This document describes the standards, procedures, and processes of the Department of Physics, Astronomy & Geosciences (PAGS) in reappointment, tenure, promotion, comprehensive review, and merit, under the guidelines set forth in the Towson University Policy on Appointment, Rank and Tenure of Faculty (ART). Any contradiction between this document and the ART or FCSM PTRM document...
shall be resolved in favor of those documents. All full-time faculty, tenured, tenure track, lecturer, and visiting, are covered, but the applicability of some items are limited by the terms of appointment.

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

Instruction

1) Classes should be met and dismissed promptly. If class cancelations are necessary, the department chair and office staff must be notified in advance. Provision should be made for suitable alternate activities when classes cannot be met.

2) Laboratory sessions should have the instructor in attendance at all times when they are regarded as equivalent in contact hours to lecture or discussion meetings. Other kinds of arrangements should be made in advance of schedule preparation.

3) All materials submitted by students will be evaluated and made available to students in a timely manner. Final exams do not need to be returned, but must be retained for at least one year.

4) Instructors are obliged during the first week of classes to explain the system of evaluation that will be employed. Clear evaluation criteria should also be specified in the course syllabus, including course goals and learning outcomes, particularly for Gen Ed/Core courses.

5) Department members should show understanding and consideration for the activities of their colleagues. They should honor colleagues' scheduled meetings, equipment needs, requests for legitimate funds, and requests for support from non-teaching personnel.

6) Assisting students outside regular class meeting times is part of the teaching load.

7) Departmental or group standards for course work will be met, or formal approval for departure from them obtained prior to deviation. This is to be interpreted in the most liberal way possible.

8) Students and colleagues should be treated with elementary courtesy; appointments kept; insults avoided; etc.

9) Department members should actively attempt to improve the quality of teaching/learning in their own courses and in the department as a whole. A conscious effort should be made to uncover and resolve impediments to learning, both of an intellectual and a material sort. Department members are expected to continually improve both in scope and depth of one's own knowledge.

10) The statement concerning teaching effectiveness is in the University ART document, section II.C.2.

Scholarship

1) Commensurate with workload expectations, department members are expected to contribute to the advancement of knowledge in their disciplines. It is through the scholarship of the faculty that knowledge and skills within a discipline are enhanced or extended.

2) Department members should recognize that scholarship takes many forms (see FCSM, section III.B.) depending upon discipline and scholarly focus. Scholarship is not limited to basic or applied research in a discipline.
Service

1) One of the prices of freedom is the assumption of onerous administrative and decision-making responsibilities. Each department member is expected to share in the day-to-day, mundane, routine, irksome tasks necessary to the functioning of the department. This means attending announced meetings, performing agreed-to responsibilities and even, once in a while, going along with a procedure not to one's liking. Faculty should come prepared to meetings and meetings should be run in an efficient manner.

2) Similarly, each department member is expected to share in the governance of the college and university. Service on college and university committees, accepting nomination to elected posts, voting in elections, and attendance at hearings on matters of concern are all ways of participating.

3) The basic levels of fulfillment of service to the discipline and University are described in the University ART document, section III.B.

Milieu, Tenor, Tone

1) Each department member is expected, normally and with tolerance of eccentricities, to contribute to and exemplify a general sense of personal worth, commitment to principle, and the notion that what occurs in the Department of Physics, Astronomy & Geosciences at Towson University is important.

2) Department members should encourage in students and colleagues the desire to work to high standards.

Other

1) Each department member's work at Towson will be his or her primary professional responsibility.

2) Tenure will not be considered for any person without a terminal degree.

3) Each new faculty member shall be assigned a mentor who will assist and/or advise in PTRM matters or other professional concerns.

Confidentiality

All deliberations pertaining to annual faculty evaluations, reappointment, merit, tenure, promotion, third year review, and comprehensive review at all levels shall be confidential.
II. Department of Physics, Astronomy & Geosciences Governance Structure

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

A. Department Promotion, Tenure, and Reappointment Committee

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

Membership

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

Duties of DPTRC Chairperson

1. Be responsible for coordinating the department procedures for reappointment, third year review, tenure, promotion, and comprehensive review by:
   a) Identifying the non-tenured faculty under review and helping assure that the DPTRC meets reappointment, third year review, promotion to associate professor, and tenure procedures and deadlines,
   b) identifying the tenured faculty under review and helping assure that the DPTRC meets comprehensive review and promotion to full professor procedures and deadlines,
   c) assisting with the coordination of faculty classroom visits of tenure-track and tenured faculty,
   d) making sure needed forms and other materials are available,
   e) preparing the agenda and calling meetings of the DPTRC,
   f) reminding committee members to read the relevant sections of the department PTRM document, the FCSM PTRM document, and/or the ART document, and then answering questions about DPTRC procedures
   g) transferring all tenure, promotion, and comprehensive review portfolios to the Dean’s office by the second Friday in November.

2. Act as liaison between the DPTRC, the department members, the College PTRM Committee, the University PTRM Committee, the department chair, and any other concerned group.

Duties of the DPTRC Secretary

1. The DPTRC secretary will draft and distribute committee correspondence to faculty and the department chairperson. The DPTRC secretary will also maintain a copy of all correspondences.
2. The DPTRC secretary will record and maintain meeting notes, decision outcomes, and action items of the committee. This shall include voluntarily made signed statements from DPTRC members.
3. The DPTRC secretary will create the signature forms that faculty must sign to indicate that they have received and read the committee’s promotion, tenure, reappointment, third year review, and comprehensive review evaluation letters, and help to ensure that the forms are signed.
B. Department Merit Committee (DMC)

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

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

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

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

4. The replacement of members of the DMC shall be required in two instances.
   (a) Should a department member on the DMC retire or otherwise leave the university, the same procedure shall be followed as stated for the case of a Committee Member Taking Leave (see (b) below).
   (b) The case of a DMC member taking leave shall be governed by its effect upon the committee's operations.
      i. Should the leave include a fall semester, a special election shall determine a replacement from those eligible; should the leave be only for a Spring semester, however, there shall be no replacement.
      ii. The special election shall be held at the time when the member's request for leave has been approved.

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

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

2. Regular elections shall be held each spring semester prior to the fall semester for which the term begins. The elections shall be in three parts to ensure that the membership of the DMC meets the criteria described in point 1 under Membership:
   (a) Each person will vote for one person in any of the three disciplinary groups that are not represented by continuing members of the DMC, with the exception of the group represented by the DMC chair. In cases of ties, a run-off shall be held.
   (b) After the results of the first round are made known, each person will then vote for one faculty member from ranks not represented among the four selected from (a) or from continuing DMC members.
   (c) A third round of voting elect the number of faculty members necessary to bring the committee membership to a total of seven.
3. **Special elections** shall be held as soon as possible after retirement or leave has been approved for a member of the DMC. (A leave replacement need not be elected from those of the same rank as the member taking leave.)

**Duties of DMC Chairperson**

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

1. Be specifically responsible for coordinating the departmental merit evaluation process by
   a) making sure needed forms and other materials are available;
   b) coordinating efforts of the department members, the DMC, and other university bodies;
   c) preparing the agenda and calling meetings of the DMC;
   d) reminding committee members to read the relevant sections of the department PTRM document, the FCSM PTRM document, and/or the ART document, and then answering questions about DMC procedures;
   e) helping to assure that the DMC and the department meets merit process deadlines;
   f) assigning presenters;
   g) collecting the FCSM Department Merit Forms once the forms are finalized and signed by the reviewed faculty members;
   h) forwarding a Department Merit and Reappointment Binder, as specified in the FCSM PTRM guidelines, to the dean’s office by the second Friday in November.

2. Be responsible for physically securing the records, and making them available to only the proper people.

3. Act as liaison between the DMC, the department members, the Fisher College PTRM committee, the University PTRM committee, the department chair, and any other concerned group.

**Duties of the DMC**

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

1. Keep members of the department informed of the merit process, including:
   a) any changes in university or college policies, procedures, and deadlines;
   b) departmental policies, procedures, deadlines, schedules, etc.

2. Evaluate the data, and make recommendations concerning departmental merit to the proper university body or bodies.
   a) They shall review the portfolios containing all the documents assembled for the committee's use.
   b) They shall prepare questions or additional comments suggested by their review and help the assigned DMC presenter formulate the approved Fisher College of Science and Mathematics Departmental Merit Form. The form shall include the vote counts (overall and in each category) and contain reference to teaching/advising, scholarship, and university/community/professional service.
   c) They shall decide on a yearly recommendation concerning merit awards (salary increments, etc.) for each full-time tenured and tenure-track faculty member of the department. Lecturers and visiting assistant professors with multi-year appointments also receive merit recommendations.
   d) They shall decide upon and implement any appropriate follow-up procedures, such as letters, conferences, or conditions to be met by the faculty member in question.
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.
3) Revisions of the department PTRM document will be submitted to all tenured/tenure track faculty for approval by majority vote.

4) The Executive Committee shall formally respond to changes and/or recommendations resulting from the review by the college or university PTRM committee and submit a revised copy for approval.

5) The Executive Committee helps clarify department PTRM procedures, when necessary. If further clarification is needed, the Executive Committee shall contact the department representative on the FCSM PTRM committee or the college representative on the University PTRM Committee, as appropriate.

D. Elections

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

Table 1

<table>
<thead>
<tr>
<th>Position</th>
<th>Electing Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of the Executive Committee</td>
<td>Full-time tenure or tenure track faculty</td>
</tr>
<tr>
<td>Chair of the DMC</td>
<td>Full-time tenure or tenure track faculty</td>
</tr>
<tr>
<td>Chair of the DPTRC</td>
<td>Full-time tenure or tenure track faculty</td>
</tr>
<tr>
<td>Secretary of the DPTRC</td>
<td>Full-time tenure or tenure track faculty</td>
</tr>
<tr>
<td>Merit committee members</td>
<td>Full-time tenure or tenure track faculty</td>
</tr>
</tbody>
</table>

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

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

1) Nominations shall be made from the floor. Absentees may be nominated and elected. All nominees should be tenured faculty. Every tenured member of the Department of Physics, Astronomy & Geosciences shall be expected to stand for election for these positions at the annual election held for this purpose, and serve if elected. Exceptions: 1) a department member who has held that position for the previous three years may withdraw from consideration; 2) faculty are not eligible to hold these positions during the year of their sabbatical or other official leaves of absences; 3) or other considerations in consultation with the department chairperson.

2) The membership of the department will elect, from those nominated, the positions for all committees by secret ballot in accordance with the University ART document. If a simple majority vote of those present is not received for each chair or secretary position, a run-off secret ballot shall occur between the top two candidates.

3) Votes will be counted by the Executive Committee chairperson and the PAGS department chairperson.

4) Faculty on sabbatical or on official leaves of absence will have full voting privileges provided that they have reviewed the materials and are present for the deliberations.
III. Criteria and Methods for Faculty Evaluations

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

Teaching

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

1) General guidelines for all visitations of all faculty members:
   a) Two faculty members if possible will visit a class period together.
   b) All visits will be conducted by tenured members of the department.
   c) The date of the visit shall be arranged at least one week in advance of the class period.
   d) The visited and visiting faculty members will communicate at least one day prior to the class period so that the visited member may discuss philosophy and objectives for the course and provide a syllabus and materials relevant to the class, to all observers.
   e) Within one week after the visit, an open and professional post-visit conference will be held to discuss the observations made by the visiting faculty members. At this time, each visitor’s proposed report (see below) will be discussed.
   f) Within two weeks after the visit, each visiting faculty member will have completed the visitation process and placed the Classroom Visitation Report, signed by both visitor and visited, into the visited faculty member’s PTRM portfolio. The visited faculty member will also receive a copy of this report.
   g) Full-time, non-tenure track and tenure-track faculty members:
      i. The chair of the DPTRC, in conjunction with the department chair, will help arrange visitations.
      ii. Each faculty member will be visited at least twice each year. After the 3rd year review process, the DPTRC will determine whether the faculty member should continue on a cycle of two observations per year or change to a minimum of one observation per year.
      iii. The two mandatory visits should be, if possible, in two different classes. Also, if possible, the same pair of observers should not conduct both annual visits.
   h) Tenured faculty members
      i. The chair of the DPTRC will help arrange visitations.
      ii. All tenured members will be visited at least once every three years by two tenured faculty members.
      iii. All tenured faculty, especially those wishing to be considered for promotion or coming up for comprehensive review, are encouraged to make more liberal use of classroom visitations.
   i) Part-time faculty members and lecturers
      i. The chair of the Department, in conjunction with the faculty member’s mentor, is responsible for arranging visitations.
ii. Each member will be visited at least once each semester for the first three semesters they teach a course. The rate of future observations will then be determined based upon teaching performance.

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

Scholarship

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

Service

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

IV. Materials for Faculty Evaluation

Annual Report: Parts I and II.

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

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

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

At the end of the performance period, each faculty member prepares his or her ARI within the time period set forth by the University ART document.
Preparing materials for PTRM review.

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

a) Each year, every faculty member must prepare a merit portfolio that only includes documents pertinent to the previous year.

b) Faculty members who are undergoing a multi-year review (i.e., reappointment, promotion, tenure, third year review, comprehensive review) must also prepare a cumulative PTRM portfolio that includes all documents pertinent to the review period.

V. Evaluation of Faculty

A. General Procedures

a) A quorum must be present at all committee meetings to conduct business. A quorum shall be 75% of the committee membership not on sabbatical or other approved leave.

b) PTRM votes are secret ballots cast in accordance with policies set forth by the University ART document. A majority vote (more than 50%) of the members present determines the outcome of the vote.

c) In accordance with the ART, each faculty member is expected to submit a PTRM portfolio by the third Friday in June. The only new information that can be added to the portfolio after the June deadline is new information that has become available about the previously completed work. Example: A journal article submitted before the June deadline is accepted for publication in August, so the PTRM portfolio may be updated prior to the third Friday in September to reflect the article’s acceptance.

d) Certain letters and forms shall not be considered in future PTRM evaluations, and therefore shall not be included in PTRM portfolios. Specifically, faculty shall not include third year review letters, reappointment letters, or merit forms in their PTRM portfolios.

e) Faculty who are absent from PTRM committee meetings may not vote by proxy, as stated in the ART.

f) Votes are counted and announced during the PTRM meetings, immediately after the votes are complete. Example: Votes conducted by the merit committee are counted and announced during the committee meetings.

g) Prior to the 2nd Friday in October, (i) drafts of all PTRM letters and forms should be examined for factual accuracy by the faculty under review, and (ii) factual inaccuracies should be reported by the faculty under review to the relevant committees.

h) In accordance with the ART, for every type of PTRM evaluation, faculty members must sign a form stating that s/he has received and read the final written evaluation. This applies to reappointment letters, third year review letters, promotion and tenure recommendations, and comprehensive review letters. Signature sheets will be created by the DPTRC secretary, and kept in the department office, for this purpose. Note: Merit forms already include a faculty signature line, so a separate signature form is not necessary.
i) In cases where a PTRM committee chair needs clarification about a policy or procedure, the committee should contact the Executive Committee chair, who in turn will discuss the matter with the Executive Committee. If further clarification is required, the Executive Committee will contact either the department representative on the FCSM PTRM committee or the college representative on the UPTRM committee, as appropriate.

j) For any PTRM evaluation, committee members’ dissenting/minority opinions should be attached to the PTRM form or letter and accompany that form/letter to (1) the reviewed faculty member and (2) the next level of review.

k) Faculty should retrieve their PTRM portfolios from the department chair’s office after the third Friday in March.

B. Reappointment

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

The Review Procedures

1) Tenure track faculty in their second year or beyond should update their cumulative PTRM portfolio for work that was completed before June 1 by the third Friday in September. First year faculty should submit their PTRM portfolio to the chairperson by the second Friday of December.

2) Each faculty member’s cumulative PTRM portfolio will be reviewed by all members of the DPTRC prior to the DPTRC meeting. Members of the committee may contact the faculty member regarding questions about their portfolio.

3) The DPTRC will meet to discuss and evaluate the faculty member’s teaching, scholarship, and service performance from the previous academic year (June 1 – May 31) and all previous years since their initial appointment date. Each faculty member being reviewed should be available during the meeting time to answer questions which may arise.

4) The DPTRC will vote using a secret ballot to make a recommendation regarding reappointment for a particular faculty member.

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

5) One member of the DPTRC, appointed by the chair, shall draft a report of the committee’s recommendation. The draft will be submitted back to the DPTRC for review, after which the report shall be reviewed by the faculty member 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 are made, the final version of the letter will be submitted to the DPTRC and delivered to 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 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.

C. Merit

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

The Review Procedure

1) Merit portfolios are due the third Friday in June. Faculty should update their merit portfolio for work that was completed before June 1 by the third Friday in September.

2) Faculty members whose merit portfolios do not contain the following documents may receive a recommendation of “not meritorious” by the DMC: completed AR/CAR/SENTF forms, curriculum vitae, course syllabi for the previous year, qualitative and quantitative student evaluations, and classroom visitation reports (if available for the previous year).

3) In June and September (see timeline below), faculty will be provided a checklist so that they can determine whether their merit portfolios include the required merit documents (see #2, above). By the 3rd Friday in September, each faculty member is responsible for ensuring that a form is signed
by the faculty member and the department chair indicating whether or not the faculty member’s merit portfolio contains the required documents.

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

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

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

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

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

- **UNSATISFACTORY**: Does not meet minimum expectations (used especially when performance or lack thereof is detrimental to the institution and/or its students).
- **ACCEPTABLE**: Meets minimum/basic expectations satisfactorily.
- **COMMENDABLE**: Performance is noteworthy and goes beyond basic expectations.
- **SUPERIOR**: Superior performance, that which is truly outstanding.

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

- **Not meritorous**: Any unsatisfactory rating will result automatically in a merit ranking of “not meritorous.” Likewise, if no rating exceeds acceptable in any of the three areas, the resulting merit ranking will be “not meritorous.”

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

- **Satisfactory (Base Merit)**: All other contingencies.

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

a. If $X_i < 0.5$, then $X_i = 0$, unsatisfactory;

b. If $0.5 \leq X_i < 1.5$, then $X_i = 1$, acceptable;

c. If $1.5 \leq X_i < Y_i$, then $X_i = 2$, commendable;

d. If $X_i \geq Y_i$, then $X_i = 3$, superior

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 place, $Y_i$ is determined by:

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

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

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

9) The faculty presenter will complete the Departmental Merit Recommendation form and submit the form 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 DMC may choose to reevaluate and revote before continuing the process. After any factual corrections, the letter is delivered to the faculty member, signed by the faculty member, and then delivered to the DMC chairperson.

10) The DMC chairperson will submit all merit documents specified in the University ART document to the department chairperson.

11) Once the departmental merit recommendations for all faculty have been made, a single Department Merit and Reappointment Binder is prepared for the Dean’s Office in accordance with the [FCSM guidelines for Materials to be Submitted for Merit and Reappointment](#).

12) The only department members to be informed of each individual faculty member’s merit recommendation are the faculty member, the department chair, and the members of the DMC. All department members will be informed of the overall distribution of merit awards.

**Duties and Role of the faculty member**

1) It is the faculty member’s responsibility to familiarize themselves with the review procedures and submit the merit portfolio to the department chair on time.

2) It is the responsibility of the faculty member to verify that the merit portfolio contains all required merit documents. By the 3rd Friday in September, the faculty member is responsible for ensuring that a form is signed by the faculty member and the department chair indicating whether or not the faculty member’s PTRM portfolio contains the required documents.

**Duties and Role of the faculty presenter**

1) The faculty presenter shall facilitate the DMC’s discussion of the faculty member’s portfolio and take notes of major issues and points of that discussion. After deliberations are complete, the
presenter will produce a draft of the Departmental Merit Recommendation form. 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.

2) After the approval of the committee, the presenter will present the Departmental Merit Recommendation Form 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 DMC 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 DMC and delivered to the faculty member by the faculty presenter. The presenter obtains the faculty member’s signature on the final version of the form and submits the signed, completed form to the DMC chair.

Duties of the members of the DMC

1) The DMC shall review the merit portfolios containing all the documents assembled for the committee's use.

2) The DMC shall, through discussion of the submitted merit portfolio, provide comments and relevant information necessary to help the presenter formulate the Departmental Merit Recommendation form.

3) The DMC shall vote on a merit recommendation for each faculty member under review.

Timeline

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.
D. Third Year Review

The Department Promotion, Tenure, and Reappointment Committee (DPTRC) is responsible for third year review of all faculty in the Department of Physics, Astronomy & Geosciences. Evaluation for third 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.

The Review Procedure

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

2) By the third Friday in January of the third year of a faculty member’s appointment, he/she will prepare a cumulative PTRM portfolio covering the full period of appointment for review by the DPTRC.

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 the PTRM portfolio of the faculty member and convene a meeting to discuss progress toward tenure.

5) The faculty presenter will draft a letter summarizing the recommendations and major points discussed by the DPTRC. The letter will be submitted to the committee for approval or revision, and then sent to the faculty member to check 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 updated letter will be submitted to the DPTRC chair and delivered to the faculty member.

6) The faculty member will meet with the faculty presenter and the department chairperson to discuss the content of the recommendation letter. Upon discussion, any changes agreed to by all parties will be brought to the attention of the DPTRC for possible implementation into the letter.

7) The letter will be submitted to the FCSM dean for review and potential follow-up discussions.

Duties and Role of the faculty member

1) Each faculty member undergoing a third year review shall complete a cumulative PTRM portfolio that follows the Instructions for the Fisher College of Science and Mathematics Promotion and Tenure Dossier, including a narrative statement in which the faculty member describes how he or she has met and integrated teaching, research, and service expectations based on his/her workload agreements for the period under review. The included materials should address the previous two years and the fall semester of the current year.

2) It is the responsibility of the individual who is being reviewed to:
   a. Assemble all the completed forms and necessary supporting documentation;
   b. Check all forms and documentation for completeness and accuracy;
   c. Give the final completed portfolio to the faculty presenter.
d. Participate in a follow-up meeting with his/her faculty presenter and the department chairperson to discuss the Committee’s recommendations with regard to strengthening the tenure dossier prior to the tenure decision.

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 discuss the preparation of the review materials, in order to make a strong portfolio. The presenter communicates again with the faculty member as early as possible the following spring semester in order to attain a complete understanding of the documents to be presented once the portfolio is complete.

2) The faculty 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 progress of the faculty member towards the tenure 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) 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. After any factual corrections, the updated letter will be submitted to the DPTRC chair and delivered to the faculty member by the faculty presenter.

4) The faculty presenter will participate in a meeting with the faculty member and the department chair to discuss the faculty presenter’s summary letter and the overall evaluation of the faculty member’s portfolio by the DPTRC. Should some aspect of the faculty member’s evaluation portfolio be judged lacking by the committee, this 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 the future tenure decision.

5) After meeting with the faculty presenter and department chair, the faculty member may request that changes be made to the summary letter prior to submitting the letter to the dean. If changes are agreed to by all parties, the faculty presenter will bring them to the attention of the DPTRC. If approved by the DPTRC, faculty presenter will make the changes to the evaluation letter, submit the final version to the DPTRC chair, and deliver it to the faculty member.

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) 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.

3) DPTRC members shall decide upon and implement any appropriate follow-up procedures, such as letters, conferences, or conditions to be met by the faculty member in question.
Timeline:

- The Third Friday in January: All documentation for the third year review of tenure track faculty is submitted by the faculty member to the department chairperson.
- The First Friday in March: Faculty under third-year review must be provided with written and face-to-face feedback on their performance toward tenure.

E. Promotion

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

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

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

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) It is the faculty member’s responsibility for initiating and ensuring the cumulative 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.

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

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

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

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

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

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

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. After deliberations are complete, the presenter will produce a draft of the Fisher College of Science and Mathematics Promotion-Tenure Recommendation Form. 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) 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 PTRM portfolios containing all the documents assembled for the committee's use.

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

3) They shall vote on a recommendation concerning promotion for each full-time faculty member of the department going up for promotion. A vote shall be considered to be decisive (conclusive) when the motion is supported by a majority of the committee members.
   i. A tie vote will result in re-opening the case for further discussion and a new vote on motion to recommend. In the case of a second tie vote, a recommendation will be made in favor of promotion.
4) They shall decide upon and implement any appropriate follow-up procedures, such as letters, conferences, or conditions to be met by the faculty member in question.

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.
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  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 committee’s 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.

F. Tenure

Recommendations for tenure shall be determined by the DPTRC.

Evaluation for tenure 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.

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

The Review Procedure

1) For each faculty member, a presenter shall be designated by the DPTRC. 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) It is the faculty member’s responsibility for initiating and ensuring the cumulative 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.

3) The DPTRC will review all materials and present a recommendation for each faculty member up for tenure. The department recommendation will be determined by secret vote in accordance with criteria specified in the FCSM PTRM document. All documents and supporting materials, after
being finalized and signed, will then be submitted to the FCSM PTRM committee for further review and recommendation.

Duties and Role of the faculty member

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

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

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. After deliberations are complete, the presenter will produce a draft of the Fisher College of Science and Mathematics Promotion-Tenure Recommendation Form. 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) 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 PTRM portfolios containing all the documents assembled for the committee's use.

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

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

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

4) They shall decide upon and implement any appropriate follow-up procedures, such as letters, conferences, or conditions to be met by the faculty member in question.
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.
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 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
accordance with criteria specified in the FCSM PTRM document. A vote shall be considered to be
decisive (conclusive) when the motion is supported by a majority of the committee members.

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

5) The faculty presenter will draft a letter summarizing the recommendations and major points
discussed by the DPTRC. This letter will address all topics outlined in the University ART
document. The letter will be submitted to the committee for approval or revision, and then
submitted to the faculty member to check 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.

6) After any factual corrections, the final version of the letter will be submitted to the DPTRC chair,
included in the faculty member’s PTRM portfolio, and delivered to the FCSM dean for review
and potential follow-up discussions.

7) Faculty being considered for comprehensive review are not eligible to participate (or vote) in their
own deliberations but should participate in (and vote) in the deliberations of others.

8) In the case of a negative review, as stated in the ART:

a. A negative comprehensive review shall be followed by the development of a written
professional development plan to remediate the faculty member’s failure to meet minimum
expectations as noted in the comprehensive review. The written plan shall be developed by
the faculty member and approved by the chair and the dean by the third Friday in June of the
Academic Year in which the negative review occurred. The plan shall be signed by the
faculty member, chair and dean.

b. The plan shall be implemented in the fall semester following approval of the plan. Evidence
of improvement must be clearly discernible in evaluation portfolio materials submitted in the
next annual review process. Lack of evidence of discernible improvement may result in a
formal warning, sanction or termination.

c. Two (2) consecutive annual reviews indicating the faculty member has not met minimum
expectations shall occasion an immediate comprehensive review, which shall be in addition
to those otherwise required by policy.

Duties and Role of the faculty member

1) Each faculty member undergoing a five-year comprehensive review shall complete a cumulative
PTRM portfolio, consisting of all materials specified in the University ART and FCSM PTRM
documents. Each significant accomplishment during the review period should be documented and
the portfolio should follow the format described in the FCSM PTRM document.

2) It is the responsibility of the individual who is being reviewed to:

a) Assemble all the completed forms and necessary supporting documentation;

b) Check all forms and documentation for completeness and accuracy;

c) Give the final completed portfolio to the department chair. (Note the faculty member
should make a back-up copy of any file material for that individual's private file.)

d) In the case of a negative review, follow the professional development procedures listed
in the ART (described above).
**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.
VI. Appeal Procedures

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.
ii. The appeal must be in writing, clearly stating the alleged procedural error(s). The appeal shall be accompanied by supporting documents and should be delivered by certified mail or in person to the FCSM dean, Provost, or UPTRM chair within twenty-one (21) calendar days of having been notified of the negative recommendation.

iii. Appeals of department recommendations shall be copied to the department chair, the department PTRM chair, the FCSM dean and the university PTRM committee chair.

iv. Within fifteen (15) business days of receipt of a formal appeal with attached materials, the university PTRM committee shall review the case and provide a written response. Copies of this response will be provided to all parties who were copied on the original appeal letter.

v. Recommendations of the university PTRM committee may be appealed to the President whose decision shall be final. The chair of the university PTRM committee will monitor the appeal process.

c) Appeals alleging unlawful discrimination in race, color, religion, age, national origin, gender, sexual orientation and disability shall follow the specific procedures described in Towson University policy 06-01.00 —Prohibiting Discrimination on the basis of Race, Color, Religion, Age, National Origin, Sex and Disability.

3) The President’s decision on reappointment, tenure, promotion and comprehensive five-year review shall be final. The Provost’s decision on merit shall be final.

VII. PTRM Calendar

The First Friday in May
The Department Promotion, Tenure, and Reappointment Committee (DPTRC) and the Department Merit Committee (DMC) are formed (elections for membership on the college committee are already completed).

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
1) All PTRM portfolios must be submitted to the department chairperson or designee(s).

2) All faculty members with a negative comprehensive review must have final approval by chair and dean of the written professional development plan.

3) The PTRM Executive Committee shall review this document every three (3) years and submit evidence of such review to the dean of the college and the university PTRM committee.

The First Friday in September
Department chair approves the list of additional faculty to be considered for inclusion in the department PTRM committees.

Faculty are again provided a checklist to determine whether their merit portfolios contain the required merit documents.
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)
1) Tenure-track faculty in the second academic year of service must be notified by the President in writing of non-reappointment for the next academic year.

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

**The Third Friday in January**

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

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

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

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

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

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

**The Second Friday in February**

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

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

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

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

**March 1**

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

**First Friday in March**

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

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

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

VIII. Department PTRM Forms

The SENTF, AR, CAR, and Classroom Visitation Report forms are found below.
STATEMENT OF STANDARDS AND EXPECTATIONS
FOR NEW TENURETRACK FACULTY (SENTF)

Name____________________________________Rank_________________________________
Department of_____________________________________________________________

I. Faculty members will abide by the following documents:
   A. The Faculty Handbook, especially those sections which address faculty rights and responsibilities, contractual policies, and policies for promotion, merit, and tenure review.
   B. The policies and procedures of the College of________________________________________
   C. The policies and procedures set forth in the Department of________________________________________

II. Faculty members will observe the following general University and College of_______________________ expectations:
   A. Excellence in teaching and advising.
   B. Professional growth and scholarly activity.
   C. Service to the department, college, University, and/or USM.
   D. Collegiality and academic citizenship.
   E. Possession of the appropriate terminal degree. Faculty members who do not hold an earned doctorate or other appropriate terminal degree at the time of appointment are expected to earn that degree as soon as possible. Only in extraordinary cases will tenure be recommended for an individual not holding the doctorate or other appropriate terminal degree.

III. Faculty members will observe the following more specific requirements of the Department of _____________________________.

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

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

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

The quality of all activities—teaching, scholarship, and service—is assessed by the department committees and the college committee in arriving at recommendations.
A. Non-tenured faculty members will be formally evaluated each year during the probationary period. An important part of this evaluation is the classroom observations by tenured faculty members. Each classroom observation is followed by the submission of a written evaluation, to the faculty members observed and to their P&T file.

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

1. Excellence in teaching, as evidenced by peer evaluations (including classroom observations; review of syllabi, textbooks, examinations, and other materials; review of grading standards and procedures), student evaluations, and advising activities.

2. Broadly defined, scholarly activity and professional growth, as evidenced by publication of books, articles, reviews, [optional depending on department: “poetry and fiction, computer programs, audio and video productions”] appropriate to the individual’s role and professional development at Towson; presentation of course development and development of new competencies needed by the department; revision of courses; attendance at and participation in conferences and workshops; [optional depending on department: reference to artistic performance appropriate to that department and position] research; and other professional activity.

3. Service to the department, college, University and USM, as evidenced by committee activities, the development of new programs, and other activities.

4. Service to professional societies (Statewide, regional, national, or international) in the discipline or in higher education, though such service will not be expected of all faculty members. Service might include holding office, chairing, or serving on a committee, organizing a conference, etc.

5. Service to the community, though such service may not be expected of all faculty members and will not be regarded as a substitute for service within the University.

V. Probationary Period

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

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

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

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

A. Identification

Name: 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 and institute).
6. **College, University, and/or USM Service**

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

Use the above standard language.

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: _______ %)
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>D+</th>
<th>D</th>
<th>F</th>
<th>Total</th>
<th>W</th>
<th>O</th>
<th>Median</th>
<th>Mean</th>
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</table>

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.
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:
Discipline:

Community:

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

- 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:

- 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

  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.
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.]
Institution:                       

Discipline:                       

Community:                       

SIGNATURES: 

Faculty Member ________________________________ Date ________________

Chairperson of Department ________________________________ Date ________________

Dean of College ________________________________ Date ________________
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. 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
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.

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<th>Grade Dist</th>
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<th>B-</th>
<th>C+</th>
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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.
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.
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.)
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Evaluation of teaching by faculty colleagues is intended to promote improvement of teaching as well as to gather evidence of teaching effectiveness. The following guidelines should be considered when planning and participating in this process.

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

VISITED FACULTY MEMBER ____________________________________________

VISITING FACULTY MEMBER ____________________________________________

DATE VISITED FACULTY MEMBER WAS INFORMED OF VISIT ________________

DATE OF CLASSROOM VISITATION _______________________________________

COURSE ____________________________________________________________

TOPIC BEING TAUGHT ________________________________________________

DATE AND BRIEF SUMMARY OF PRE-VISIT MEETING:

SPECIAL TECHNIQUES EMPLOYED (demonstrations, videos, etc):
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: ____________________________