

**Women's and Gender Studies Department Policies  
and Procedures for Promotion, Tenure,  
Reappointment and Merit**

**2016 Revision of 11/28/12 Document**

# Department of Women’s and Gender Studies, Tenure, Reappointment and Merit Procedures

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## **Women's and Gender Studies Department Policies and Procedures for Promotion, Tenure, Reappointment and Merit**

*Note to Faculty: For complete information on promotion and tenure policies, this document should be read together with the Appointment, Rank, and Tenure Policy of Towson University and its appendices, as well as the PTRM Policies and Procedures document of the College of Liberal Arts.*

- I. PRESUMPTIONS GOVERNING DEPARTMENTAL PROMOTION, TENURE, REAPPOINTMENT, AND MERIT DECISIONS
  - A. The promotion and tenure policies and procedures of the Women's and Gender Studies Department follow those established in the Towson University Policy on Appointment, Rank, and Tenure of Faculty (02-01.00) and are in accordance with the Policies and Procedures of the College of Liberal Arts Promotion, Tenure, Reappointment, Merit (PTRM) Committee.
  - B. All faculty members 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. Women's and Gender Studies faculty are defined as those holding full-time tenured or tenure-track appointments. These shall include joint faculty, who shall have full voting rights. Women's and Gender Studies affiliate faculty are tenured and tenure-track faculty who are members of other departments, who regularly teach a Women's and Gender Studies course/s at least once within a two-year cycle, and who have been approved by a majority vote of the Women's and Gender Studies faculty after a review of his/her CV and a syllabus of a relevant course.
  - F. This document, the Women's and Gender Studies PTRM, shall be approved by secret ballot by the Merit, Standards, and Procedures Committee, with a majority vote (51%) sufficient for adoption. The signature of each tenured or tenure-track

faculty member of the department will signify that s/he has voted on the department PTRM document.

- G. The Women's and Gender Studies PTRM document shall be reviewed every three (3) years. It may, however, be reviewed and modified during any academic calendar year. Suggested modifications must be brought before the Merit, Standards, and Procedures Committee by March 1. Each suggested modification shall be voted on by secret ballot, with a majority vote (51%) sufficient for the modification to be adopted.

## II. MEMBERSHIP OF THE COMMITTEE AND ROLE OF COMMITTEE CHAIRS

- A. The Merit, Standards, and Procedures Committee is a Committee of the whole composed of all tenured and tenure-track Women's and Gender Studies faculty, including joint appointments, who shall have full voting rights. The committee may include affiliate faculty as needed, who have been approved by a majority vote of the Women's and Gender Studies faculty, excluding the department chair. Affiliates serve for a term of three years as needed.
  - 1. Members of the Merit, Standards, and Procedures Committee determine merit rankings for each tenured and tenure-track faculty member in the Department of Women's and Gender Studies regardless of rank. It also establishes policies and procedures for promotion, tenure, reappointment, and merit within the Department and advises the Chair of the Department in establishing standards and expectations for newly appointed faculty members.
  - 2. The Committee Chair shall serve a term of three (3) years and is elected through a ballot voting process. Election of a new Chair shall occur no later than May 1 of the year during which the current Chair's term expires. Should the Chair resign or otherwise relinquish the role of Chair prior to the end of her/his term, a new Chair will be elected through the same process.
  - 3. The role of the Chair of the Committee on Merit, Standards, Procedures is:
    - a. To call and conduct meetings.
    - b. To provide reasonable counsel to a faculty member gathering materials, preparing forms, and assembling a dossier for use in merit deliberations.

- c. To give formal written notice of merit recommendations to the Department Chairperson to be passed on to the individual concerned and to the Dean of the College of Liberal Arts.
- d. To oversee the process for approving and making changes to the Department's "Policies and Procedures for Promotion, Tenure, Reappointment, and Merit," document, and to coordinate the production of the final document.

B. The Committee on Tenure and Promotion

1. The Committee on Tenure and Promotion consists of all tenured Women's and Gender Studies faculty. This does not prohibit faculty without tenure from being present in a meeting on tenure and promotion to Associate or Professor, but it disallows faculty who do not hold tenure from voting on tenure and promotion. If the number of tenured faculty drops below three, the committee shall include a tenured affiliate member. The faculty member under review shall submit a list of at least three tenured affiliate faculty names to the department chairperson and to the Committee on Tenure and Promotion by the second Friday in April. The Women's and Gender Studies faculty will then, by majority vote, determine its preference and make a recommendation to the department chairperson by the fourth Friday in April. The department chairperson will then forward the three names submitted by the faculty member who is to be reviewed to the Dean by the first Friday in May so that the department chairperson and the Dean can make their recommendations to the college PTRM committee regarding the addition of affiliate faculty to the department committee on tenure and promotion.
2. College PTRM committee members who are presenting themselves for promotion shall not serve during the year in which any decision relative to their review is undertaken.
3. The Committee on Tenure and Promotion votes on reappointment, tenure, promotion, and recommendations for the Third-Year Review and the Fifth-Year Review.
4. The Chair of the Committee on Tenure and Promotion shall serve a term of three (3) years and is elected through a ballot voting process. Election of a new Chair shall occur no later than May 1 of the year during which the current Chair's term expires. Should the Chair resign or otherwise relinquish the role

of Chair prior to the end of her/his term, a new Chair will be elected through the same process.

5. The role of the Chair of the Committee on Tenure and Promotion is:
  - a. To call and conduct meetings of the Committee on Tenure and Promotion.
  - b. To provide reasonable counsel to a faculty member gathering materials, preparing forms, and assembling a dossier for use in tenure, promotion, and/or third-year and five-year review deliberations.
  - c. To give formal written notice of reappointment, tenure, promotion, and fifth-year decisions to the Department Chairperson to be passed on to the individual concerned and to the proper University authorities and Committees.
  - d. To participate with the Department Chair in the presentation of the written recommendations deriving from third-year reviews.
  - e. 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 Women's and Gender Studies PTRM Committees evaluate 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 Women's and Gender Studies Department.
- B. Quorum: A quorum shall consist of a majority of the voting members.
- C. Voting Procedures

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

the committee's recommendations to the next level of review. The secret ballots shall not be included in the faculty evaluation portfolio, but shall be forwarded under separate cover to the Provost, to be preserved with the tenure and promotion file until three (3) years following the faculty member's termination or resignation from the university. No committee member shall abstain from a vote for tenure or promotion unless the Provost authorizes such abstention based for good cause, including an impermissible conflict of interest.

Votes regarding reappointment, merit, and/or comprehensive reviews taken by any committee and/or the department shall be by secret ballot and tallied by the committee chair. The results shall be entered on a single sheet of paper labeled with the name of the faculty member being evaluated, the department name or college name, and the date. Members of the committee will each sign the report to confirm their participation and the result as recorded. The record of the vote will be forwarded to the Dean who shall maintain these documents for three years. Faculty who are absent may not vote by proxy (examples: on sabbatical, at a conference, sick). (Faculty on sabbatical may vote if they have reviewed material and are present at the meeting).

#### D. Confidentiality

Members of the PTRM Committees will maintain strict confidentiality concerning its deliberations and recommendations at all points during and after the process, with the exception of the information provided to candidates or Departments by the Chair or the Dean in performance of their duties under the ART policy.

#### E. Appeal Procedures

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 twenty-one (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 appropriate 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.

## F. Evaluations Procedures

### 1. General Policies and Procedures

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

### 2. Annual Review for Merit

- a. The Merit, Standards, and Procedures Committee shall annually review tenured and tenure line faculty for merit.
- b. The Department Chair shall be responsible for presenting to the Merit, Standards, and Procedures Committee all evaluation portfolios for all faculty members in the Department.
- c. The Department Chair shall not be a voting member of the Merit, Standards, and Procedures Committee.

- d. The Merit, Standards, and Procedures 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.
  - e. The Department Chair may prepare an independent recommendation and include it in the faculty member's evaluation portfolio by the fourth Friday in October.
  - f. The merit recommendation and statement shall be conveyed in writing to the faculty member, inclusive of the Department's Chairperson 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.
  - g. The Department Chairperson shall meet with each faculty member to discuss the faculty member's annual report, the student and peer evaluations of teaching and advising, the Department PTRM recommendation, and the annual faculty evaluation in general.
  - h. The Chairperson of the Merit, Standards, and Procedures 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.
3. Reappointment: First-Year Faculty
- a. The Committee on Tenure and Promotion shall evaluate each new faculty member's first semester performance and make a recommendation for reappointment.
  - b. This evaluation shall be conducted and completed by the third Friday in January.
  - c. Each faculty member shall prepare an evaluation portfolio describing activities and accomplishments during her/his 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.

- d. The faculty member shall submit the evaluation portfolio to the Department Chair no later than the second Friday in December.
  - e. The Committee on Tenure and Promotion 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.
  - f. 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.
  - g. The recommendation shall be conveyed in writing to the faculty member and to the Dean, inclusive of the Department Chairperson's recommendation and a record of the vote count no later than the third Friday in January. Negative recommendations shall be delivered in person by the Department Chairperson or sent by certified mail to the faculty member's last known address.
4. Reappointment of Third through Fifth Year Faculty

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

#### 5. Third-Year Review

- a. At the conclusion of the fall semester during a candidate's third year at Towson University, the Committee on Tenure and Promotion 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 Committee on Tenure and Promotion evaluation of a candidate's interim progress will become part of the faculty member's file at the Department level and 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 Committee on Tenure and Promotion as outlined in the section "Documentation and Material Inclusion" (Section I.B.) of Appendix 3 of The Towson University ART policy.
- c. The Committee on Tenure and Promotion will evaluate the materials and 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:
  - i. Must include an indication of whether or not the faculty member's work to date is leading towards a positive tenure decision; and
  - ii. Must provide guidance for the improvement of the evaluation portfolio in the event of a satisfactory or unsatisfactory rating.
- d. The following three-level scale is to serve as a general guideline for the review:
  - i. Superior progress. Requirements include excellence in teaching/advising, excellence in scholarship, and meeting Department standards in service.
  - ii. Satisfactory progress. Requirements include progress towards excellence in teaching and scholarly productivity with satisfactory service as determined by the Department. This ranking indicates that

the Department has determined that progress towards tenure is satisfactory but improvements are needed.

iii. 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.

e. All documentation is due to the Chair of the Department by the third Friday in January.

f. Feedback should be both in writing and in a face-to-face meeting with the department chair and the department PTRM committee chair no later than the first Friday in March. The faculty member shall sign a statement indicating that s/he has read, but not necessarily agreed with the evaluation. The written report will be shared with the dean.

#### 6. Tenure and/or Promotion

a. The Committee on Tenure and Promotion shall review evaluation portfolios for tenure and promotion 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 shall be submitted to the Department Chair by the second Friday in October.

b. The Department Chairperson shall not be a voting member of the Tenure and Promotion Committee.

c. The Department Chairperson 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.

d. All recommendations shall be conveyed in writing to the faculty member, inclusive of any Department Chairperson's statement and a record of the vote count no later than the fourth Friday in October. Negative recommendations shall be delivered in person by the Department Chairperson or sent by certified mail to the faculty member's last known address.

- e. The Chairperson of the Committee on Tenure and Promotion shall forward the faculty member's evaluation portfolio, inclusive of the Evaluation Record to the Dean's Office by the second Friday in November.

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

- a. 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.
- b. The Committee on Tenure and Promotion shall review the evaluation portfolios of faculty members standing for their Comprehensive Five-Year Review and prepare a written report with recommendation and vote count. Recommendations shall contain reference to each category evaluated including teaching/advising, scholarship and University/civic/professional service, and should be submitted to the Department Chairperson by the second Friday in October.
- c. The Chair of the Department, in consultation with the Dean of the College shall establish a cycle for comprehensive reviews of faculty within the Department. A faculty member who has submitted formal notice of retirement during the fourth or fifth year of her/his 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.
- d. The Department Chairperson shall prepare an independent evaluation of each faculty member under review and include it in the faculty member's evaluation portfolio by the fourth Friday in October.
- e. 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 to the Dean's Office by the second Friday in November.
- f. 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.

#### IV. STANDARDS AND EXPECTATIONS

- A. A faculty member in the Women's and Gender Studies Department shall meet the minimum standards and expectations set forth in the Towson University Policy on Appointment, Rank and Tenure of Faculty (02-01.00) and in accordance with the Policies and Procedures of the College of Liberal Arts Promotion, Tenure, Reappointment, Merit (PTRM) Committee.
- B. The Department considers teaching effectiveness to be of primary importance, followed closely by scholarship and service. Therefore, all evaluations—merit, reappointment, tenure, promotion, and third and fifth year reviews will be premised on this consideration.
- C. Areas of Evaluation:
  - 1. Teaching – including intentional advising of students and directing students in internships, directed readings, independent studies, honor's theses, and graduate theses.
  - 2. Scholarship – every faculty member must be involved in scholarly endeavors that reach a professional community beyond the University.
  - 3. Service – every member of the faculty is expected to participate in Departmental, College and/or University/professional service.
- D. Criteria for evaluating teaching shall be based on the following considerations:
  - 1. Striving for excellence and competence as a teacher in courses at all levels of the curriculum, as appropriate to the faculty member's areas of expertise and interests and the Department's curricular needs.
  - 2. Exhibiting on-going growth as a classroom teacher at all stages of the career, developing new methods, pedagogies, and competencies and engaging in honest self-evaluation.
  - 3. Demonstrating competency as reflected in peer and student evaluations.

4. Developing new courses and curricular initiatives.
5. Fulfilling role as adviser to both undergraduate and graduate students.
6. Constructively addressing any areas of concern which may be expressed in student and peer evaluations, merit deliberations, etc.
7. Meeting all classes as scheduled and informing the Department Chair of any extraordinary circumstances requiring absences.
8. Preparing syllabi for each course in accordance with University standards and filing a copy of each syllabus with the Department.

E. Evaluation of Teaching shall take three (3) forms:

1. Self-Evaluation of teaching and/advising effectiveness shall include a narrative statement about individual teaching and/or advising philosophy and an interpretation of student and/or peer/Chairpersons evaluations.
2. Student evaluation of teaching is required and is one kind of evaluation to be considered in concert with all other measures of teaching effectiveness. Student evaluations shall be conducted in such a manner to assure confidentiality of the student. Tenured and tenure-track faculty shall be evaluated for all courses taught. This includes all on-load, off-load, on-line, traditional classroom, and hybrid courses taught during the academic year, minimester, and summer terms.
3. Evaluation of teaching by peers requires a minimum of two (2) peer observations be conducted per review period. Advance notice of at least one (1) week of the peer observation shall be given to the faculty member. Guidelines for performing and reporting classroom observations, including online courses, can be found in Appendix 1.
4. In the event that a faculty member has consistent unsatisfactory student or peer evaluations of instruction, the Department Chair shall develop a remediation plan in consultation with the faculty member. This plan may include mentoring, additional classroom visitations, and/or instruction in teaching effectiveness.



F. Evaluation of Scholarship shall be based on the following:

Preamble: The quality and value of scholarship shall be subject to the professional judgment of the members of the Merit, Standards and Procedures Committee and the Committee on Tenure and Promotion, who shall consider such things as the audience of journals or conferences, the rigor of the refereeing process, reviews or other outside evidence of the quality of work.

1. The writing and dissemination of peer reviewed articles or peer reviewed books.
2. The writing, editing and dissemination of non-peer reviewed books.
3. The writing and dissemination of book chapters both refereed and non-refereed.
4. Presentations at international, national, regional and Towson University professional conferences.
5. Serving as principal investigator/co-investigator on an external grant related to the faculty member's discipline.
6. Invited lectures.
7. Interviews by global, national or regional media.
8. External grant writing (submitted).
9. External grant writing (funded).
10. Chairing and organizing a conference panel.
11. Panel participant/discussant in area of expertise at professional conferences.
12. Publishing op-ed articles and other articles for popular venues.
13. Development of data-base projects in area of expertise.
14. Translation of primary scholarly source material.

15. Review of scholarly manuscripts and other scholarship within the peer-reviewing process.

16. Invited publications and lectures.

G. Evaluation of service shall consider the following:

1. Service to the Department in the form of committee work and work requested by the Department such as attendance at Open Houses, Destination Towson, events, etc.
2. Service to the College of Liberal Arts, the University or the University System of Maryland.
3. Service within the discipline.
4. Professionally related service to the community.
5. Regular attendance at Departmental meetings.

H. Annual Review for Merit includes the following three (3) rankings and is based on the definition of “Excellent” given below:

1. Excellent (Base Merit Plus): A faculty member shows evidence of excellent achievement in at least one (1) performance area (teaching/advising, scholarship, and service) and at least satisfactory achievement in the other two (2) areas according to the criteria specified under Standards and Expectations C through G above.
2. Satisfactory (Base Merit): A faculty member shows evidence of satisfactory achievement in teaching, scholarship, and service according to the criteria under Standards and Expectations C through G above.
3. Not Meritorious (No Merit): A faculty member’s performance is unsatisfactory in one (1) or more of the areas specified under Standards and Expectations C through G above.

4. Examples of excellent achievement include:

- a. Unusual validation of teaching such as a Regents or Student Government award.
- b. Development of a significant curricular initiative such as the creation of a new minor or major.
- c. Significant pedagogical innovation and/or teaching and peer evaluations which far exceed the normative standards of the Department.
- d. Publication of referred articles or books with content relevant to Women's and Gender Studies.
- e. Award of an external grant as principal investigator.
- f. Translation of primary scholarly source materials.
- g. Preparation of substantive national or regional accreditation reports in the absence of assigned time or compensation from other sources.
- h. Service on Departmental, College, or University committees which require unusual commitments of time, and especially chairing such committees in the absence of assigned time.
- i. Extraordinary service to community, governmental, or professional organizations that requires significant time involving a major project.

#### I. Tenure

- 1. The probationary faculty member must, in the judgment of the members of the Tenure and Promotion Committee, have met the Department's Standards and Expectations specified in C through G above, including:
  - a. Teaching effectiveness consistent with the Department's norms.
  - b. Serving the University and the Department in a substantial and sustained manner.

- c. Exhibiting sustained and substantial intellectual, professional, scholarly development resulting in dissemination which includes peer reviewed publication.
  - d. Exhibiting collegial, civil and professional conduct.
2. The decision to recommend tenure is based on the professional judgment of the members of the Tenure and Promotion Committee, who may consider the candidate's future potential as well as past performance.

#### J. Promotion

##### 1. To Assistant Professor

- a. Completion of appropriate terminal degree.
- b. Satisfactory performance in all appropriate areas specified under Standards and Expectations C through G above.

##### 2. To Associate Professor

- a. The minimum years in rank as specified by the University.
- b. Excellence and commitment to teaching demonstrated by teaching effectiveness consistent with Departmental norms and by continued commitment to course and Department development.
- c. Significant achievement in service and scholarship.
- d. Satisfactory performance in all other areas specified under Standards and Expectations C through G above.

##### 3. To Professor

- a. The minimum years in rank as specified by the University.
- b. Excellence and commitment to teaching, demonstrated by teaching effectiveness at a level at least as high as Departmental norms and by continued commitment to course and Department development.

- c. Significant body of scholarly or professional work.
- d. Distinguished record of service to the Department, College, and University that includes leadership roles.
- e. No less than satisfactory performance in all other areas specified under Standard and Expectations C through G above.

V. DOCUMENTATION AND MATERIALS TO BE USED IN DELIBERATIONS ON REAPPOINTMENT, TENURE, PROMOTION, AND MERIT

- A. The responsibility for presenting material for the annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review rests with the faculty member.
- B. Guided by the Chairperson and Department and College criteria, the faculty member shall have the responsibility of making distinctions between the various categories of teaching, scholarship, and service and shall include such distinctions, as s/he deems appropriate in her/his narrative statements and other documentation relevant to each evaluation portfolio section.
- C. All documentation used in making recommendations for the annual review process (which includes the Annual Review, reappointment, third-year review, merit consideration, promotion, tenure, and comprehensive review) shall be submitted in the form of an evaluation portfolio that addresses the professional role and expectations of faculty in the University, as well as the faculty member's College and Department criteria.
- D. Evaluation portfolios shall be organized, indexed, and placed in a three-ring binder. Binders should be organized using dividers with tabs to identify the sections. 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.
- 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.
  - ii. Grade distributions for courses beginning with the year this document takes effect.
  - iii. The faculty member may also include new course proposals, evidence of breadth of teaching, evidence of different levels of teaching, advising numbers, record of involvement in new course and Department development, new teaching techniques, the use of new technologies, attendance in teaching workshops, attendance in new technology workshops, demonstrations, or Departments, development of net-enhanced courses, advising and directing students in internships, practicums, directed readings, or honor's theses, involvement in the honor's program.
- e. Documentation of scholarship. This documentation should include a copy of any publication, review, presentation, grant application, or other item identified by faculty member as part of the faculty member's scholarly activity.
- f. Documentation of service may include a list of all committees served on and posts held; letters indicating the level of work performed; letters stating the responsibilities the candidate has accepted independent of formal positions; membership or positions in professional organizations, editorial boards, and conferences; evidence of web-pages designed, computer analyses made and other technological tasks performed for the University or profession.

2. Evaluation portfolio materials for Annual Review of tenure-track faculty must include the following documents:
  - a. All of the above items listed in D.1.
  - b. Peer and/or Chairperson's evaluation(s) of teaching signed by faculty member and evaluator.
3. Portfolio materials for full review of faculty for Promotion and/or Tenure must include the following documents:
  - a. All materials listed above in D.1. and D.2. from the faculty member's date of hire or last promotion.
  - b. A narrative statement in which the faculty member describes how she or he has met and integrated teaching, research, and service expectations based on her/his workload agreements for the period under review.
4. Evaluation portfolio materials for Third-Year Review of faculty must include the following documents:
  - a. All of the above items listed in D.1.
  - b. Syllabi of courses taught in the previous two (2) years.
  - c. Student and peer/Chairperson's evaluations of teaching and advising for the two (2) previous years and the fall semester of the current year.
  - d. A narrative statement in which the faculty member describes how she or he has met and integrated teaching, research, and service expectations based on her/his workload agreements for the period under review.
5. Evaluation portfolio materials for Comprehensive Five-Year Review of all tenured faculty must include the following documents;
  - a. All materials listed under D.1. above for all five (5) years.
  - b. Two (2) peer evaluations of teaching for at least the prior academic year.
  - c. A reflective comprehensive summary analyzing the preceding five (5) years of her/his work in the areas of teaching, scholarship, and service.

6. Confidential external reviews are at the sole discretion of the candidate. Such reviews will remain confidential and will not be made available to the faculty member. These reviews will not be included in the faculty evaluation portfolio, but will be forwarded under separate cover to each subsequent level of review.
  7. If the faculty member or the Chairperson or program director participating in the evaluation process wishes to add a statement to her/his file rebutting or clarifying information or statements in the file, this information must be included in the evaluation portfolio in a special section entitled –Information Added. All documentation used as part of the consideration process must be included in the evaluation portfolio no later than November 30.
  8. If the Chairperson or program director participating in the evaluation process includes information in the faculty member’s evaluation portfolio, other than her/his evaluation, that specific information shall immediately be made known to the faculty member undergoing evaluation and before any evaluation at the next level of review takes place. Solicited external reviews will not be added to the evaluation portfolio but will be forwarded under separate cover to each level of review. Record of the faculty member’s notification shall be tracked via the Promotions, Tenure, Reappointment, and Merit (PTRM) Document Review Transmittal Form. A failure to notify the faculty within five (5) business days will result in the material being removed from the evaluation portfolio.
- E. In addition to the evaluation portfolio, faculty being reviewed for promotion or tenure shall also prepare a summative portfolio for the Provost that shall accompany the full evaluation portfolio from the beginning of the process. It shall be clearly labeled with the faculty member’s name, Department, and type of review. In each section of the binder, documents shall be presented from the most recent year evaluated to the time of last promotion or year of hire. The summative portfolio shall be compiled in a one-inch binder, labeled and indexed as follows:

#### Section I

- Curriculum Vitae.
- A copy of one (1) recent peer-reviewed publication or description of a comparable creative activity.



## Section II

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

## Section III

- Summary of student evaluations across the evaluation period. Faculty using University evaluation forms should submit the summary of results for each course received from the Assessment Office. Those using Departmental forms should compile the data in a format that will allow analysis of trends over time.
- A narrative statement about individual teaching and/or advising philosophy and an interpretation of student and/or peer/Chairperson evaluations.
- Peer teaching evaluations.

## Section IV

- Supporting Statement: Summary statement describing correlation between expectations and accomplishments and integrating accomplishments in the areas of scholarship, teaching, and service.

## Section V

- Recommendations (to be added by the appropriate party at the appropriate stage).
- Written recommendation of the Department Rank Committee and/or Tenure Committee, including the Departmental Summary Recommendation form.
- Written recommendation of the academic Chairperson.
- Additional recommendations to be added by the College P&T Committee and the academic Dean.

## Section VI

- Information added (if needed), as specified in V, D, 7 above.

## VI. TOWSON UNIVERSITY ANNUAL REVIEW, REAPPOINTMENT, THIRD-YEAR REVIEW, MERIT, PROMOTIONS, TENURE, AND COMPREHENSIVE REVIEW CALENDAR (ALL DEADLINES ARE FINAL DEADLINES)

### A. The First Friday in May

Department and College PTRM Committees are formed (elections for membership on the College Committee are already completed)

### B. The Third Friday in June

All faculty members submit an evaluation portfolio to the Department Chair.

1. 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.
2. All faculty members with a negative comprehensive review must have final approval by Chair and Dean of the written professional development plan.

**C. August 1 (USM mandated)**

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 *The Appointment Rank and Tenure Policy of Towson University*.

**D. 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.

**E. 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.

**F. The Third Friday in September**

1. Faculty notify Department Chair of intention to submit materials for promotion and/or tenure in the next academic year.
2. College PTRM Committee approval of faculty to be added to a Department's PTRM Committee (if necessary).
3. 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. 35 of *The Appointment, Rank, and Tenure Policy of Towson University*.
4. First year faculty members must finalize the Statement of Standards and Expectations for New Tenure-Track Faculty (SENTF) with the Department Chairperson.

**G. The Fourth Friday in September**

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

**H. The Second Friday in October**

1. Department PTRM Committee's reports with recommendations and vote count on all faculty members are submitted to the Department Chairperson.

2. College PTRM documents are due to the University PTRM Committee if changes have been made.

**I. The Fourth Friday in October**

1. 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.
2. The Department Chairperson will place her/his independent evaluation into the evaluation portfolio.
3. The Department PTRM Committee's report with recommendations and vote count and the Department Chairperson's evaluation are distributed to the faculty member.

**J. The Second Friday in November**

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

**K. November 30<sup>th</sup>**

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

**L. The First Friday in December**

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

**M. The Second Friday in December**

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

**N. 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.

**O. The First Friday in January**

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

**P. The Third Friday in January**

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

**Q. The First Friday in February**

1. 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.
2. The Dean forwards all recommendations regarding reappointment/non-reappointment to the Provost. If the Dean disagrees with the Department recommendation, the Dean shall prepare her/his own recommendation and send a copy to the faculty member and add this recommendation to the summative portfolio.

**R. The Second Friday in February**

1. The Dean will, following her/his review, forward Department recommendations for faculty merit to the Provost. If the Dean disagrees with the Department recommendation, the Dean shall add her/his 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.
2. 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.

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

## Appendix I

### Peer Evaluation of Teaching

#### Women's and Gender Studies Department Policies and Procedures for Promotion, Tenure, Reappointment and Merit

- I. The following procedures and guidelines will be utilized when evaluating the teaching of Women's and Gender Studies Faculty (tenured, tenure-track, adjunct and lecturers):
  - A. Non-tenured members of the Department will be observed in class while teaching by at least two (2) members of the Department each year.
  - B. It is the responsibility of the faculty member being observed to provide the syllabus and other supporting documentation to the peer reviewer prior to or on the date of observation.
  - C. Each observing member will write a summary of her/his observations. Peer evaluation of teaching should include assessment of:
    1. The course syllabus – evaluated according to the norms of the Women's and Gender Studies Department and requirements of Towson University policy.
    2. Observation of Classroom dynamics.
    3. Methods for evaluating students.
    4. Online courses will be evaluated using the Quality Matters document from CIAT.
  - D. 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.
  - E. The summary will be taken into consideration by the appropriate PTRM Committees during deliberations.
  - F. Any member wishing to be considered for promotion must request to be observed in the previous year.