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2
3 **DEPARTMENT OF PHYSICS, ASTRONOMY & GEOSCIENCES**

4
5
6 **PROMOTION, TENURE, REAPPOINTMENT and MERIT DOCUMENT**

7
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12
13 This document describes the standards, procedures, and processes of the Department of Physics,
14 Astronomy & Geosciences (PAGS) in reappointment, tenure, promotion, comprehensive review, and
15 merit, under the guidelines set forth in the Towson University Policy on Appointment, Rank and Tenure
16 of Faculty (ART). Any contradiction between this document and the ART or FCSM PTRM document

17 shall be resolved in favor of those documents. All full-time faculty, tenured, tenure track, lecturer, and
18 visiting, are covered, but the applicability of some items are limited by the terms of appointment.
19

20 **I. Department of Physics, Astronomy & Geosciences Standards and Expectations**

21 Instruction

- 22 1) Classes should be met and dismissed promptly. If class cancelations are necessary, the
23 department chair and office staff must be notified in advance. Provision should be made for
24 suitable alternate activities when classes cannot be met.
- 25 2) Laboratory sessions should have the instructor in attendance at all times when they are regarded
26 as equivalent in contact hours to lecture or discussion meetings. Other kinds of arrangements
27 should be made in advance of schedule preparation.
- 28 3) All materials submitted by students will be evaluated and made available to students in a timely
29 manner. Final exams do not need to be returned, but must be retained for at least one year.
- 30 4) Instructors are obliged during the first week of classes to explain the system of evaluation that
31 will be employed. Clear evaluation criteria should also be specified in the course syllabus,
32 including course goals and learning outcomes, particularly for Gen Ed./Core courses.
- 33 5) Department members should show understanding and consideration for the activities of their
34 colleagues. They should honor colleagues' scheduled meetings, equipment needs, requests for
35 legitimate funds, and requests for support from non-teaching personnel.
- 36 6) Assisting students outside regular class meeting times is part of the teaching load.
- 37 7) Departmental or group standards for course work will be met, or formal approval for departure
38 from them obtained prior to deviation. This is to be interpreted in the most liberal way possible.
- 39 8) Students and colleagues should be treated with elementary courtesy; appointments kept; insults
40 avoided; etc.
- 41 9) Department members should actively attempt to improve the quality of teaching/learning in their
42 own courses and in the department as a whole. A conscious effort should be made to uncover
43 and resolve impediments to learning, both of an intellectual and a material sort. Department
44 members are expected to continually improve both in scope and depth of one's own knowledge.
- 45 10) The statement concerning teaching effectiveness is in the University ART document, section
46 II.C.2.

47 Scholarship

- 48 1) Commensurate with workload expectations, department members are expected to contribute to
49 the advancement of knowledge in their disciplines. It is through the scholarship of the faculty that
50 knowledge and skills within a discipline are enhanced or extended.
- 51 2) Department members should recognize that scholarship takes many forms (see [FCSM, section](#)
52 [III.B.](#)) depending upon discipline and scholarly focus. Scholarship is not limited to basic or
53 applied research in a discipline.
54

55 Service

- 56 1) One of the prices of freedom is the assumption of onerous administrative and decision-making
57 responsibilities. Each department member is expected to share in the day-to-day, mundane,
58 routine, irksome tasks necessary to the functioning of the department. This means attending
59 announced meetings, performing agreed-to responsibilities and even, once in a while, going along
60 with a procedure not to one's liking. Faculty should come prepared to meetings and meetings
61 should be run in an efficient manner.
- 62 2) Similarly, each department member is expected to share in the governance of the college and
63 university. Service on college and university committees, accepting nomination to elected posts,
64 voting in elections, and attendance at hearings on matters of concern are all ways of participating.
- 65 3) The basic levels of fulfillment of service to the discipline and University are described in the
66 University ART document, section III.B.
- 67

68 Milieu, Tenor, Tone

- 69 1) Each department member is expected, normally and with tolerance of eccentricities, to contribute
70 to and exemplify a general sense of personal worth, commitment to principle, and the notion that
71 what occurs in the Department of Physics, Astronomy & Geosciences at Towson University is
72 important.
- 73 2) Department members should encourage in students and colleagues the desire to work to high
74 standards.

75 Other

- 76
- 77 1) Each department member's work at Towson will be his or her primary professional responsibility.
- 78
- 79 2) Tenure will not be considered for any person without a terminal degree.
- 80
- 81 3) Each new faculty member shall be assigned a mentor who will assist and/or advise in PTRM matters
82 or other professional concerns.
- 83

84 Confidentiality

85 All deliberations pertaining to annual faculty evaluations, reappointment, merit, tenure, promotion,
86 third year review, and comprehensive review at all levels shall be confidential.

87

88 **II. Department of Physics, Astronomy & Geosciences Governance Structure**

89
90 The department governance structure consists of a Department Promotion, Tenure, and Reappointment
91 Committee (DPTRC), a Department Merit Committee (DMC), and a PTRM Executive Committee.

92
93 **A. Department Promotion, Tenure, and Reappointment Committee**

94
95 The duty of determining recommendations for reappointment, third year review, tenure, promotion, and
96 comprehensive (five year) review for the Department of Physics, Astronomy & Geosciences will be
97 conducted by the Department Promotion, Tenure, and Reappointment Committee (DPTRC).

98
99 Membership

100
101 The DPTRC consists of all faculty members, regardless of rank, who have de facto or de jure tenure.
102 The department chairperson shall serve on the DPTRC as a non-voting member.

103
104 Duties of DPTRC Chairperson

105
106 The Chair of the DPTRC shall:

- 107 1. Be responsible for coordinating the department procedures for reappointment, third year review,
108 tenure, promotion, and comprehensive review by:
- 109 a) Identifying the non-tenured faculty under review and helping assure that the DPTRC meets
110 reappointment, third year review, promotion to associate professor, and tenure procedures and
111 deadlines,
 - 112 b) identifying the tenured faculty under review and helping assure that the DPTRC meets
113 comprehensive review and promotion to full professor procedures and deadlines,
 - 114 c) assisting with the coordination of faculty classroom visits of tenure-track and tenured faculty,
 - 115 d) making sure needed forms and other materials are available,
 - 116 e) preparing the agenda and calling meetings of the DPTRC,
 - 117 f) reminding committee members to read the relevant sections of the department PTRM document,
118 the FCSM PTRM document, and/or the ART document, and then answering questions about
119 DPTRC procedures
 - 120 g) transferring all tenure, promotion, and comprehensive review portfolios to the Dean's office by
121 the second Friday in November.
- 122
- 123 2. Act as liaison between the DPTRC, the department members, the College PTRM Committee, the
124 University PTRM Committee, the department chair, and any other concerned group.

125
126 Duties of the DPTRC Secretary

- 127 1. The DPTRC secretary will draft and distribute committee correspondence to faculty and the
128 department chairperson. The DPTRC secretary will also maintain a copy of all correspondences.
- 129 2. The DPTRC secretary will record and maintain meeting notes, decision outcomes, and action items
130 of the committee. This shall include voluntarily made signed statements from DPTRC
131 members.
- 132 3. The DPTRC secretary will create the signature forms that faculty must sign to indicate that they
133 have received and read the committee's promotion, tenure, reappointment, third year review, and
134 comprehensive review evaluation letters, and help to ensure that the forms are signed.

136 **B. Department Merit Committee (DMC)**
137

138 Membership

139 The composition of the DMC should be small enough for efficient operation yet large enough to
140 include diverse ideas, reflect the rank distribution in the department, and provide input from all areas
141 of concentration within the department. The department chairperson shall serve on the DMC as a non-
142 voting member.

143
144 1. The number of voting members on the DMC shall be seven (7), consisting of at least one faculty
145 member from each rank that contains members eligible to serve, and at least one faculty member from
146 each of the department groups: physics, geology, and science education.

147
148 2. Any member of the department who, by the beginning of the term of service, shall have served at
149 least three years in a tenured or tenure-track position at Towson University shall be eligible for election
150 to the DMC.

151
152 3. At least three new individuals must be elected to the committee each year. Faculty will generally
153 serve a two- year term, although some faculty may serve a one-year term if this is needed to allow for
154 the election of three (3) new individuals any particular year. After completing a term, a faculty member
155 will be ineligible for election to the committee, if possible, for a period of two years.

156
157 4. The replacement of members of the DMC shall be required in two instances.

158 (a) Should a department member on the DMC retire or otherwise leave the university, the same
159 procedure shall be followed as stated for the case of a Committee Member Taking Leave
160 (see (b) below).

161 (b) The case of a DMC member taking leave shall be governed by its effect upon the committee's
162 operations.

163 i. Should the leave include a fall semester, a special election shall determine a
164 replacement from those eligible; should the leave be only for a Spring semester,
165 however, there shall be no replacement.

166 ii. The special election shall be held at the time when the member's request for leave has
167 been approved.
168

169 Election Procedures

170 All full-time tenure and tenure track faculty members of the department shall be eligible to vote in
171 elections for members of the DMC.
172

173 1. Election of membership shall be directed by the DMC chairperson. It shall be conducted by secret
174 paper ballot, in accordance with policies set forth in the University ART document.
175

176 2. *Regular elections* shall be held each spring semester prior to the fall semester for which the term
177 begins. The elections shall be in three parts to ensure that the membership of the DMC meets the
178 criteria described in point 1 under Membership:

179 (a) Each person will vote for one person in any of the three disciplinary groups that are not
180 represented by continuing members of the DMC, with the exception of the group represented
181 by the DMC chair. In cases of ties, a run-off shall be held.

182 (b) After the results of the first round are made known, each person will then vote for one faculty
183 member from ranks not represented among the four selected from (a) or from continuing
184 DMC members.

185 (c) A third round of voting elect the number of faculty members necessary to bring the
186 committee membership to a total of seven.

- 187
188 3. *Special elections* shall be held as soon as possible after retirement or leave has been approved for
189 a member of the DMC. (A leave replacement need not be elected from those of the same rank as
190 the member taking leave.)
191

192 Duties of DMC Chairperson

193 The chairperson of the DMC shall be the merit evaluation process coordinator. In fulfilling this role
194 the chair shall:
195

- 196 1. Be specifically responsible for coordinating the departmental merit evaluation process by
197 a) making sure needed forms and other materials are available;
198 b) coordinating efforts of the department members, the DMC, and other university bodies;
199 c) preparing the agenda and calling meetings of the DMC;
200 d) reminding committee members to read the relevant sections of the department PTRM document,
201 the FCSM PTRM document, and/or the ART document, and then answering questions about
202 DMC procedures;
203 e) helping to assure that the DMC and the department meets merit process deadlines;
204 f) assigning presenters;
205 g) collecting the FCSM Department Merit Forms once the forms are finalized and signed by the
206 reviewed faculty members;
207 h) forwarding a Department Merit and Reappointment Binder, as specified in the FCSM PTRM
208 guidelines, to the dean's office by the second Friday in November.
209
210 2. Be responsible for physically securing the records, and making them available to only the proper
211 people.
212
213 3. Act as liaison between the DMC, the department members, the Fisher College PTRM committee,
214 the University PTRM committee, the department chair, and any other concerned group.
215

216 Duties of the DMC

217 General duties and authorities related to the merit evaluation processes performed by the DMC include:
218

- 219 1. Keep members of the department informed of the merit process, including:
220 (a) any changes in university or college policies, procedures, and deadlines;
221 (b) departmental policies, procedures, deadlines, schedules, etc.
222
223 2. Evaluate the data, and make recommendations concerning departmental merit to the proper
224 university body or bodies.
225 (a) They shall review the portfolios containing all the documents assembled for the committee's
226 use.
227 (b) They shall prepare questions or additional comments suggested by their review and help the
228 assigned DMC presenter formulate the approved Fisher College of Science and Mathematics
229 Departmental Merit Form. The form shall include the vote counts (overall and in each
230 category) and contain reference to teaching/advising, scholarship, and
231 university/community/professional service.
232 (c) They shall decide on a yearly recommendation concerning merit awards (salary increments,
233 etc.) for each full-time tenured and tenure-track faculty member of the department. Lecturers
234 and visiting assistant professors with multi-year appointments also receive merit
235 recommendations.
236 (d) They shall decide upon and implement any appropriate follow-up procedures, such as letters,
237 conferences, or conditions to be met by the faculty member in question.

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Necessary Statements Concerning Operations

- 1) The committee may solicit and/or individuals may volunteer information for the DMC concerning any member of the department.
- 2) DMC members *may not* participate in the consideration of their own cases. This does not mean that they may not contribute information on themselves.
- 3) The department chair participates in the merit consideration of all faculty members, except his or her own consideration. However, the department chair shall not be assigned to be a presenter.
- 4) During the consideration of that rank held by the DMC chairperson, the group shall choose one of their members of a different rank as acting chair.

C. PTRM Executive Committee

The Promotion, Tenure, Reappointment, and Merit (PTRM) Executive Committee oversees all PTRM activities in the department.

Membership

The PTRM Executive Committee is composed of an Executive Committee Chair, the DPTRC chair, the DPTRC secretary, the DMC chair, and the department chair.

Duties of the Executive Committee Chairperson

- 1) Work with department PTRM committee chairpersons to ensure deadlines and responsibilities are met.
- 2) Coordinate communication across department PTRM committees.
- 3) Serve as a liaison with the college and university PTRM committees.
- 4) Before the first Friday in May, supervise an election meeting for all PTRM chair and secretary positions for the upcoming year.
- 5) After the first Friday in May and before the end of the academic year, meet with the newly elected committee chairs and the department chair to schedule PTRM meeting dates for the upcoming year.

Duties of the Executive Committee

- 1) The Executive Committee shall review the department PTRM document every three (3) years, as required by the UPTRM, and submit evidence of such review to the dean of the college and the university PTRM committee.
- 2) Outside the 3-year review cycle, revisions can be made to the department PTRM document on an as-needed basis.

- 288 3) Revisions of the department PTRM document will be submitted to all tenured/tenure track faculty
 289 for approval by majority vote.
 290
 291 4) The Executive Committee shall formally respond to changes and/or recommendations resulting
 292 from the review by the college or university PTRM committee and submit a revised copy for
 293 approval.
 294
 295 5) The Executive Committee helps clarify department PTRM procedures, when necessary. If further
 296 clarification is needed, the Executive Committee shall contact the department representative on the
 297 FCSM PTRM committee or the college representative on the University PTRM Committee, as
 298 appropriate.
 299

300 **D. Elections**

301
 302 By the first Friday in May, elections will be held to fill the positions listed in Table 1 for the upcoming
 303 year:
 304

305 Table 1

| Position | Electing Body |
|----------------------------------|--|
| Chair of the Executive Committee | Full-time tenure or tenure track faculty |
| Chair of the DMC | Full-time tenure or tenure track faculty |
| Chair of the DPTRC | Full-time tenure or tenure track faculty |
| Secretary of the DPTRC | Full-time tenure or tenure track faculty |
| Merit committee members | Full-time tenure or tenure track faculty |

306
 307 Note: A faculty member may serve as chair of more than one committee.
 308

309 Elections of merit committee members are described in the section on the Department Merit Committee,
 310 above. Elections for other positions will be executed using the following procedure.
 311

- 312 1) Nominations shall be made from the floor. Absentees may be nominated and elected. All nominees
 313 should be tenured faculty. Every tenured member of the Department of Physics, Astronomy &
 314 Geosciences shall be expected to stand for election for these positions at the annual election held
 315 for this purpose, and serve if elected. *Exceptions:* 1) a department member who has held that
 316 position for the previous three years may withdraw from consideration; 2) faculty are not eligible
 317 to hold these positions during the year of their sabbatical or other official leaves of absences; 3)
 318 or other considerations in consultation with the department chairperson.
 319
 320 2) The membership of the department will elect, from those nominated, the positions for all
 321 committees by secret ballot in accordance with the University ART document. If a simple majority
 322 vote of those present is not received for each chair or secretary position, a run-off secret ballot
 323 shall occur between the top two candidates.
 324
 325 3) Votes will be counted by the Executive Committee chairperson and the PAGS department
 326 chairperson.
 327
 328 4) Faculty on sabbatical or on official leaves of absence will have full voting privileges provided that
 329 they have reviewed the materials and are present for the deliberations.
 330

331 **III. Criteria and Methods for Faculty Evaluations**

332 The Department of Physics, Astronomy & Geosciences follows the criteria for teaching, scholarship
333 and service evaluation set forth in Section III for Promotion and Tenure and IX for Merit of the
334 FCSM PTRM Policies, Procedures, Criteria and Standards document. The statements below clarify
335 the ways in which the Department of Physics, Astronomy & Geosciences manages and interprets the
336 evaluation of faculty with respect to teaching, scholarship, and service beyond what is included in
337 the Towson University Policy on Appointment, Rank, and Tenure of Faculty (a.k.a. TU ART
338 Document) and the Fisher College of Science and Mathematics Promotion, Tenure/Reappointment,
339 and Merit Committee Policies Procedures, Criteria, and Standards (a.k.a. [FCSM PTRM document](#)).

340 Teaching

341 Classroom Visitation Reports by departmental peers are required pieces of evidence to substantiate
342 teaching effectiveness as noted in the TU ART and FCSM PTRM documents. The means by which
343 the Department of Physics, Astronomy & Geosciences generates these reports is described in what
344 follows:

- 345
- 346 1) General guidelines for all visitations of all faculty members:
- 347 a) Two faculty members if possible will visit a class period together.
- 348 b) All visits will be conducted by tenured members of the department.
- 349 c) The date of the visit shall be arranged at least one week in advance of the class period.
- 350 d) The visited and visiting faculty members will communicate at least one day prior to the
- 351 class period so that the visited member may discuss philosophy and objectives for the
- 352 course and provide a syllabus and materials relevant to the class, to all observers.
- 353 e) Within one week after the visit, an open and professional post-visit conference will be
- 354 held to discuss the observations made by the visiting faculty members. At this time, each
- 355 visitor's proposed report (see below) will be discussed.
- 356 f) Within two weeks after the visit, each visiting faculty member will have completed the
- 357 visitation process and placed the Classroom Visitation Report, signed by both visitor and
- 358 visited, into the visited faculty member's PTRM portfolio. The visited faculty member
- 359 will also receive a copy of this report.
- 360 g) Full-time, non-tenure track and tenure-track faculty members:
- 361 i. The chair of the DPTRC, in conjunction with the department chair, will help
- 362 arrange visitations.
- 363 ii. Each faculty member will be visited at least twice each year. After the 3rd year
- 364 review process, the DPTRC will determine whether the faculty member should
- 365 continue on a cycle of two observations per year or change to a minimum of one
- 366 observation per year.
- 367 iii. The two mandatory visits should be, if possible, in two different classes. Also, if
- 368 possible, the same pair of observers should not conduct both annual visits.
- 369 h) Tenured faculty members
- 370 i. The chair of the DPTRC will help arrange visitations.
- 371 ii. All tenured members will be visited at least once every three years by two
- 372 tenured faculty members.
- 373 iii. All tenured faculty, especially those wishing to be considered for promotion or
- 374 coming up for comprehensive review, are encouraged to make more liberal use
- 375 of classroom visitations.
- 376 i) Part-time faculty members and lecturers
- 377 i. The chair of the Department, in conjunction with the faculty member's mentor, is
- 378 responsible for arranging visitations.

379 ii. Each member will be visited at least once each semester for the first three
380 semesters they teach a course. The rate of future observations will then be
381 determined based upon teaching performance.
382

383 2) Evaluation by Students: The [FCSM PTRM document](#) specifies that the following are to be
384 included as evidence to substantiate teaching effectiveness: qualitative comments and quantitative
385 student evaluation scores, course syllabi, and copies of signed reports of peer observations of
386 teaching. These documents must be included in all PTRM portfolios.
387

388 Scholarship

389 Each faculty member is expected to engage in a program of scholarly growth which should
390 manifest itself in some form of measurable scholarship (see [FCSM PTRM document](#) for
391 examples of forms of measureable scholarship). The type and amount scholarship produced
392 should be appropriate to the practice of the faculty member's discipline within the context of his
393 or her workload agreement (Annual Report Part II).
394
395

396 Service

397
398 Each faculty member is expected to be actively engaged in service to the university (all levels),
399 community, and discipline. The type and amount of service should be appropriate within the
400 context of his or her workload agreement (Annual Report Part II).
401

402 **IV. Materials for Faculty Evaluation**

403 Annual Report: Parts I and II.

404 The Annual Report Part I (ARI) and Annual Report Part II (ARII) are the most important documents
405 in the PTRM review process. Each faculty member's ARII describes the performance expectations
406 for that faculty member for the upcoming academic year, and the ARI correlates the faculty
407 member's actual performance with the performance expectations (described previously in the ARII)
408 once the performance period is complete. *Note:* For first year faculty, the ARII is replaced by the
409 SENTF.
410
411

412
413 The ARII is to be prepared within the time period set forth by the University ART document. The
414 faculty member will discuss his or her expectations for the coming year with the chair of the
415 department. Agreement must be reached in each area of performance: teaching load, scholarship,
416 and service. (Special considerations for teaching load may need to be discussed earlier when the fall
417 schedule is being prepared.) The chair may make suggestions both as an advisor and to facilitate
418 broader departmental goals. Over time, a faculty member's emphasis on teaching, scholarship, and
419 service may shift, resulting in a different professional profile. Furthermore, the faculty member's
420 profile may change because of the needs of the Department and University.
421

422 Should the department chair and the faculty member be unable to reach an agreement on the ARII,
423 then a special meeting with the group coordinator (or other senior member of that group agreed upon
424 by faculty member and department chair) should be called to mediate the process. Should that effort
425 prove fruitless, the dean of the college (who is a signatory to the ARII) shall arbitrate.
426

427 At the end of the performance period, each faculty member prepares his or her ARI within the time
428 period set forth by the University ART document.
429

430 Preparing materials for PTRM review.

431
432 Each faculty member will make available for review the ARI, ARII, and other supporting
433 documents. In preparing the review materials, the faculty member must adhere to the same
434 preparation guidelines that are used for a FCSM Promotion and Tenure Dossier. See the [Instructions](#)
435 [for the Fisher College of Science and Mathematics \(FCSM\) Promotion and Tenure Dossier.](#)

- 436 a) Each year, every faculty member must prepare a merit portfolio that only includes
437 documents pertinent to the previous year.
438 b) Faculty members who are undergoing a multi-year review (i.e., reappointment,
439 promotion, tenure, third year review, comprehensive review) must also prepare a
440 cumulative PTRM portfolio that includes all documents pertinent to the review period.

441
442 **V. Evaluation of Faculty**

443
444 **A. General Procedures**

- 445
446 a) A quorum must be present at all committee meetings to conduct business. A quorum shall be 75%
447 of the committee membership not on sabbatical or other approved leave.
448
449 b) PTRM votes are secret ballots cast in accordance with policies set forth by the University ART
450 document. A majority vote (more than 50%) of the members present determines the outcome of
451 the vote.
452
453 c) In accordance with the ART, each faculty member is expected to submit a PTRM portfolio by the
454 third Friday in June. The only new information that can be added to the portfolio after the June
455 deadline is new information that has become available about the previously completed work.
456 Example: A journal article submitted before the June deadline is accepted for publication in August,
457 so the PTRM portfolio may be updated prior to the third Friday in September to reflect the article's
458 acceptance.
459
460 d) Certain letters and forms shall not be considered in future PTRM evaluations, and therefore shall
461 not be included in PTRM portfolios. Specifically, faculty shall not include third year review letters,
462 reappointment letters, or merit forms in their PTRM portfolios.
463
464 e) Faculty who are absent from PTRM committee meetings may not vote by proxy, as stated in the
465 ART.
466
467 f) Votes are counted and announced during the PTRM meetings, immediately after the votes are
468 complete. Example: Votes conducted by the merit committee are counted and announced during
469 the committee meetings.
470
471 g) Prior to the 2nd Friday in October, (i) drafts of all PTRM letters and forms should be examined for
472 factual accuracy by the faculty under review, and (ii) factual inaccuracies should be reported by the
473 faculty under review to the relevant committees.
474
475 h) In accordance with the ART, for every type of PTRM evaluation, faculty members must sign a
476 form stating that s/he has received and read the final written evaluation. This applies to
477 reappointment letters, third year review letters, promotion and tenure recommendations, and
478 comprehensive review letters. Signature sheets will be created by the DPTRC secretary, and kept
479 in the department office, for this purpose. *Note:* Merit forms already include a faculty signature
480 line, so a separate signature form is not necessary.

- 481
482 i) In cases where a PTRM committee chair needs clarification about a policy or procedure, the
483 committee should contact the Executive Committee chair, who in turn will discuss the matter with
484 the Executive Committee. If further clarification is required, the Executive Committee will contact
485 either the department representative on the FCSM PTRM committee or the college representative
486 on the UPTRM committee, as appropriate.
487
488 j) For any PTRM evaluation, committee members' dissenting/minority opinions should be attached
489 to the PTRM form or letter and accompany that form/letter to (1) the reviewed faculty member and
490 (2) the next level of review.
491
492 k) Faculty should retrieve their PTRM portfolios from the department chair's office after the third
493 Friday in March.
494

495 **B. Reappointment**

496
497 The execution of the reappointment process is the responsibility of the Department of Physics,
498 Astronomy & Geosciences Department Promotion, Tenure, and Reappointment Committee (DPTRC).
499

500 The Review Procedures

- 501
502 1) Tenure track faculty in their second year or beyond should update their cumulative PTRM portfolio
503 for work that was completed before June 1 by the third Friday in September. First year faculty
504 should submit their PTRM portfolio to the chairperson by the second Friday of December.
505
506 2) Each faculty member's cumulative PTRM portfolio will be reviewed by all members of the DPTRC
507 prior to the DPTRC meeting. Members of the committee may contact the faculty member regarding
508 questions about their portfolio.
509
510 3) The DPTRC will meet to discuss and evaluate the faculty member's teaching, scholarship, and
511 service performance from the previous academic year (June 1 – May 31) and all previous years
512 since their initial appointment date. Each faculty member being reviewed should be available
513 during the meeting time to answer questions which may arise.
514
515 4) The DPTRC will vote using a secret ballot to make a recommendation regarding reappointment for
516 a particular faculty member.
517
518 a. A tie vote will result in re-opening the case for further discussion and a new vote on motion
519 to recommend. In the case of a second tie vote, a recommendation will be made in favor
520 of reappointment.
521
522 5) One member of the DPTRC, appointed by the chair, shall draft a report of the committee's
523 recommendation. The draft will be submitted back to the DPTRC for review, after which the report
524 shall be reviewed by the faculty member for factual accuracy. If there are substantial factual
525 corrections made to the letter, the DPTRC may choose to reevaluate and revote before continuing
526 the process. After any factual corrections are made, the final version of the letter will be submitted
527 to the DPTRC and delivered to the faculty member.
528

529 Timeline:

| | |
|-------------------------------|--|
| The Third Friday in June | All faculty members submit an evaluation portfolio to the department chair. |
| The Third Friday in September | Final date for faculty to add information to update their PTRM portfolio for work that was completed before June 1. |
| The Second Friday in October | DPTRC reports with recommendations and vote count on all faculty members are submitted to the department chairperson. |
| The Fourth Friday in October | Department chairperson's written evaluation for faculty considered for reappointment in the second through fifth years is added to the faculty member's PTRM portfolio and conveyed to the faculty member. |
| The Second Friday in November | The faculty member's evaluation portfolio, inclusive of the DPTRC written recommendation with record of the vote count, and the written recommendation of the department chairperson, are forwarded by the DPTRC chairperson to the dean's office. |
| The Second Friday in December | First-year tenure-track faculty submit a PTRM portfolio for the Fall semester to the department chairperson. |
| The First Friday in January | The DPTRC reports with recommendations and vote count on all first-year tenure-track faculty are submitted to the department chairperson. |
| The Third Friday in January | The DPTRC and chairperson recommendations concerning reappointment and merit for first-year tenure-track faculty are delivered to the faculty member and the Dean. |

530 **C. Merit**

531
532 Each full-time tenure and tenure track faculty member will be evaluated as having demonstrated one
533 of three levels of performance merit during the previous academic year. The results of this evaluation
534 will be used to determine the faculty member's merit-based salary adjustment for the following year.
535 Lecturers and visiting assistant professors with multi-year appointments also receive merit
536 recommendations.

537
538 The Review Procedure

- 539
540 1) Merit portfolios are due the third Friday in June. Faculty should update their merit portfolio for
541 work that was completed before June 1 by the third Friday in September.
542
543 2) Faculty members whose merit portfolios do not contain the following documents may receive a
544 recommendation of "not meritorious" by the DMC: completed AR/CAR/SENTF forms,
545 curriculum vitae, course syllabi for the previous year, qualitative and quantitative student
546 evaluations, and classroom visitation reports (if available for the previous year).
547
548 3) In June and September (see timeline below), faculty will be provided a checklist so that they can
549 determine whether their merit portfolios include the required merit documents (see #2, above). By
550 the 3rd Friday in September, each faculty member is responsible for ensuring that a form is signed

551 by the faculty member and the department chair indicating whether or not the faculty member's
552 merit portfolio contains the required documents.

553

554 4) For each faculty member, a presenter shall be designated by the DMC chair. The choice of
555 presenter is subject to veto by either party for justifiable reasons.

556

557 5) Each faculty member's merit portfolio will be reviewed by all members of the DMC committee
558 prior to the DMC meeting. Members of the DMC may contact the faculty member regarding
559 questions about their merit portfolio.

560

561 6) The DMC meets to discuss the faculty member's teaching, scholarship, and service performance
562 from the previous academic year (June 1 – May 31). Each faculty member being reviewed should
563 be available during the meeting time to answer questions which may arise.

564

565 7) DMC members must recuse themselves from discussions of their own merit portfolios. In these
566 cases, the number of voting members shall be six.

567

568 8) The DMC will vote using a secret ballot to recommend a merit category for a particular faculty
569 member. The vote is expected to be based on the correspondence between the Annual Report Parts
570 I and II for the academic year under review, and the level of effort and performance in completing
571 one's agreed-to duties. Each faculty member will be rated in each of the areas of teaching,
572 scholarship and service using the following terms:

573

574 UNSATISFACTORY: Does not meet minimum expectations (used especially when performance
575 or lack thereof is detrimental to the institution and/or its students).

576

577 ACCEPTABLE: Meets minimum/basic expectations satisfactorily.

578

579 COMMENDABLE: Performance is noteworthy and goes beyond basic expectations.

580

581 SUPERIOR: Superior performance, that which is truly outstanding.

582

583 Subsequently, recommendations for merit will be based on the following guidelines:

584 • *Not meritorious*: Any unsatisfactory rating will result automatically in a merit ranking of
585 "not meritorious." Likewise, if no rating exceeds acceptable in any of the three areas, the
586 resulting merit ranking will be "not meritorious."

587 • *Excellent (Base Merit plus one Performance Merit)*: Superior in at least one area and
588 Commendable or Superior in remaining area(s).

589 • *Satisfactory (Base Merit)*: All other contingencies.

590

591 To provide a merit recommendation for a particular faculty member, the DMC participates in a
592 secret ballot in which each committee member assigns a rating of *superior (3)*, *commendable (2)*,
593 *acceptable (1)*, or *unsatisfactory (0)* to each of the faculty member's three performance areas
594 (teaching, scholarship, service), labeled *i* here. The ratings from all DMC members shall be used
595 to compute an average rating for each faculty member in each performance area, X_i

596

597

598 The final rating for each faculty member in each performance area is determined by

- 599 a. If $X_i < 0.5$, then $X_i = 0$, unsatisfactory;
- 600 b. If $0.5 \leq X_i < 1.5$, then $X_i = 1$, acceptable;
- 601 c. If $1.5 \leq X_i < Y_i$, then $X_i = 2$, commendable;
- 602 d. If $X_i \geq Y_i$, then $X_i = 3$, superior

603
604 In years in which no merit cap is in place, all Y_i shall be equal to 2.5. In years a merit cap is in
605 place, Y_i is determined by:

$$606 \quad Y_i = \bar{X}_i + f\sigma_{X_i}$$

607
608 Where \bar{X}_i is the average of all faculty ratings in performance area i , and σ_{X_i} is the standard
609 deviation in those scores. The factor f shall be the same for all categories, and shall be adjusted
610 in order to meet the merit cap.
611

612 The final merit recommendation for each faculty member shall be based on the final ratings in the
613 three performance evaluations, according to the [FCSM College-wide Criteria and Standards for](#)
614 [Merit](#).

- 615
- 616 9) The faculty presenter will complete the Departmental Merit Recommendation form and submit
617 the form to the faculty member prior to the deadline so the letter can be checked for factual
618 accuracy. If there are substantial factual corrections made to the letter, the DMC may choose to
619 reevaluate and revote before continuing the process. After any factual corrections, the letter is
620 delivered to the faculty member, signed by the faculty member, and then delivered to the DMC
621 chairperson.
622
- 623 10) The DMC chairperson will submit all merit documents specified in the University ART document
624 to the department chairperson.
625
- 626 11) Once the departmental merit recommendations for all faculty have been made, a single Department
627 Merit and Reappointment Binder is prepared for the Dean's Office in accordance with the [FCSM](#)
628 [guidelines for Materials to be Submitted for Merit and Reappointment](#).
629
- 630 12) The only department members to be informed of each individual faculty member's merit
631 recommendation are the faculty member, the department chair, and the members of the DMC. All
632 department members will be informed of the overall distribution of merit awards.
633

634 Duties and Role of the faculty member

- 635
- 636 1) It is the faculty member's responsibility to familiarize themselves with the review procedures and
637 submit the merit portfolio to the department chair on time.
638
- 639 2) It is the responsibility of the faculty member to verify that the merit portfolio contains all required
640 merit documents. By the 3rd Friday in September, the faculty member is responsible for ensuring
641 that a form is signed by the faculty member and the department chair indicating whether or not the
642 faculty member's PTRM portfolio contains the required documents.
643

644 Duties and Role of the faculty presenter

- 645
- 646 1) The faculty presenter shall facilitate the DMC's discussion of the faculty member's portfolio and
647 take notes of major issues and points of that discussion. After deliberations are complete, the

648 presenter will produce a draft of the Departmental Merit Recommendation form. This draft should
649 be reflective of the committee's comments. The draft is then to be distributed among the committee
650 members for review and possible revision.

651
652 2) After the approval of the committee, the presenter will present the Departmental Merit
653 Recommendation Form to the faculty member prior to the deadline so the letter can be checked for
654 factual accuracy. If there are substantial factual corrections made to the letter, the DMC may choose
655 to reevaluate and revote before continuing the process. After any factual corrections, the final
656 version of the letter will be submitted to the DMC and delivered to the faculty member by the
657 faculty presenter. The presenter obtains the faculty member's signature on the final version of the
658 form and submits the signed, completed form to the DMC chair.

659 Duties of the members of the DMC

- 661
662 1) The DMC shall review the merit portfolios containing all the documents assembled for the
663 committee's use.
664
665 2) The DMC shall, through discussion of the submitted merit portfolio, provide comments and
666 relevant information necessary to help the presenter formulate the Departmental Merit
667 Recommendation form.
668
669 3) The DMC shall vote on a merit recommendation for each faculty member under review.

670 Timeline

671
672

| | |
|-------------------------------|--|
| The First Friday in June | Faculty are provided a checklist to determine whether their merit portfolios contain the required merit documents. |
| The Third Friday in June | All faculty members submit a merit portfolio to the department chair. |
| The First Friday in September | Faculty are again provided a checklist to determine whether their merit portfolios contain the required merit documents. |
| The Third Friday in September | Final date for faculty to add information to update their merit portfolio for work that was completed before June 1. A form is signed by each faculty member and the department chair indicating whether or not the faculty member's merit portfolio contains the required merit documents. |
| The Second Friday in October | The Department Merit Committee's reports with recommendations and vote count on all faculty members are submitted to the department chairperson. |
| The Fourth Friday in October | The Department Merit Committee's reports, with recommendations and vote count, and the department chairperson's evaluation are distributed to the faculty members. |

673
674

675 **D. Third Year Review**
676

677 The Department Promotion, Tenure, and Reappointment Committee (DPTRC) is responsible for third
678 year review of all faculty in the Department of Physics, Astronomy & Geosciences. Evaluation for third
679 year review shall be based on the standards and expectations for all faculty (Section I above) and those
680 criteria, which are established in the University ART and [FCSM PTRM](#) documents.
681

682 The Review Procedure
683

- 684 1) For each faculty member, a presenter shall be designated by the DPTRC chairperson. Where
685 possible, the presenter should be the faculty mentor or a member of the discipline. The choice of
686 presenter is subject to veto by either party for justifiable reasons.
687
- 688 2) By the third Friday in January of the third year of a faculty member's appointment, he/she will
689 prepare a cumulative PTRM portfolio covering the full period of appointment for review by the
690 DPTRC.
691
- 692 3) It is the faculty member's responsibility for initiating and ensuring the PTRM portfolio is
693 submitted on time. It is the faculty member's responsibility to familiarize themselves with the
694 review procedures, know what documents are required, and to request the presenter's help when
695 clarification is needed.
696
- 697 4) The DPTRC will review the PTRM portfolio of the faculty member and convene a meeting to
698 discuss progress toward tenure.
699
- 700 5) The faculty presenter will draft a letter summarizing the recommendations and major points
701 discussed by the DPTRC. The letter will be submitted to the committee for approval or revision,
702 and then sent to the faculty member to check for factual accuracy. If there are substantial factual
703 corrections made to the letter, the DPTRC may choose to reevaluate and revote before continuing
704 the process. After any factual corrections, the updated letter will be submitted to the DPTRC chair
705 and delivered to the faculty member.
706
- 707 6) The faculty member will meet with the faculty presenter and the department chairperson to discuss
708 the content of the recommendation letter. Upon discussion, any changes agreed to by all parties
709 will be brought to the attention of the DPTRC for possible implementation into the letter.
710
- 711 7) The letter will be submitted to the FCSM dean for review and potential follow-up discussions.
712

713 Duties and Role of the faculty member
714

- 715 1) Each faculty member undergoing a third year review shall complete a cumulative PTRM portfolio
716 that follows the Instructions for the Fisher College of Science and Mathematics Promotion and
717 Tenure Dossier, including a narrative statement in which the faculty member describes how he or
718 she has met and integrated teaching, research, and service expectations based on his/her workload
719 agreements for the period under review. The included materials should address the previous two
720 years and the fall semester of the current year.
721
- 722 2) It is the responsibility of the individual who is being reviewed to:
723 a. Assemble all the completed forms and necessary supporting documentation;
724 b. Check all forms and documentation for completeness and accuracy;
725 c. Give the final completed portfolio to the faculty presenter.

- 726 d. Participate in a follow-up meeting with his/her faculty presenter and the department
727 chairperson to discuss the Committee's recommendations with regard to strengthening the
728 tenure dossier prior to the tenure decision.
729

730 Duties and Role of the faculty presenter
731

- 732 1) The faculty presenter will attempt to communicate with the faculty member as early as possible in
733 the fall semester of the review period to discuss the preparation of the review materials, in order to
734 make a strong portfolio. The presenter communicates again with the faculty member as early as
735 possible the following spring semester in order to attain a complete understanding of the documents
736 to be presented once the portfolio is complete.
737
- 738 2) The faculty presenter shall facilitate the DPTRC's discussion of the faculty member's portfolio and
739 take notes of major issues and points of that discussion. The DPTRC shall instruct the presenter of
740 its wishes with respect to feedback to be given to the faculty member. The faculty presenter shall
741 then draft a letter of feedback for the faculty member regarding the progress of the faculty member
742 towards the tenure decision. This draft should be reflective of the committee's comments. The draft
743 is then to be distributed among the committee members for review and possible revision.
744
- 745 3) After the approval of the committee, the faculty presenter will present the DPTRC evaluation letter
746 to the faculty member prior to the deadline so the letter can be checked for factual accuracy. After
747 any factual corrections, the updated letter will be submitted to the DPTRC chair and delivered to
748 the faculty member by the faculty presenter.
749
- 750 4) The faculty presenter will participate in a meeting with the faculty member and the department
751 chair to discuss the faculty presenter's summary letter and the overall evaluation of the faculty
752 member's portfolio by the DPTRC. Should some aspect of the faculty member's evaluation
753 portfolio be judged lacking by the committee, this will be clearly expressed to the faculty member
754 in a constructive manner, for the purpose of encouraging that faculty member to improve his/her
755 dossier for the future tenure decision.
756
- 757 5) After meeting with the faculty presenter and department chair, the faculty member may request that
758 changes be made to the summary letter prior to submitting the letter to the dean. If changes are
759 agreed to by all parties, the faculty presenter will bring them to the attention of the DPTRC. If
760 approved by the DPTRC, faculty presenter will make the changes to the evaluation letter, submit
761 the final version to the DPTRC chair, and deliver it to the faculty member.
762

763 Duties of the members of the DPTRC
764

- 765 1) The DPTRC shall review the portfolios containing all the documents assembled for the committee's
766 use.
767
- 768 2) DPTRC members shall prepare questions or additional comments suggested by their review and by
769 any relevant personal knowledge and in the DPTRC meeting, help the faculty presenter formulate
770 the letter of feedback for the faculty member.
771
- 772 3) DPTRC members shall decide upon and implement any appropriate follow-up procedures, such as
773 letters, conferences, or conditions to be met by the faculty member in question.
774
775

776 Timeline:

777

778 The Third Friday in January All documentation for the third year review of tenure track faculty
779 is submitted by the faculty member to the department chairperson.

780

781 The First Friday in March Faculty under third-year review must be provided with written and
782 face-to-face feedback on their performance toward tenure.

783

784 **E. Promotion**

785

786 Recommendations for promotion to associate professor and promotion to full professor shall be
787 determined by the DPTRC. The criteria, procedures, and duties for both forms of promotion are
788 similar. Therefore, the description below applies to both forms of promotion. When differences do
789 occur, the description below will specify the information for each situation.

790

791 Evaluation for promotion shall be based on the standards and expectations for all faculty (Section I
792 above) and those criteria that are established in the University ART and [FCSM PTRM](#) documents.

793

794 Faculty shall be evaluated for promotion as their cases warrant. Whenever recommendations for
795 promotion are made, evaluations at the department and college levels will need to be comprehensive
796 and supported with adequate data.

797

798 The Review Procedure

799 1) For each faculty member, a presenter shall be designated by the DPTRC chairperson. Where
800 possible, the presenter should be a member of the discipline. The choice of presenter is subject to
801 veto by either party for justifiable reasons.

802

803 2) It is the faculty member's responsibility for initiating and ensuring the cumulative PTRM portfolio
804 is submitted on time. It is the faculty member's responsibility to familiarize themselves with the
805 review procedures, know what documents are required, and to request the presenter's help when
806 clarification is needed.

807

808 3) The DPTRC will review all materials and present a recommendation for each faculty member up
809 for promotion to associate or full professor.

810

811 4) For faculty members up for promotion to full professor, the DPTRC will formulate a written
812 evaluation on the appropriateness of the source of the external letters (e.g., from a qualified faculty
813 member at a peer institution) and an evaluation of the accuracy of the letters with respect to the
814 candidates' accomplishments. In accordance with the protocol specified in the FCSM PTRM and
815 University ART documents, the written evaluation of the external letters is confidential and will
816 not be shared with the candidate, but will be added to the file containing the external letters for
817 consideration by all subsequent reviewers.

818

819 5) Once the full evaluation has been completed, the department recommendation will be determined
820 by secret vote of the DPTRC committee, in accordance with criteria specified in the FCSM PTRM
821 document. All documents and supporting materials, after being finalized and signed, will then be
822 submitted to the FCSM PTRM committee for further review and recommendation.

823

824 Duties and Role of the faculty member

825
826 1) The faculty member will assemble all necessary documentation specified in the University ART
827 and FCSM PTRM documents to support the recommendation. All forms and documentation should
828 be checked for completeness and accuracy.

829
830 2) It is the responsibility of the individual who is being recommended to submit the cumulative
831 PTRM portfolio to the department chairperson by the third Friday of June, as specified in the
832 University ART calendar. (Note: the faculty member should make a back-up copy of any file
833 material for that individual's private file.)

834
835 3) Faculty being considered for promotion to full professor are not eligible to vote during their own
836 deliberations but should participate in (and vote) in the deliberations of other faculty up for
837 promotion to full professor.

838
839 Duties and Role of the faculty presenter

840
841 1) The faculty presenter will attempt to communicate with the faculty member as early as possible in
842 the fall semester of the review period to attain a complete understanding of the documents to be
843 presented.

844
845 2) The presenter shall facilitate the DPTRC's discussion of the faculty member's portfolio and take
846 notes of major issues and points of that discussion. After deliberations are complete, the presenter
847 will produce a draft of the Fisher College of Science and Mathematics Promotion-Tenure
848 Recommendation Form. This draft should be reflective of the committee's comments. The draft is
849 then to be distributed among the committee members for review and possible revision.

850
851 3) After the approval of the committee, the faculty presenter will present the DPTRC evaluation letter
852 to the faculty member prior to the deadline so the letter can be checked for factual accuracy. If
853 there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate
854 and revote before continuing the process. After any factual corrections, the final version of the
855 letter will be submitted to the DPTRC chair and delivered to the faculty member by the faculty
856 presenter.

857
858 Duties of the members of the DPTRC

859
860 1) The DPTRC shall review the PTRM portfolios containing all the documents assembled for the
861 committee's use.

862
863 2) They shall, through discussion of the submitted PTRM portfolio, provide comments and relevant
864 information necessary to help the presenter formulate the approved Fisher College of Science and
865 Mathematics Departmental Promotion-Tenure Recommendation Form.

866
867 3) They shall vote on a recommendation concerning promotion for each full-time faculty member of
868 the department going up for promotion. A vote shall be considered to be decisive (conclusive)
869 when the motion is supported by a majority of the committee members.

- 870 i. A tie vote will result in re-opening the case for further discussion and a new vote on
871 motion to recommend. In the case of a second tie vote, a recommendation will be made
872 in favor of promotion.

874 4) They shall decide upon and implement any appropriate follow-up procedures, such as letters,
875 conferences, or conditions to be met by the faculty member in question.

876
877 Timeline

| | | |
|-----|--------------------------------|--|
| 878 | | |
| 879 | The Third Friday in June | All faculty members submit an evaluation portfolio to the |
| 880 | | department chair. |
| 881 | | |
| 882 | The Third Friday in September | Faculty notify department chair of intention to submit materials for |
| 883 | | promotion and/or tenure in the next academic year. |
| 884 | | |
| 885 | | Final date for faculty to add information to update their PTRM |
| 886 | | portfolio for work that was completed before June 1. |
| 887 | | |
| 888 | The Fourth Friday of September | Department chairperson notifies department faculty, dean, and |
| 889 | | Provost of any department faculty member's intention to be |
| 890 | | reviewed for promotion and/or tenure in the next academic year. |
| 891 | | |
| 892 | The Second Friday in October | Reports with recommendations and vote count on all faculty |
| 893 | | members are submitted to the department chairperson. |
| 894 | | |
| 895 | The Second Friday in November | The faculty member's PTRM portfolio, inclusive of the |
| 896 | | committee's written recommendation with record of vote count, and |
| 897 | | the written recommendation of the department chairperson, are |
| 898 | | forwarded by the DPTRC chair to the dean's office. |
| 899 | | |

900 **F. Tenure**

901
902 Recommendations for tenure shall be determined by the DPTRC.

903
904 Evaluation for tenure shall be based on the standards and expectations for all faculty (Section I above) and
905 those criteria which are established in the University ART and [FCSM PTRM](#) documents.

906
907 Unless special arrangements have been made, faculty shall be evaluated for tenure in their sixth year of
908 service. Whenever recommendations for tenure are made, evaluations at the department and college levels
909 will need to be comprehensive and supported with adequate data.

910
911 The Review Procedure

- 912
- 913 1) For each faculty member, a presenter shall be designated by the DPTRC. Where possible, the
914 presenter should be a member of the discipline. The choice of presenter is subject to veto by either
915 party for justifiable reasons.
 - 916
 - 917 2) It is the faculty member's responsibility for initiating and ensuring the cumulative PTRM portfolio
918 is submitted on time. It is the faculty member's responsibility to familiarize themselves with the
919 review procedures, know what documents are required, and to request the presenter's help when
920 clarification is needed.
 - 921
 - 922 3) The DPTRC will review all materials and present a recommendation for each faculty member up
923 for tenure. The department recommendation will be determined by secret vote in accordance with
924 criteria specified in the FCSM PTRM document. All documents and supporting materials, after

925 being finalized and signed, will then be submitted to the FCSM PTRM committee for further
926 review and recommendation.

927

928 Duties and Role of the faculty member

929

930 1) The faculty member will assemble all necessary documentation specified in the University ART
931 and FCSM PTRM documents to support the recommendation. All forms and documentation
932 should be checked for completeness and accuracy.

933

934 2) It is the responsibility of the individual who is being recommended to submit the cumulative
935 PTRM portfolio to the department chairperson by the third Friday of June, as specified in the
936 University ART calendar. (Note: the faculty member should make a back-up copy of any file
937 material for that individual's private file.)

938

939 Duties and Role of the faculty presenter

940

941 1) The faculty presenter will attempt to communicate with the faculty member as early as possible in
942 the fall semester of the review period to attain a complete understanding of the documents to be
943 presented.

944

945 2) The presenter shall facilitate the DPTRC's discussion of the faculty member's portfolio and take
946 notes of major issues and points of that discussion. After deliberations are complete, the presenter
947 will produce a draft of the Fisher College of Science and Mathematics Promotion-Tenure
948 Recommendation Form. This draft should be reflective of the committee's comments. The draft is
949 then to be distributed among the committee members for review and possible revision.

950

951 3) After the approval of the committee, the faculty presenter will present the DPTRC evaluation letter
952 to the faculty member prior to the deadline so the letter can be checked for factual accuracy. If
953 there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate
954 and revote before continuing the process. After any factual corrections, the final version of the
955 letter will be submitted to the DPTRC chair and delivered to the faculty member by the faculty
956 presenter.

957

958 Duties of the Members of the DPTRC

959

960 1) The DPTRC shall review the PTRM portfolios containing all the documents assembled for the
961 committee's use.

962

963 2) They shall, through discussion of the submitted PTRM portfolio, provide comments and relevant
964 information necessary to help the presenter formulate the approved Fisher College of Science and
965 Mathematics Departmental Promotion-Tenure Recommendation Form.

966

967 3) They shall vote on a recommendation concerning tenure for each full-time faculty member of the
968 department going up for tenure. A vote shall be considered to be decisive (conclusive) when the
969 motion is supported by a majority of the committee members.

970

971 i. A tie vote will result in re-opening the case for further discussion and a new vote on motion
972 to recommend. In the case of a second tie vote, a recommendation will be made in favor of
973 promotion

973

974 4) They shall decide upon and implement any appropriate follow-up procedures, such as letters,
975 conferences, or conditions to be met by the faculty member in question.

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Timeline

- The Third Friday in June All faculty members submit an evaluation portfolio to the department chair.
- The Third Friday in September Faculty notify department chair of intention to submit materials for promotion and/or tenure in the next academic year.
Final date for faculty to add information to update their PTRM portfolio for work that was completed before June 1.
- The Fourth Friday of 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 DPTRC reports with recommendations and vote count on all faculty members are submitted to the department chairperson.
- The Second Friday in November The faculty member’s PTRM portfolio, inclusive of the DPTRC written recommendation with record of vote count, and the written recommendation of the department chairperson, are forwarded by the DPTRC chair to the dean’s office.

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

The DPTRC is responsible for five-year comprehensive reviews of all faculty in the Department of Physics, Astronomy & Geosciences. Evaluation for five-year review shall be based on the standards and expectations for all faculty (Section I above) and those criteria, which are established in the University ART and [FCSM PTRM](#) documents. 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.

The Review Procedure

- 1) For each faculty member, a presenter shall be designated by the DPTRC chairperson. Where possible, the presenter should be a member of the discipline. The choice of presenter is subject to veto by either party for justifiable reasons.
- 2) The faculty member under review shall assemble all PTRM portfolio materials for the Five-Year Comprehensive Review as described in Section I B 3.d of the University ART document. The portfolio should be presented to the department chairperson by the third Friday of June.
- 3) It is the faculty member’s responsibility for initiating and ensuring the PTRM portfolio is submitted on time. It is the faculty member’s responsibility to familiarize themselves with the review procedures, know what documents are required, and to request the presenter's help when clarification is needed.
- 4) The DPTRC will review all materials and convene a meeting to discuss the portfolio. The committee then makes a recommendation (positive or negative) for each faculty member up for comprehensive review. The department recommendation will be determined by secret vote in

1027 accordance with criteria specified in the FCSM PTRM document. A vote shall be considered to be
1028 decisive (conclusive) when the motion is supported by a majority of the committee members.

- 1029
- 1030 a. A tie vote will result in re-opening the case for further discussion and a new vote
1031 on motion to recommend. In the case of a second tie vote, a recommendation will
1032 be made in favor of a positive recommendation.
1033
- 1034 5) The faculty presenter will draft a letter summarizing the recommendations and major points
1035 discussed by the DPTRC. This letter will address all topics outlined in the University ART
1036 document. The letter will be submitted to the committee for approval or revision, and then
1037 submitted to the faculty member to check for factual accuracy. If there are substantial factual
1038 corrections made to the letter, the DPTRC may choose to reevaluate and revote before continuing
1039 the process.
1040
- 1041 6) After any factual corrections, the final version of the letter will be submitted to the DPTRC chair,
1042 included in the faculty member's PTRM portfolio, and delivered to the FCSM dean for review
1043 and potential follow-up discussions.
1044
- 1045 7) Faculty being considered for comprehensive review are not eligible to participate (or vote) in their
1046 own deliberations but should participate in (and vote) in the deliberations of others.
1047
- 1048 8) In the case of a negative review, as stated in the ART:
1049
- 1050 a. A negative comprehensive review shall be followed by the development of a written
1051 professional development plan to remediate the faculty member's failure to meet minimum
1052 expectations as noted in the comprehensive review. The written plan shall be developed by
1053 the faculty member and approved by the chair and the dean by the third Friday in June of the
1054 Academic Year in which the negative review occurred. The plan shall be signed by the
1055 faculty member, chair and dean.
- 1056 b. The plan shall be implemented in the fall semester following approval of the plan. Evidence
1057 of improvement must be clearly discernible in evaluation portfolio materials submitted in the
1058 next annual review process. Lack of evidence of discernible improvement may result in a
1059 formal warning, sanction or termination.
- 1060 c. Two (2) consecutive annual reviews indicating the faculty member has not met minimum
1061 expectations shall occasion an immediate comprehensive review, which shall be in addition
1062 to those otherwise required by policy.
1063

1064 Duties and Role of the faculty member

1065

- 1066 1) Each faculty member undergoing a five-year comprehensive review shall complete a cumulative
1067 PTRM portfolio, consisting of all materials specified in the University ART and FCSM PTRM
1068 documents. Each significant accomplishment during the review period should be documented and
1069 the portfolio should follow the format described in the FCSM PTRM document.
1070
- 1071 2) It is the responsibility of the individual who is being reviewed to:
- 1072 a) Assemble all the completed forms and necessary supporting documentation;
- 1073 b) Check all forms and documentation for completeness and accuracy;
- 1074 c) Give the final completed portfolio to the department chair. (Note the faculty member
1075 should make a back-up copy of any file material for that individual's private file.)
- 1076 d) In the case of a negative review, follow the professional development procedures listed
1077 in the ART (described above).

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Duties and Role of the faculty presenter

- 1) The faculty presenter will attempt to communicate with the faculty member as early as possible in the fall semester of the review period to attain a complete understanding of the documents to be presented.
- 2) The presenter shall facilitate the DPTRC’s discussion of the faculty member’s portfolio and take notes of major issues and points of that discussion. The DPTRC shall instruct the presenter of its wishes with respect to feedback to be given to the faculty member. The faculty presenter shall then draft a letter of feedback for the faculty member regarding the review decision. This draft should be reflective of the committee’s comments. The draft is then to be distributed among the committee members for review and possible revision.
- 3) In the case of a negative review, this fact will be clearly expressed to the faculty member in a constructive manner, for the purpose of encouraging that faculty member to improve his/her dossier for future evaluations.
- 4) After the approval of the committee, the faculty presenter will present the DPTRC evaluation letter to the faculty member prior to the deadline so the letter can be checked for factual accuracy. If there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate and revote before continuing the process. After any factual corrections, the final version of the letter will be submitted to the DPTRC chair and delivered to the faculty member by the faculty presenter.

Duties of the members of the DPTRC

- 1) The DPTRC shall review the portfolios containing all the documents assembled for the committee's use.
- 2) The DPTRC shall vote on a recommendation (positive or negative) for each faculty member up for comprehensive review.
- 3) DPTRC members shall prepare questions or additional comments suggested by their review and by any relevant personal knowledge and in the DPTRC meeting, help the faculty presenter formulate the letter of feedback for the faculty member.

Timeline

| | |
|-------------------------------|---|
| The Third Friday in June | All faculty members submit an evaluation portfolio to the department chair. |
| The Third Friday in September | Final date for faculty to add information to update their evaluation portfolio for work that was completed before June 1. |
| The Second Friday in October | The DPTRC’s reports with recommendations and vote count on all faculty members are submitted to the department chairperson. |

1128 **VI. Appeal Procedures**

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Negative recommendations at any level regarding the annual review, merit, promotion, tenure, reappointment and/or the comprehensive five-year review shall be delivered in writing in person or sent by certified mail to the faculty member's last known address by the department chairperson.

- 1) All appeals shall be made in writing. The timeframe for appeals at all levels is twenty-one (21) calendar days beginning with the date that the negative judgment is delivered in person or the date of the postmark of the certified letter.
- 2) There are three (3) types of appeals.
 - a) Substantive appeals refer to perceived errors in judgment by either department PTRM committees or the department chairperson with regard to evaluation of the faculty member's performance.
 - i. The FCSM College PTRM committee shall serve as the appeals body. Appeals must be delivered by certified mail or in person to the college PTRM committee within twenty-one (21) calendar days of notification of the negative recommendation.
 - ii. The appeal must be in writing, clearly stating the grounds for appeal and must be accompanied by supporting documents. The faculty member may supplement the evaluation portfolio under review with any statement, evidence, or other documentation s/he believes would present a more valid perspective on his/her performance.
 - iii. Appeals of departmental recommendations shall be copied to the department chair and the department PTRM chair.
 - iv. All challenge material shall be placed in the evaluation portfolio under review no later than five (5) business days before the evaluation portfolio is due to the FCSM College PTRM committee. All material placed in the file, including challenge material, shall become a part of the cumulative expansion of the evaluation portfolio and shall not be removed by subsequent levels of evaluators. The evaluation portfolio under review, with additions, will be forwarded to FCSM PTRM committee by the appropriate PAGS DPTRM committee chair.
 - v. Within fifteen (15) business days of receipt of a formal appeal with attached materials, the recipient of the appeal (e.g. the FCSM College PTRM committee, the university PTRM committee, or the Provost) shall review the case and provide a written response to the substantive appeal. Copies of this letter will be provided to all parties who were copied on the original appeal letter.
 - vi. Recommendations made by the Provost may be appealed to the President whose decision is final.
 - b) Procedural appeals relate to alleged errors in the procedures followed in the review, recommendation and notification process, and shall follow the procedures below.
 - i. Procedural appeals shall be made to the University PTRM committee.

- 1178 ii. The appeal must be in writing, clearly stating the alleged procedural error(s). The
1179 appeal shall be accompanied by supporting documents and should be delivered by
1180 certified mail or in person to the FCSM dean, Provost, or UPTRM chair within
1181 twenty-one (21) calendar days of having been notified of the negative
1182 recommendation.
- 1183 iii. Appeals of department recommendations shall be copied to the department chair, the
1184 department PTRM chair, the FCSM dean and the university PTRM committee chair.
- 1185 iv. Within fifteen (15) business days of receipt of a formal appeal with attached
1186 materials, the university PTRM committee shall review the case and provide a
1187 written response. Copies of this response will be provided to all parties who were
1188 copied on the original appeal letter.
- 1189 v. Recommendations of the university PTRM committee may be appealed to the
1190 President whose decision shall be final. The chair of the university PTRM committee
1191 will monitor the appeal process.
- 1192
- 1193 c) Appeals alleging unlawful discrimination in race, color, religion, age, national origin,
1194 gender, sexual orientation and disability shall follow the specific procedures described in
1195 Towson University policy 06-01.00 —Prohibiting Discrimination on the basis of Race,
1196 Color, Religion, Age, National Origin, Sex and Disability.
- 1197
- 1198 3) The President’s decision on reappointment, tenure, promotion and comprehensive five-year
1199 review shall be final. The Provost’s decision on merit shall be final.

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1201 **VII. PTRM Calendar**

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1203 **The First Friday in May**

1204 The Department Promotion, Tenure, and Reappointment Committee (DPTRC) and the Department
1205 Merit Committee (DMC) are formed (elections for membership on the college committee are already
1206 completed).

1207

1208 **The First Friday in June**

1209 Faculty are provided a checklist to determine whether their merit portfolios contain the required
1210 merit documents.

1211

1212 **The Third Friday in June**

- 1213 1) All PTRM portfolios must be submitted to the department chairperson or designee(s).
- 1214
- 1215 2) All faculty members with a negative comprehensive review must have final approval by chair
1216 and dean of the written professional development plan.
- 1217
- 1218 3) The PTRM Executive Committee shall review this document every three (3) years and submit
1219 evidence of such review to the dean of the college and the university PTRM committee.
- 1220

1221

1222 **The First Friday in September**

1223 Department chair approves the list of additional faculty to be considered for inclusion in the
1224 department PTRM committees.

1225

1226 Faculty are again provided a checklist to determine whether their merit portfolios contain the
1227 required merit documents.

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The Third Friday in September

- 1) Final date for faculty to add information to update their evaluation portfolio for work completed before June 1 unless the schedule for review is modified pursuant to Section III.D.4.a of the ART document.
- 2) First year faculty members must finalize the Statement on Standards and Expectations for New Tenure-Track Faculty (SENTF) with the department chairperson.
- 3) In the academic year preceding the academic year in which a faculty member intends to submit material for promotion and/or tenure, the faculty member shall notify the chair of the department of his/her intention.
- 4) A form is signed by each faculty member and the department chair indicating whether or not the faculty member's PTRM portfolio contains the required merit documents listed in the ART.
- 5) Approval of non-department PTRM members, if any.

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

The reports of the PTRM committees, with recommendations and vote count on all faculty members, are submitted to the department chairperson.

The Fourth Friday in October

- 1) Department chairperson's written evaluation for faculty considered for reappointment in the second 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 his/her independent evaluation into the evaluation portfolio.
- 3) The reports of the PTRM committees, with recommendations and vote count and the department chairperson's evaluation, are distributed to the faculty member. See Section V of the ART document for appeal procedures.

The Second Friday in November

The faculty member's evaluation portfolio, inclusive of the PTRM committee's written recommendation with record of the vote count, and the written recommendation of the department chairperson, are forwarded by the relevant committee chairperson to the dean's office.

The First Friday in December

Department PTRM documents are delivered to the FCSM PTRM committee if any changes have been made.

The Second Friday in December

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

December 15th (USM mandated date)

1280 1) Tenure-track faculty in the second academic year of service must be notified by the President in
1281 writing of non-reappointment for the next academic year.

1282
1283 2) A tenure-track faculty member must be notified of non-reappointment following probationary
1284 years.

1285
1286

The Third Friday in January

1287 1) The dean's written evaluation regarding promotion and/or tenure with recommendation is added
1288 to the faculty member's evaluation portfolio.

1289
1290 2) The FCSM PTRM committee's report with vote counts and recommendations and the dean's
1291 recommendation are conveyed in writing to the faculty member. See Section V of the ART
1292 document for appeal procedures.

1293
1294 3) The DPTRC, DMC, and chairperson recommendations concerning reappointment and merit for
1295 first-year tenure-track faculty are delivered to the faculty member and the dean. See Section V of
1296 the ART document for appeal procedures.

1297
1298 4) All documentation for the third year review of tenure-track faculty is submitted by the faculty
1299 member to the department chairperson.

1300
1301 5) Department chair recommendations on reappointment of first-year faculty must be added to the
1302 faculty member's evaluation portfolio.

1303
1304 6) The decision concerning faculty appeals of their departmental Tenure/Promotion/
1305 Reappointment/Merit recommendation are delivered to the candidate and department chairperson.
1306 See Section V of the ART document for appeal procedures.

1307
1308

The Second Friday in February

1309 1) The dean will, following his/her review, forward department recommendations for faculty merit
1310 to the Provost. If the dean disagrees with the department recommendation, the dean shall add
1311 his/her recommendation to the faculty member's evaluation portfolio and deliver the negative
1312 decision in person or by certified mail to the faculty member's home.

1313
1314 2) FCSM PTRM appeal decisions on department recommendations for first-year faculty are
1315 delivered to the Provost.

1316
1317 3) Department documents concerning promotion, tenure/reappointment, and merit (with an approval
1318 form signed by all current faculty members) are submitted to the university PTRM committee.

1319
1320 4) Negative reappointment recommendations for first-year faculty are forwarded from the Provost to
1321 the President.

1322
1323

March 1

1324 First year faculty must be notified of non-reappointment by written notification from the university
1325 President.

1326
1327

First Friday in March

1328 Faculty under third-year review must be provided with written and face-to-face feedback on their
1329 performance toward tenure.

1330

1331 **Third Friday in March**

1332 1) Provost's letter of decision is conveyed to the faculty member, department and college PTRM
1333 committee chairpersons, department chairperson, and dean of the college. See Section V of the
1334 ART document for appeal procedures.

1335
1336 2) The Provost's decision concerning faculty appeals of the FCSM PTRM committee's
1337 recommendation is delivered to the faculty member. See Section V of the ART document for
1338 appeal procedures.

1339
1340 **VIII. Department PTRM Forms**

1341 The SENTF, AR, CAR, and Classroom Visitation Report forms are found below.

1343

1344
1345 **STATEMENT OF STANDARDS AND EXPECTATIONS**
1346 **FOR NEW TENURETRACK FACULTY (SENTF)**
1347

1348 Name _____ Rank _____
1349

1350 Department of _____
1351

- 1352 I. Faculty members will abide by the following documents:
1353 A. The Faculty Handbook, especially those sections which address faculty rights and responsibilities,
1354 contractual policies, and policies for promotion, merit, and tenure review.
1355 B. The policies and procedures of the College
1356 of _____
1357 Promotion and Tenure Committee.
1358 C. The policies and procedures set forth in the Department
1359 of _____
1360 promotion and tenure document.
1361
1362 II. Faculty members will observe the following general University and College
1363 of _____ expectations:
1364
1365 A. Excellence in teaching and advising.
1366 B. Professional growth and scholarly activity.
1367 C. Service to the department, college, University, and/or USM.
1368 D. Collegiality and academic citizenship.
1369 E. Possession of the appropriate terminal degree. Faculty members who do not hold an earned doctorate or
1370 other appropriate terminal degree at the time of appointment are expected to earn that degree as soon as
1371 possible. Only in extraordinary cases will tenure be recommended for an individual not holding the
1372 doctorate or other appropriate terminal degree.
1373
1374 III. Faculty members will observe the following more specific requirements of the Department of
1375 _____.
1376

1377 In this section, list specific departmental expectations of all new faculty — such as advising;
1378 maintaining academic standards; service on department committees; filing of syllabi, exams, and class
1379 records; how “themes” or “topics” courses are approved; any special rules about multi-section, multi-
1380 instructor courses; any special rules about teaching assignments (such as balance of lower division
1381 and upper-division courses, and time of teaching assignments consistent with needs of the
1382 department).

1383
1384
1385 ¹This is the statement of expectations identified in the “TU Policy on Faculty Evaluation for Promotion,
1386 Tenure/Reappointment, and Merit,” and is to be understood within the context of that total policy.

- 1387 IV. An overall performance evaluation, supported by the Annual Report (AR), peer evaluations, and student
1388 evaluations will be the basis for all recommendations of merit increments, reappointment, promotion, and
1389 tenure.
1390

1391 The quality of all activities—teaching, scholarship, and service—is assessed by the department committees and
1392 the college committee in arriving at recommendations.
1393

- 1394 A. Non-tenured faculty members will be formally evaluated each year during the probationary period. An
1395 important part of this evaluation is the classroom observations by tenured faculty members. Each
1396 classroom observation is followed by the submission of a written evaluation, to the faculty members
1397 observed and to their P&T file.
1398
- 1399 B. All faculty members are subject to an annual evaluation by the appropriate departmental committee(s) for
1400 purposes of recommending promotion and/or merit increment. All promotion and merit increment
1401 recommendations will be based on meritorious performance appropriate to the faculty member's rank. The
1402 following will be considered in this evaluation:
1403
- 1404 1. Excellence in teaching, as evidenced by peer evaluations (including classroom observations;
1405 review of syllabi, textbooks, examinations, and other materials; review of grading standards and
1406 procedures), student evaluations, and advising activities.
1407
 - 1408 2. Broadly defined, scholarly activity and professional growth, as evidenced by publication of
1409 books, articles, reviews, **[optional depending on department: "poetry and fiction, computer
1410 programs, audio and video productions"]** appropriate to the individual's role and professional
1411 development at Towson; presentation of course development and development of new
1412 competencies needed by the department; revision of courses; attendance at and participation
1413 in conferences and workshops; **[optional depending on department: reference to artistic
1414 performance appropriate to that department and position]** research; and other professional
1415 activity.
1416
 - 1417 3. Service to the department, college, University and USM, as evidenced by committee activities,
1418 the development of new programs, and other activities.
1419
 - 1420 4. Service to professional societies (Statewide, regional, national, or international) in the discipline
1421 or in higher education, though such service will not be expected of all faculty members. Service
1422 might include holding office, chairing, or serving on a committee, organizing a conference, etc.
1423
 - 1424 5. Service to the community, though such service may not be expected of all faculty members and
1425 will not be regarded as a substitute for service within the University.
1426

1427
1428 V. Probationary Period
1429

1430 The probationary period shall be that stipulated in the faculty member's letter of appointment. Normally, and
1431 unless stated otherwise in the letter of appointment the probationary period shall be seven years at the rank of
1432 assistant professor, and from one to four years at the ranks of associate professor and professor; these
1433 probationary periods do not include any years of prior service at other institutions or at Towson University
1434 unless such has been negotiated in advance and incorporated in the individual faculty member's letter of
1435 appointment.
1436

1437 The tenure review takes place in the penultimate year of the probationary period (in the sixth year of an even-
1438 year probationary period, the third year of a four-year probationary period; in the case of a one-year
1439 probationary period, the tenure review takes place during that year). The department may in exceptional
1440 circumstances make a tenure recommendation earlier than the normal tenure review date. Any
1441 recommendation for promotion prior to the normal tenure review date must be accompanied by a
1442 recommendation for tenure.
1443

1444 If the department recommends tenure or both promotion and tenure prior to the normal tenure review date,
1445 and tenure or promotion and tenure is/are not granted, the faculty member remains eligible to be considered
1446 for tenure and promotion until the normal tenure review date, which is the final consideration for tenure.

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VI. Specific Expectations of New Faculty Members

Newly appointed faculty members are asked to complete certain assignments related to the area(s) of specialization for which they were hired. The specific expectations for your first year of employment are noted below.

A. Identification

Name: Insert faculty member's name

Rank: Insert faculty member's rank

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

Area(s) of specialization: List specialization(s) for which faculty member was hired

B. Assignments

1. **Teaching**

List the range of courses the faculty member will be expected to teach; include where appropriate the mix of graduate, upper and lower division, etc.

2. **Course Development**

List existing courses the faculty member is expected to revise, new courses the faculty member is expected to develop — where possible, give timetable (e.g., do so much in the first year, the second year, etc.)

3. **Advising**

Specify when the faculty member is expected to begin advising, and whether advising will be for a specific subset of majors (e.g., only those within a particular concentration), or whether advising will include undeclared and/or interdisciplinary students.

4. **Scholarship**

Achieve a consistent record of high quality scholarly growth, through such activities as presentations at professional conferences and research leading to pedagogical or scholarly publications. Use the above language or modify it to make it more specific to the particular faculty member.

5. **Department Service**

List expectations concerning committee service, review of library holdings and ordering of library books, and any specific departmental duties the faculty member has been hired to do (e.g., develop a computer instruction lab, serve as coordinator of a program, a concentration, or an institute).

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6. **College, University, and/or USM Service**

At least by the third year of probationary service, seek election or appointment to one of the standing or ad hoc committees of the College, the University and/or the USM.
Use the above standard language.

- C. Assignments for subsequent years will be determined annually by the chairperson in consultation with you, based on the University's workload policy, and with reference to the promotion and tenure and merit policies, and will be incorporated into an annual agreement on faculty workload expectations.

SIGNATURES:

Faculty Member _____ Date _____

Department Chairperson _____ Date _____

Dean of College _____ Date _____

ANNUAL REPORT (AR)
Part I
Reporting On Activities For Academic Year
June 1, 2012 - May 31, 2013

Name _____ Rank _____
Department of _____
Area of Specialization _____
Appointed to TU faculty: at rank _____ in year _____.

Promotion History:

To rank _____ in year _____ ,
To rank _____ in year _____ , and
To rank _____ in year _____ .

I. Formal Degrees

- A. Highest degree earned, with date and name of granting institution. If received since June 1, 2012, attach proof.
- B. If candidate for an advanced degree, indicate work completed since June 1, 2012 and present status. Corroborative material and/or transcript must be attached.

II. Teaching (percentage of workload: _____ %)

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- A.
1. Attach evaluations from all of your teaching assignments for the fall, mini, spring, and summer terms from the course evaluation reports provided by the Office of Assessment (If your department or college uses an alternative or additional course evaluation survey that has been approved by the UPTRM, then you may also include those results). The course evaluation reports from the Office of Assessment will each include the course title and number, credit hours, number of students enrolled/responding, and response data for each item (median, mean, standard deviation, N).
 2. You may, if you wish, include a narrative statement on your teaching that includes your interpretation of the course evaluations and how you intend to use the results to inform and improve your teaching.
 3. Insert below your class GPA and grade distribution. These data are provided to your dean's office by the Office of Institutional Research (Fall data are sent in February and Spring data are sent in mid June). Your dean's office will distribute these data to departments. You may fill out this table by indicating the number of students in each grade category, or you may electronically insert the information by cutting and pasting the entire section from the report.

| Grade Dist | A | A- | B+ | B | B- | C+ | C | D+ | D | F | Total | W | O | Median | Mean |
|------------|---|----|----|---|----|----|---|----|---|---|-------|---|---|--------|------|
| Course | | | | | | | | | | | | | | | |
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4. Attach syllabi for all courses listed (must contain all elements required for syllabi in Policies and Procedures for the Classroom: Course Syllabus).
- B. Non-classroom assignments which are part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers).
- C. New instructional procedures which you have introduced this year (special projects, new courses and/or materials).
- D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

Correlation Statement. If your productivity did not match your projections for academic year 2012-2013, please explain.

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III. Scholarship (percentage of workload: ____%)
[Attach corroborative material where appropriate]

A. Publications

1. Peer reviewed publications (list using format at the end of this AR Part I form).

2. Non-peer-reviewed publications (list using format at the end of this AR Part I form).

3. Non-peer reviewed abstracts (list using format at the end of this AR Part I form).

B. Presentations

Information about the role at given meeting is given with the recommended citation described at the end of this AR Part I form.

C. Grants and Contracts

Information about the grant is given with the recommended citation described at the end of this AR Part I form.

D. Others

Correlation Statement. If your productivity did not match your projections for academic year 2012-2013, please explain.

IV. Service (percentage of workload: ____%)
[Indicate any of these activities which are part of your workload]

Institution:

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Discipline:

Community:

Correlation Statement. If your productivity did not match your projections for academic year 2012-2013, please explain.

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Recommended Formats for Listing Scholarship in Section III of the above FCSM AR Part I Form

- Identify student co-authors in all citations, with the following notations:
* = TU undergraduate co-author
** = TU graduate co-author

- Publications

Author(s). Year. Title. Journal. Vol:pages. [DOI (if available)]

Example:

Casey, R.E., A.N. Shaw*, L.R. Massal**, J.W. Snodgrass. 2005. Multimedia evaluation of trace metal distribution within stormwater retention ponds in suburban Maryland, USA. Bull. Environ. Contam. Toxicol. 74:273-280.

- Professional presentations
 - Identify type of presentation in citation (Poster, Oral Presentation or Workshop)
 - Indicate presenting author in underline

Author(s). Year. Title. Conference. Proceedings (if applicable). Presentation Type.

Example:

Camponelli, K.M.**, R.E. Casey, M.E. Wright*, S.M. Lev, E.R. Landa. 2005. Spatial distribution and chemical fractionation of Cu and Zn in a stormwater retention pond. 26th Annual Meeting of the Society of Environmental Toxicology and Chemistry. Poster Presentation.

- Grants and contracts
 - Identify type and status of grant (internal or external; funded, continuing, pending, unfunded)
 - Indicate PI(s) in underline

Author(s). Title. Funding Source. Date(s). Award Amount (if applicable).

Examples:

External Funded

Sours, R.E. A chromatographic phage-display technique for identifying peptides that inhibit calcium oxalate monohydrate crystal growth. Research Corporation for Science Advancement. July 2009-June 2011. \$44,100.

External Pending

Stitzel, S.E., Raje, S., Sours, R.E. Revitalizing the analytical chemistry curriculum: Using guided inquiry to bridge the gap between cookbook chemistry and research. NSF-CCLI. Submitted May 2009.

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ANNUAL REVIEW (AR)
Part II

Agreement On Faculty Workload Expectations For Academic Year
June 1, 2013 - May 31, 2014

- I. Teaching (percentage of workload: ____%)
- A. List all of the regular classroom teaching assignments planned for the 2013-2014 academic year.
- B. Non-classroom assignments which will be part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers) for the 2013-2014 academic year.
- C. New instructional procedures which you plan to introduce this year (special projects, new courses and/or materials). Also include interdisciplinary, diversity, international and new technology projects, if appropriate.
- D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)
- II. Scholarship (percentage of workload: ____%)
- III. Service (percentage of workload: ____%)
[For any of these activities which are part of your workload, please indicate.]

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Institution:

Discipline:

Community:

SIGNATURES:

Faculty Member _____ Date _____

Chairperson of Department _____ Date _____

Dean of College _____ Date _____

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CHAIRPERSON'S ANNUAL REPORT (CAR)

PART I

Reporting On Activities For Academic Year

June 1, 2012 - May 31, 2013

Name _____ Rank _____

Department of _____

Area of Specialization _____

Appointed to TU faculty: at rank _____ in year _____

Promotion History:

To rank _____ in year _____,

To rank _____ in year _____, and

To rank _____ in year _____,

I. Formal Degrees

A. Highest degree earned, with date and name of granting institution. If received since June 1, 2012, attach proof.

B.

B. If candidate for an advanced degree, indicate work completed since June 1, 2012 and present status. Corroborative material and/or transcript must be attached.

II. Leadership Report (See Roles, Responsibilities and Core Functions of Academic Chairperson)
(percentage of workload: ____%)

III. Teaching (See Roles, Responsibilities and Core Functions of Academic Chairperson)
(percentage of workload: ____%)

A. 1. Attach evaluations from all of your regular classroom teaching assignments for the fall, mini, spring, and summer terms from the course evaluation reports provided by the Office of Assessment (if your department or college used an alternative or additional course evaluation survey that has been approved by the UPTRM, then you may also include those results). The course evaluation reports from the Office

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of Assessment will each include the course title and number, credit hours, number of students enrolled/responding, and response data for each item (median, mean, standard deviation, N).

2. You may, if you wish, include a narrative statement on your teaching that includes your interpretation of the course evaluations and how you intend to use the results to inform and improve your teaching.

3. Insert below your class GPA and grade distribution. These data are provided to your dean’s office by the Office of Institutional Research (Fall data are sent in February and Spring data are sent in mid June). Your dean’s office will distribute these data to departments. You may fill out this table by indicating the number of students in each category, or you may electronically insert the information by cutting and pasting the entire section from the report.

| Grade Dist | A | A- | B+ | B | B- | C+ | C | D+ | D | F | Total | W | O | Median | Mean |
|------------|---|----|----|---|----|----|---|----|---|---|-------|---|---|--------|------|
| Course | | | | | | | | | | | | | | | |
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4. Attach syllabi for all courses listed (must contain all elements required for syllabi in Policies and Procedures for the Classroom: Course Syllabus).

B. List all other teaching roles as outlined in the Chairperson Roles document.

C. New instructional procedures, which you have introduced this year (special projects, new courses and/or materials).

D. Advising (including number of students, whether majors, undeclared, Interdisciplinary students)

Correlation Statement. If your productivity did not match your projections for academic year 2011 - 2012, please explain. You may also include any comments you may have regarding your grade distribution.

IV. Scholarship (See Roles, Responsibilities and Core Functions of Academic Chairperson)
(percentage of workload: ____%)

Correlation Statement. If your productivity did not match your projections for academic year 2012 - 2013, please explain.

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V. Service (See Roles, Responsibilities and Core Functions of Academic Chairperson)
(percentage of workload: ____%)

Community:

Profession:

University (all levels):

Correlation Statement. If your productivity did not match your projections for academic year 2012 - 2013, please explain.

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CHAIRPERSON'S ANNUAL REVIEW (CAR)

PART II

Agreement On Faculty Workload Expectations For Academic Year

June 1, 2013 - May 31, 2014

I. Leadership (percentage of workload: ____%)

II. Teaching (percentage of workload: ____%)

A. List all of the regular classroom teaching assignments planned for the 2013 – 2014 academic year.

B. Non-classroom assignments which will be part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers) for the 2013 – 2014 academic year.

C. New instructional procedures which you plan to introduce this year (special projects, new courses and/or materials). Also include interdisciplinary, diversity, international, and new technology projects, if appropriate.

D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

III. Scholarship (percentage of workload: ____%)

IV. Service (percentage of workload: ____%)

(For any of these activities, which are part of your workload, please indicate.)

2004 Community:

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2009 Profession:

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2015 University (all levels):

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2021 SIGNATURES:

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2024 Faculty Member/Chairperson Signature Date

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2029 College Dean Date

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2033 **DEPARTMENT OF PHYSICS, ASTRONOMY & GEOSCIENCES**
2034 **CLASSROOM VISITATION REPORT**

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2036 *Evaluation of teaching by faculty colleagues is intended to promote improvement of teaching as well as to gather*
2037 *evidence of teaching effectiveness. The following guidelines should be considered when planning and participating*
2038 *in this process.*

- 2039
2040 1. *The date of the visit shall be arranged at least one week in advance of the class period.*
2041 2. *All visits will be conducted by members of the DPTRC. Two faculty members if possible will visit a class*
2042 *period together.*
2043 3. *The visited and visiting faculty members will meet at least one day prior to the class period so that the visited*
2044 *member may discuss philosophy and objectives for the course and provide a syllabus, etc., to any visitor.*
2045 4. *Within one week after the visit, an open and professional post-visit conference will be held to discuss the*
2046 *observations made by the visiting faculty members. At this time each visitors proposed Report (see below) will*
2047 *be discussed.*
2048 5. *Within two weeks after the visit, each visiting faculty member will have completed and placed the Classroom*
2049 *Visitation Report, signed by both visitor and visited, into the visited P&T portfolio. The visited faculty*
2050 *member (and mentor, if any) will also receive a copy of this report.*
2051

2052 VISITED FACULTY MEMBER _____

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2054 VISITING FACULTY MEMBER _____

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2056 DATE VISITED FACULTY MEMBER WAS INFORMED OF VISIT _____

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2058 DATE OF CLASSROOM VISITATION _____

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2060 COURSE _____

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2062 TOPIC BEING TAUGHT _____

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2064 DATE AND BRIEF SUMMARY OF PRE-VISIT MEETING:

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2070 SPECIAL TECHNIQUES EMPLOYED (*demonstrations, videos, etc*):

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GENERAL OBSERVATIONS: *(Note especially efforts to engage students through questions, small group discussions, brief presentations, etc.)*

STUDENT RESPONSE:

SUGGESTIONS FOR IMPROVEMENT:

DATE OF POST-VISITATION CONFERENCE: _____

SUMMARY (BY VISITOR) OF POST-VISITATION CONFERENCE:

COMMENTS BY VISITED FACULTY MEMBER:

SIGNATURE OF VISITING FACULTY: _____

SIGNATURE OF VISITED FACULTY: _____

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