should consider the extent and quality of service, not the mere fact of membership on a committee or a position held. The faculty member should sufficiently explain the type or substance of service outside the university to allow colleagues a reasonable basis for judgment of its extent and its relation to the mission of the university.
1. University service involves substantive participation in the shared governance activities of the department, college, and university.
 2. 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.
 3. Professional service includes 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.
- G. Chairs, who are responsible for supervising faculty, 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. Departments shall recognize in their evaluation of chairs a distribution of responsibilities and expectations consistent with the chair's workload agreements. Evaluators will recognize that chair responsibilities may involve personnel matters or

968 dealings with students governed by confidentiality, as well as other
969 activities not readily visible to colleagues; such matters may not be
970 reported or documented in detail. Evaluators will nevertheless make
971 judgments about the consistency, creativity, and fairness with which a
972 chair has carried out the responsibilities of leadership, consistent with
973 university policies and the responsibilities defined for the chair. Program
974 directors who supervise faculty and who prepare annual reports on their
975 activities may also be evaluated for leadership consistent with the
976 proportion of their time committed to such work under their workload
977 agreements.

978

979 H. The expectations for reappointment are as follows:

980

981 1. The tenure-track or clinical faculty member meets departmental
982 standards and expectations or shows potential for future
983 improvement.

984

985 2. If the tenure-track faculty member does not show satisfactory
986 progress towards tenure or the clinical faculty member does not
987 meet departmental standards and expectations or show potential for
988 future improvement, he or she shall be given the reasons in
989 writing.

990

991 I. The expectations for advancement to tenure are as follows:

992

993 1. The tenure-track faculty member must, in the judgment of the
994 members of the Reappointment and Tenure Committee, have met
995 the Psychology Department's standards and expectations (IV
996 above), including teaching and advising effectiveness consistent
997 with department norms, sustained and substantial scholarly

998 activity, and service to the University and the department in
999 appropriate ways.

1000

1001 J. The expectations for promotion to Associate Professor, Associate Clinical
1002 Professor, Professor, or Clinical Professor in the Psychology Department
1003 shall include the following.

1004

1005 1. The faculty member recommended for promotion to Associate
1006 Professor shall hold the doctorate or recognized terminal degree in
1007 the field of specialization and show continuing potential for
1008 superior performance commensurate with the University's mission.
1009 The faculty member ordinarily shall have demonstrated excellence
1010 in teaching and effectiveness in advising, as determined through
1011 the evidence in the evaluation portfolio and the criteria of the
1012 department and college. The faculty member shall have
1013 demonstrated successful experience in research, provided evidence
1014 of a pattern of scholarship meeting standards of dissemination and
1015 validation, and shown competence to offer graduate instruction and
1016 direct graduate research when applicable. The faculty member
1017 shall also have supplied evidence of relevant and effective service,
1018 as defined in section F above.

1019

1020 2. Assistant and Associate Clinical Professors are eligible for review
1021 for promotion. The minimum number of years in rank is six years
1022 full-time University teaching for Associate Clinical Professors and
1023 10 years full-time University reaching for Clinical Professors.
1024 Evaluation procedures for promotion are the same as those set
1025 forth in section III.D.6.a-c, g-o, q-r of Appendix 3 to the ART
1026 Policy, with the following exceptions: a.) References to tenure
1027 shall not apply, b.) The Clinical Evaluation Committee shall be

1028 substituted for the departmental promotion committee, c.)
1029 Departmental standards and expectations for Clinical Faculty shall
1030 be substituted for departmental standards and expectations for
1031 tenure-track faculty, and d.) The Clinical Evaluation Committee
1032 and the Department Chairperson both make recommendations
1033 regarding the promotion. If the department level recommendation
1034 is favorable, the College PTRM Committee and the Dean make
1035 recommendations regarding the promotion.
1036

1037 3. The faculty member recommended for promotion to Professor
1038 shall have all of the qualifications of an Associate Professor and
1039 shall have established an outstanding record of teaching and
1040 scholarship. The faculty member shall have demonstrated
1041 continuing growth as a teacher and advisor during the period since
1042 promotion to Associate Professor, as evidenced in annual reports,
1043 syllabi, and other evaluative materials on teaching and advising
1044 included in the evaluation portfolio. The faculty member shall have
1045 demonstrated additional accomplishments as a scholar since
1046 promotion to Associate Professor at least equivalent to the pattern
1047 of completed work meeting the standards of dissemination and
1048 validation expected for the prior rank. The scholarly work as a
1049 whole should reflect a degree of cohesion consistent with
1050 establishing a sound scholarly reputation. The faculty member
1051 shall have presented evidence of relevant and effective service to
1052 the University, the community, and the profession in the period
1053 after promotion to Associate professor.
1054

1055 4. Any exceptions to the standards outlined above shall be consistent
1056 with the provisions of the Towson University ART policy, and the
1057 specific rationale for any recommendation involving an exception

1058 shall be spelled out in the appropriate letter of recommendation in
1059 the faculty member's evaluation file.

1060

1061 K. Faculty members will be evaluated for merit based on the information
1062 provided through annual reviews. This evaluation includes consideration
1063 of the allocation of time in each area (i.e., teaching, scholarship, and
1064 service) designated on a faculty member's Annual Review document.

1065

1066 There are three (3) categories of merit.

1067 1. Satisfactory (Base Merit) – meeting all of these standards will
1068 normally be considered justification for the award of Satisfactory
1069 (Base Merit).

1070

a. Teaching and advising.

1071

i. The faculty member's evaluation of his/her own
1072 teaching and advising effectiveness will include a
1073 narrative statement indicating the faculty member's
1074 teaching philosophy and a reflective consideration
1075 of teaching and advising strategies and efficacy.

1076

The statement should contain an interpretation of
1077 student and peer evaluations, especially in cases
1078 where ratings are below departmental averages.

1079

The narrative indicates that the faculty member has
1080 integrated information across evaluations and has
1081 developed and implemented methods or strategies
1082 to improve teaching based on those evaluations.

1083

ii. Syllabi for all courses during the period of
1084 evaluation should include a clear overview of
1085 course objectives, requirements, and expectations
1086 and contain all elements specified for course syllabi
1087 in university policy.

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- iii. Grade distribution reports shall be included.
 - iv. Student evaluations of teaching, including on-load, off-load, on-line, traditional classroom, and hybrid courses taught during the academic year, minimester, and summer terms that indicate acceptable evaluations considering the nature and characteristics of the course, the grade distribution reports for the course, and the narrative comments of the faculty member regarding the course. Narrative statements should include reflection on ratings, including consideration of strategies to improve teaching when ratings suggest such improvement is warranted.
 - v. A minimum of two peer evaluations of teaching shall be conducted every five years that indicate satisfactory performance in teaching.
 - iv. The faculty academic advisor should be available to assist students with academic and/or professional questions and provide students with information about programs, policies and procedures. Advising may also include advising student groups, student research not considered a part of the normal course load, or advising in other professional contexts. Statements of advising experience and practice and any materials evidencing engagement with advising responsibilities should be included.
- b. Scholarship
- i. The faculty member's performance is competent and contributes to fulfilling the mission of the university, college, and department.

- 1118 ii. The faculty member's portfolio provides evidence
1119 of scholarship that meets the standards for
1120 satisfactory performance as indicated by any of the
1121 following:
- 1122 1. submitting a professional article to a
1123 refereed journal, book chapter or book
1124 proposal;
 - 1125 2. submitting a significant external grant or
1126 contract;
 - 1127 3. conducting a presentation at a refereed
1128 conference;
 - 1129 4. presenting an invited professional talk in
1130 one's area of expertise that is based on a
1131 synthesis of research,
 - 1132 5. publishing a paper in a newsletter, magazine
1133 or other edited periodical in one's area of
1134 expertise that is based on a synthesis of
1135 research,
 - 1136 6. serving as a reviewer for a journal (this may
1137 alternatively be considered as service);
 - 1138 7. demonstrating evidence of a pattern of
1139 conscientious reading of the research in
1140 psychology
- 1141 c. Service may include the following:
- 1142 i. Demonstration of involvement in faculty
1143 governance through active membership on one or
1144 more committees at the departmental, college,
1145 and/or University level. The faculty member should
1146 clarify in the appropriate narrative the
1147 responsibilities of the committee service both in

- 1148 terms of frequency of meetings as well as number
1149 of hours of required work.
- 1150 ii. Service as Program Director of either a graduate or
1151 undergraduate program. The faculty member should
1152 indicate the degree to which assigned time is
1153 granted for this service.
- 1154 iii. Active supervision of student thesis committees.
- 1155 iv. Service as either a reviewer or editor for a peer-
1156 reviewed publication in the discipline of
1157 Psychology (alternatively, these activities may be
1158 used as evidence of scholarly activity).
- 1159 v. Service as the principal investigator on a grant in
1160 the absence of assigned time or compensation for
1161 this service.
- 1162 vi. Civic service including participation in the larger
1163 community (local, regional, national or global)
1164 outside the university in ways that may or may not
1165 be directly related to one's academic expertise, but
1166 in ways which advance the university's mission.
- 1167 vii. Professional service including activities in
1168 professional organizations or participating in other
1169 venues external to the university (local, regional,
1170 national or global) in which one's expertise is
1171 applied and which advance the university's mission.

1172

- 1173 2. Excellent (Base Merit plus one Performance Merit) – Performance
1174 merit may be given to faculty evaluated as exhibiting excellence in
1175 one or more areas of evaluation (i.e. teaching and advising,
1176 scholarship, service, and, in the case of the Chair, leadership),
1177 consistent with the limitations on the percentages of faculty within

1178 a department who can receive Base Merit plus one Performance
1179 Merit. Faculty who are evaluated as Excellent are characterized by
1180 the following:

- 1181 a. Teaching and advising.
- 1182 i. The faculty member's evaluation of his/her own
1183 teaching and advising effectiveness will include a
1184 narrative statement indicating the faculty member's
1185 teaching philosophy and a reflective consideration
1186 of teaching and advising strategies and efficacy.
1187 This narrative should also include the development
1188 of new courses, as appropriate, that serve the needs
1189 of the department, college and/or university.
 - 1190 ii. Syllabi for all courses during the period of
1191 evaluation should include a clear overview of
1192 course objectives, requirements, and expectations
1193 and contain all elements specified for course syllabi
1194 in university policy. Faculty should include
1195 evidence in the form of assessment outcomes
1196 related to the faculty members' work or copies of
1197 assignments that demonstrate creativity, high
1198 expectations, community engagement, or effective
1199 educational practices.
 - 1200 iii. Grade distribution reports are considered in relation
1201 to the faculty member's self-evaluation, course
1202 syllabi, and teaching evaluations.
 - 1203 iv. Student evaluations of teaching, including on-load,
1204 off-load, on-line, traditional classroom, and hybrid
1205 courses taught during the academic year,
1206 minimester, and summer terms that indicate
1207 superior evaluations considering the nature and

1208 characteristics of the course, the grade distribution
1209 reports for the course, and the narrative comments
1210 of the faculty member regarding the course. The
1211 narrative statements might describe development
1212 and implementation of specific strategies for
1213 continual enhancement of courses to reflect current
1214 knowledge related to those courses.

1215 v. Peer evaluations of teaching indicate excellent
1216 classroom performance; comprehensive syllabi; and
1217 incorporation of instructional technology,
1218 appropriate and effective testing, and evaluation and
1219 grading of students.

1220 vi. The faculty academic advisor should be available to
1221 assist students with academic and/or professional
1222 questions and provide students with information
1223 about programs, policies and procedures. Advising
1224 should also include advising student groups, student
1225 research not a part of the normal course load, and/or
1226 advising in other professional contexts. Statements
1227 of advising experience and practice and any
1228 materials evidencing engagement with advising
1229 responsibilities should be included.

1230 b. Scholarship

1231 i. The faculty member's portfolio provides evidence
1232 of excellence in scholarship as evidenced by:

1233 1. publishing a scholarly book in the year
1234 under merit review;

1235 2. publishing multiple articles in peer reviewed
1236 journals;

- 1237 3. publishing a significant article in a peer
1238 reviewed journal;
- 1239 4. obtaining a significant external grant or
1240 contract; and/or serving as editor or
1241 associate editor of a journal (alternatively
1242 this may be considered as service)
- 1243 ii. Faculty are encouraged to provide data on the
1244 significance of their research such as the impact
1245 factor or acceptance rate of journals in which they
1246 have been published, or other data that would
1247 substantiate the significance of their scholarship.
- 1248 c. Service
- 1249 i. Demonstration of involvement in faculty
1250 governance either through a leadership role on an
1251 active committee or through membership on a
1252 variety of committees at the departmental, college,
1253 University and/or profession/civic level.
- 1254 ii. The faculty member should clarify in the
1255 appropriate narrative the responsibilities of the
1256 service both in terms of frequency of meetings as
1257 well as number of hours of required work.
- 1258
- 1259 3. Not Meritorious – Faculty member’s failure to meet any of the
1260 standards noted in I.1. may be a basis for not meeting expectations.
- 1261

1262 V. CALENDAR

1263 The Psychology Department will abide by the Towson University Annual
1264 Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and
1265 Comprehensive Review Calendar as published in Appendix 3 of the ART policy.
1266 The calendar is included in this document as Appendix A with the understanding

1267 that if the published university calendar changes, the Psychology calendar may
1268 change without formal amendment of the Psychology Policies and Procedures
1269 document.

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1272 Approved by the Psychology Department 12/15/2015

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Appendix A

Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review Calendar

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 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.

1318 **The Fourth Friday in October**
1319 A. Department chairperson's written evaluation for faculty considered for reappointment
1320 in the first through fifth years, promotion, tenure, and comprehensive five-year review is
1321 added to the faculty member's evaluation portfolio and conveyed to the faculty member.
1322 B. The department chairperson will place his/her independent evaluation into the
1323 evaluation portfolio.
1324 C. The department PTRM committee's report with recommendations and vote count and
1325 the department chairperson's evaluation are distributed to the faculty member.
1326 **The Second Friday in November**
1327 The faculty member's evaluation portfolio, inclusive of the department PTRM
1328 committee's written recommendation with record of the vote count, and the written
1329 recommendation of the department chairperson, are forwarded by the department PTRM
1330 chairperson to the dean's office.
1331 **November 30th**
1332 A. All documentation to be used as part of the consideration process must be included in
1333 the evaluation portfolio.
1334 B. The dean must notify the Provost in writing of reappointment/non-reappointment
1335 recommendation(s) for tenure-track faculty in their second or subsequent academic year
1336 of service. Negative recommendations shall be delivered in person by the dean or sent by
1337 certified mail to the faculty member's home.
1338 **The First Friday in December**
1339 Department PTRM documents are delivered to the college PTRM committee if any
1340 changes have been made.
1341 **The Second Friday in December**
1342 First-year tenure-track faculty submit an evaluation portfolio for the Fall semester to the
1343 department chairperson.
1344 **December 15th (USM mandated date)**
1345 Tenure-track faculty in the second academic year of service must be notified by the
1346 President in writing of non-reappointment for the next academic year.
1347 **The First Friday in January**
1348 A. The department PTRM committee reports with recommendations and vote count on
1349 all first-year tenure-track faculty are submitted to the department chairperson.
1350 B. The college PTRM committee reports with vote counts and recommendations for
1351 faculty reviewed for tenure and/or promotion are submitted to the dean.
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1359 **The Third Friday in January**
1360 A. The dean's written evaluation regarding promotion and/or tenure with
1361 recommendation is added to the faculty member's evaluation portfolio.

1362 B. The college PTRM committee's report with vote counts and recommendations and the
1363 dean's recommendation are conveyed in writing to the faculty member.

1364 C. The department PTRM committee and chairperson recommendations concerning
1365 reappointment for first-year tenure-track faculty are delivered to the faculty member and
1366 the dean.

1367 D. All documentation for the third year review of tenure-track faculty is submitted by the
1368 faculty member to the department chairperson.

1369 E. Department chair recommendations on reappointment of first-year faculty must be
1370 added to the faculty member's evaluation portfolio.

1371 **The First Friday in February**

1372 A. The college dean forwards the summative portfolio inclusive of the committee's and
1373 the dean's recommendations of each faculty member with a recommendation concerning
1374 promotion and/or tenure or five-year comprehensive review to the Provost.

1375 B. The dean forwards all recommendations regarding reappointment/non-reappointment
1376 to the Provost. If the dean disagrees with the department recommendation, the dean shall
1377 prepare his/her own recommendation and send a copy to the faculty member and add this
1378 recommendation to the summative portfolio.

1379 **The Second Friday in February**

1380 A. The dean will, following his/her review, forward department recommendations for
1381 faculty merit to the Provost. If the dean disagrees with the department recommendation,
1382 the dean shall add his/her recommendation to the faculty member's evaluation portfolio
1383 and deliver the negative decision in person or by certified mail to the faculty member's
1384 home.

1385 B. Department documents concerning promotion, tenure/reappointment, and merit (with
1386 an approval form signed by all current faculty members) are submitted to the university
1387 PTRM committee.

1388 C. Negative reappointment recommendations for first-year faculty are forwarded from
1389 the Provost to the President.

1390 **March 1**

1391 First year faculty must be notified of non-reappointment by written notification from the
1392 university President.

1393 **First Friday in March**

1394 Faculty under third-year review must be provided with written and face-to-face feedback
1395 on their performance toward tenure.

1396 **Third Friday in March**

1397 Provost's letter of decision is conveyed to the faculty member, department and college
1398 PTRM committee chairpersons, department chairperson, and dean of the college.

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1404 **Appendix B – Peer Evaluation of Teaching**
1405 **Psychology Department Policies and Procedures for Promotion, Tenure,**
1406 **Reappointment and Merit**
1407

1408 I. This appendix is likely to undergo revision so faculty should be advised to use the
1409 most recent form available on our department website. The following procedures
1410 and guidelines will be utilized when evaluating the teaching of Psychology
1411 Faculty:

1412

1413 A. Tenured members of the department will be observed in class while teaching
1414 two times every five years, and the observations will be conducted by other
1415 tenured or tenure-track members of the department who have completed at
1416 least three full academic years of teaching in the Psychology Department.

1417

1418 B. Untenured tenure-track members of the department will be observed in class
1419 while teaching twice each year for years one and two and once each year for
1420 years three through five. These observations will be completed by tenured
1421 faculty. In year three the observation will take place in the fall semester so
1422 that the peer review can be included in the third year review materials.

1423

1424 C. Each observing faculty member will provide a Written Summary of his/her
1425 observations to the faculty member. The summary will address the following
1426 (not all areas necessarily will be applicable):

1427

1. Classroom Evaluation

1428

a. Content

1429

Assess the degree to which the instructor successfully presented the
1430 content of the class. This analysis might address the extent to which the
1431 faculty presented ideas and concepts clearly and with specificity,
1432 encouraged critical thinking, bridged theory and application, etc.

1433

b. Methods of Instruction

1434

Assess the instructor's methods of instruction. This analysis might address
1435 how well the instructor described the organization of the class, included

1436 examples to illustrate key concepts, made use of visual aids that could be
1437 understood, effectively utilized technology such as Blackboard, provided
1438 outlines and/or handouts, presented informative videos or computerized
1439 instruction, concluded by summarizing main ideas, etc.

1440 c. Classroom Environment

1441 Assess the quality of the classroom environment. This analysis might
1442 address the extent to which the instructor encouraged student engagement,
1443 incorporated student responses in the class discussions, maintained good
1444 rapport with students, etc.

1445 2. Strengths and Constructive Feedback

1446 Describe the instructor's strengths and provide any constructive feedback.
1447 Peer evaluations should include both strengths and at least one suggestion
1448 for course enhancement. Provide evidence with examples.
1449

1450 3. Course Planning and Assignment Evaluation

1451 a. Evaluate the syllabi, textbook and/or readings, assignments, and/or
1452 special projects, examinations, student feedback and grading methods.

1453 b. On-line courses are assessed in reference to the Quality Matters
1454 document from OTS.

1455 II. The Written Summary will be sent to the observed faculty, and the observer and the
1456 observed will review and discuss the summary. The observed faculty member will sign
1457 the Written Summary indicating the observed has read the summary. The observed
1458 faculty member may write a response to be attached to the observation.

1459 III. The Written Summary will be taken into consideration in the evaluation of teaching
1460 by the appropriate PTRM committees during deliberations.

1461 IV. Any tenured faculty member wishing to be considered for promotion to full professor
1462 must request to be observed in the previous academic year.

1463