

DEPARTMENT OF HISTORY
REAPPOINTMENT, PROMOTION, TENURE, AND MERIT DOCUMENT

Approved by department: December 5, 2018

Approved by College of Liberal Arts PTRM Committee: December 20, 2018

Approved by Dean of the College of Liberal Arts: December 20, 2018

1 **POLICIES AND PROCEDURES OF THE HISTORY DEPARTMENT**

2 **PROMOTION, TENURE, REAPPOINTMENT, MERIT (PTRM) COMMITTEE**

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45 **POLICIES AND PROCEDURES OF THE HISTORY DEPARTMENT**

46 **PROMOTION, TENURE, REAPPOINTMENT, MERIT (PTRM) COMMITTEE**

47 For complete information on promotion and tenure policies, this document should be read
48 together with the Appointment, Rank, and Tenure (ART) Policy of Towson University and its
49 appendices, as well as the College of Liberal Arts PTRM guidelines.

50
51 I. **MEMBERSHIP OF THE HISTORY DEPARTMENT PTRM COMMITTEE**

52
53 All faculty members with tenure in the History Department will be members of the
54 PTRM Committee. In May, after the election of the History representative to the CLA
55 PTRM Committee and the final announcement from the Provost on promotion and
56 tenure, the History PTRM Committee for the next academic year will be formed.
57 Subcommittees will be created as detailed below.

58
59 II. **POLICIES, DUTIES, AND PROCEDURES OF THE PTRM COMMITTEE CHAIR,
60 HISTORY DEPARTMENT CHAIR, AND THE PTRM COMMITTEE**

61
62 A. The Chair of the History PTRM Committee shall be the person elected to the
63 CLA PTRM Committee for a three-year term during the spring semester. The
64 CLA procedures for the selection of the History representative to the CLA PTRM
65 Committee, and his or her term in that position, will thus determine the selection
66 of the History PTRM Committee Chair. The Chair's duties include calling and
67 managing meetings, ensuring that personnel decisions are made according to the
68 process outlined in this document, overseeing the efforts of subcommittees,
69 writing letters of recommendation, assisting faculty in the creation of their tenure
70 or promotion files, and other duties as necessary. Whenever the History PTRM
71 Committee Chair excuses him/herself from deliberations on his/her own materials
72 or is unable to attend a meeting, the senior member of the remaining Committee
73 shall serve as chair. If the History PTRM Chair is unable to serve because of a
74 sabbatical leave, faculty exchange, promotion consideration, or for any other
75 reason, the college electorate shall choose a replacement before the college PTRM
76 committee begins its work.

77
78 At the first formal meeting of the History PTRM Committee each academic year
79 the Committee will vote for a secretary. The secretary will be obliged to serve for
80 only one academic year.

81
82 The History Department Chair shall serve as a non-voting member of the PTRM
83 Committee and shall participate in all deliberations regardless of her/his academic
84 rank, except for deliberations on her/his own dossier. As detailed in the ART and
85 the CLA PTRM documents, the History Chair prepares an independent
86 recommendation in each case and includes these recommendations and those of
87 the Committee in candidate files before transmitting them to the CLA PTRM
88 Committee. The History Chair shall maintain a copy of all official documents

89 concerning evaluation recommendations. The History Chair is not required to
90 write letters regarding annual merit determinations.

91
92 The History PTRM Committee and its subcommittees make recommendations on
93 promotion to Associate Professor, on the granting or denial of tenure, and on
94 reappointment. The History PTRM Committee and its subcommittees evaluate
95 candidates in relation to the standards and expectations established for faculty in
96 the Towson University ART policy, the criteria of the College of Liberal Arts,
97 and the criteria of the History Department. The History PTRM Committee and its
98 subcommittee will produce a concise but detailed statement in support of its
99 recommendation with reference to each category evaluated, including
100 teaching/advising, scholarship, and university/civic/professional service. No
101 member of the History PTRM Committee or its subcommittees will participate in
102 deliberations or vote on his or her dossier.

103
104 For consideration of cases of tenure and reappointment the PTRM meets as a
105 whole.

106
107 For consideration of cases of promotion to full professor and for Five Year
108 Comprehensive Reviews, a separate Professor Subcommittee will be created.
109 This subcommittee will consist of full professors, who will participate in
110 deliberations and vote. In these cases, a quorum will be a majority of the full
111 professors in the Department, excepting the History Chair and faculty on leave or
112 sabbatical.

113
114 For recommendations on merit a Merit Subcommittee of the PTRM committee
115 will be created. See Section O below for membership and duties.

116
117 If the History PTRM Committee or its subcommittees reviews materials that have
118 been added by the faculty member or administrators during the course of the
119 review process consistent with the guidelines for such actions in University
120 policy, the Committee will note that it has done so in its recommendation.

121
122 B. Quorum

123
124 A quorum will consist of a majority of the voting members of the History PTRM
125 Committee, excluding faculty members on leave or on sabbatical, and the History
126 Chair. If fewer than three tenured faculty members (excluding the History Chair)
127 are available to serve on the History PTRM Committee, the PTRM process will
128 be modified in accordance with the ART and the CLA PTRM document. The
129 Merit Subcommittee requires five voting members for a quorum as detailed in O
130 below.

131
132 C. Voting Procedures

134 All votes shall be by confidential ballot cast upon completion of the discussion of
135 each candidate in accordance with ART policy (ART III A. 5). Votes shall be
136 tallied by the History PTRM Chair. The History PTRM Chair will forward to the
137 History Chair a signed, dated report of the results of the vote along with the text
138 of the motion voted upon. The confidential ballots shall not be included in the
139 faculty evaluation portfolio but forwarded under separate cover to the History
140 Chair for submission to the CLA Dean.

141
142 Faculty members on leave or sabbatical may vote if they review the materials as
143 required and attend the History PTRM Committee meetings. Even if faculty
144 members cannot participate, they will be informed of all meetings and the results
145 of those meetings. However, they will only be able to comment upon draft letters
146 or recommendations from the History PTRM Committee if they attend the
147 meeting where those decisions were reached.

148
149 A majority of those voting must support the granting of tenure or promotion for
150 the committee to reach a favorable recommendation. Because a tie vote does not
151 constitute a majority decision, any proposal met with a tie vote fails. Committee
152 members must be present in order to vote. No committee member shall abstain
153 from a vote for reappointment, third-year review, five-year comprehensive
154 review, tenure, or promotion unless the Provost authorizes such abstention for
155 good cause, including an impermissible conflict of interest. Votes on procedural
156 matters may be made by a show of hands, and abstentions are permitted.

157
158 D. Confidentiality

159
160 Members of the History PTRM committee will maintain strict confidentiality
161 concerning its deliberations and recommendations at all points during and after
162 the process, with the exception of the information provided to candidates or
163 departments by the History PTRM Committee Chair, History Chair, or CLA Dean
164 in performance of their duties under the ART policy.

165
166 E. Notification of Candidates of Decisions

167
168 The History PTRM Committee recommendation and a record of the vote count
169 shall be added to the faculty member's evaluation portfolio by the History PTRM
170 Chair and submitted to the History Chair as defined by the schedule in Appendix
171 A below. Faculty members will receive the recommendation and a record of the
172 vote count according to the schedule in Appendix A below. Negative
173 recommendations shall be delivered in writing or in person by the History PTRM
174 Chair or sent by certified mail, with return receipt requested, to the faculty
175 member's last known address. Reappointment, comprehensive review,
176 promotion, tenure, and merit recommendations shall be addressed to the Chair.
177 Third year review recommendations shall be addressed to the faculty member.
178 Five-year review letters must explicitly address the person's status toward
179 attaining the requirements for promotion. The candidate is encouraged to seek

180 mentorship from colleagues on the Five-Year Review Committee regarding the
181 path to promotion.

182
183 Record of the faculty member's notification of PTRM decisions and of letters
184 related to the faculty member's reappointment, third-year review, five-year
185 comprehensive review, promotion, or tenure shall be tracked via the PTRM
186 Document Review Transmittal Form (if available) or by the faculty member's
187 signature.

188
189 F. Publication of Decisions

190
191 Other than meeting the reporting requirements of this document, the CLA PTRM
192 guidelines and the ART, recommendations of the History PTRM Committee are
193 not publicized.

194
195 G. Appeal Procedures

196
197 All appeals of History PTRM Committee decisions will follow the College PTRM
198 guidelines and section V of Appendix 3 of the ART.

199
200 H. Review of the History PTRM Document

201
202 Every three years after the first approval of this History PTRM policies and
203 procedures document, the History PTRM committee will review this document
204 and submit evidence of this review to the dean and to the UPTRM committee.
205 This review, and any required changes, will be submitted in compliance with the
206 calendar in Appendix A.

207
208 I. Changes in Policies

209
210 Changes to this document can be initiated by a majority vote of the History
211 PTRM Committee. All History tenure and tenure-track faculty will vote on the
212 proposed changes. Votes to accept or to change this document will be by
213 confidential ballot. Other procedural votes may be by show of hands.

214
215 All policies and procedures in this document shall remain in effect until changed
216 in accordance with the procedures specified in Appendix 3 of the University ART
217 policy, including approval by the college PTRM committee, approval by the
218 dean, and approval by the UPTRM. Faculty members shall be evaluated for
219 tenure pursuant to the PTRM standards and criteria in effect during the year they
220 were first appointed to a tenure-track position. All changes will be submitted in
221 compliance with the schedule in Appendix A.

222
223 J. Annual Report

224

225 The secretary will submit an annual report to the History PTRM Chair and to the
226 History Chair for their review and, after any corrections or adjustments are made,
227 will submit copies of the final report to the History PTRM Chair and the History
228 Chair. The confidential annual report should summarize all actions taken by the
229 committee during the year. It should not identify faculty by name in reporting
230 negative recommendations or actions on appeals.

231
232 K. Promotion and Tenure

233
234 Procedures for promotion and tenure decisions will follow the guidelines of
235 Appendix 3, section III, of the ART and the CLA PTRM document. Candidates
236 for promotion and/or tenure should compile their materials as detailed in section
237 IV of this document in order to meet the standards in section V. The schedule for
238 this effort and the History and CLA PTRM evaluations is detailed in Appendix A.
239 After individually reviewing the materials and discussing the candidate's record
240 in the History PTRM Committee meeting, the Committee will vote to support or
241 not support the promotion and/or tenure file. The Committee will document its
242 findings and vote as detailed in this section. For cases of promotion to full
243 professor, however, a subcommittee of full professors will review the files and
244 vote.

245
246 L. Third Year Review Procedures

247
248 The Third Year Review procedures will follow the guidelines of Appendix 3,
249 section III, of the ART and the CLA PTRM document utilizing the materials
250 detailed in section IV and the standards set forth in section V below.

251
252 If a faculty member was hired on an accelerated tenure-track timetable resulting
253 from an agreement between faculty and dean or provost, this timetable shall
254 supersede the third year review. In those instances, the regular Annual Review by
255 the department may be expected to serve a more extensive function and the
256 History PTRM Committee may provide written feedback upon the request of the
257 candidate.

258
259 M. Five Year Comprehensive Review Procedures

260
261 The Comprehensive Review procedures will follow the guidelines of the ART
262 and CLA PTRM documents utilizing the materials detailed in section IV and the
263 standards set forth in section V below.

264
265 N. Reappointment

266
267 Reappointment of First Year, Second Year, and Third-Fifth Year Faculty will
268 follow the guidelines in the ART and the CLA PTRM documents utilizing the
269 materials detailed in section IV and the standards set forth in section V below.

270

271 The History PTRM Committee will also review folders from lecturers and visiting
272 assistant professors who serve more than one year. The instructions for those
273 folders are in section IV and standards for evaluation are in section V. These
274 deliberations will take place during the reappointment meeting for tenure track
275 faculty each fall. The History PTRM Chair will write a recommendation along
276 the lines of those for tenure track faculty which will focus exclusively on
277 teaching. The timing and distribution of those recommendations will be the same
278 as for tenure track faculty.

279
280

281 O. Merit

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283

284 For the purpose of awarding merit a subcommittee, ‘The Merit Subcommittee,’
285 will be selected through an election held no later than the first Friday in May. The
286 Merit Subcommittee shall consist of five voting members (including the PTRM
287 Chair) plus an alternate. All members of the Merit Subcommittee must be full-
288 time tenured faculty. The Department Chairperson serves on the Merit
289 Subcommittee in an ex officio capacity and does not vote. If possible, at least one
290 of the voting members should be an Associate Professor and one should be a Full
291 Professor. One alternate member shall be elected to this subcommittee, and this
292 person will vote when a voting member of the subcommittee is absent or when the
293 member’s own merit is being discussed and voted upon. All votes require five
294 members of the subcommittee to cast ballots. No member may abstain from a
295 vote. Motions require a majority vote to be passed. Members (other than the
296 Department PTRM Chair) who have been elected to serve for two consecutive
297 terms must wait at least one year before being re-elected to this committee, unless
298 there are no other eligible members. Members who are on leave or otherwise are
299 not on campus to fulfill their duties for the full academic year are not eligible
300 to serve on this committee in that year. Faculty in their terminal year are not eligible
301 to serve on the committee. The results of the Merit Subcommittee’s decisions will
302 be disseminated to all tenure-track and tenured faculty.

303
304

305 1. Election of the Merit Subcommittee. By the second Friday in April
306 the Chair of the PTRM Committee shall solicit self-nominations
307 for election to the Merit Subcommittee for the academic year and
308 shall try to ensure the nomination of at least one associate
309 professor and one full professor. If five tenured faculty members
310 do not volunteer the PTRM Committee Chair will name the
311 members.

312
313

314 2. By the first Friday in May will vote for the Merit Subcommittee
315 according to confidential ballots. The Chair of the PTRM
316 Committee will tabulate the votes. The four individuals who
receive the most votes will be named as voting members, the
individual who receives the fifth highest number of votes will be
the alternate. In case of tie votes the Chair of the PTRM

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Committee will name members according to those who have not served on the committee most recently.

3. Merit Subcommittee members will review the annual reports for the previous academic year, then vote by confidential ballot to create a list of recommendations on not meritorious, satisfactory, and excellent merit. Merit determination will be based on accomplishments during the one year covered by the annual report and the criterion detailed in section V to reach its decisions. Current rank is not a criterion for merit determinations. At least one person outstanding in each category will be recommended for excellent merit: teaching, scholarship, and service. All tenure-track and tenured faculty are eligible to be considered for merit. Tenure-track and tenured faculty are eligible for excellent merit unless they were on leave or sabbatical for two semesters of the annual report under review. The Subcommittee may select one or more of its own members for excellent merit provided that member is not involved in discussions or voting on their merit recommendation. If a pool of merit funds is available for lecturers, they will be included in this effort. Members of the Merit Subcommittee will write all merit letters.
4. The Chair of the PTRM committee will serve as the Chair of the Merit Subcommittee with the following responsibilities in addition to those in #1 and #2 above:
 - a. To call and conduct meetings of the Merit Subcommittee.
 - b. To give formal written notice of merit to the department chairperson to be passed on to the individuals concerned and to the proper College and University authorities and committees.
 - c. To tabulate votes and to run the meeting.
 - d. To assign members of the Merit Subcommittee to write Merit Recommendation letters addressed to the History Department Chair except for the Chair's own letter which is addressed to the Dean.
 - e. To sign all merit letters.
 - f. To lead a discussion of the Department Chair's performance each year prior to the Merit Subcommittee meeting devoted to merit. This discussion should occur either during a regular faculty meeting or the History PTRM Chair shall invite junior faculty to participate in part of a PTRM meeting, though they cannot vote on merit. Only after receiving input from tenure track faculty will the History Merit Committee make any determinations on merit of the History Department Chair. The History PTRM Chair will draft a letter for the CLA Dean with

363 recommendations for not meritorious, satisfactory (base
364 merit), or excellent (Base Merit plus one Performance
365 Merit). A copy of this letter will be forwarded to the
366 History Chair.
367

368 5. Whenever the PTRM Chair is absent, the most senior member of
369 the remaining committee serves in his or her place.
370

371 P. Letter Signing Procedures
372

373 The History Department PTRM Chair is responsible for assigning PTRM
374 members to write all Tenure, Promotion, Merit, Reappointment, and Five-Year
375 Review letters. These letters will be signed by the History PTRM Chair (on behalf
376 of the committee) and by the faculty member to whom the letter applies. If a
377 faculty member discovers a grammatical or factual error both the History
378 Department PTRM Chair and the History Department Chair should be
379 immediately notified and it will be their responsibility to correct the mistake if
380 warranted.
381

382 III. EVALUATION BY MORE THAN ONE DEPARTMENT OR COMMITTEE
383

384 The History PTRM Committee will follow the procedures described in Section III
385 of the CLA PTRM document.
386

387 IV. MATERIALS FOR FACULTY EVALUATION
388

389 A. The responsibility for presenting material for the annual review, reappointment,
390 third-year review, merit, promotion, tenure, or comprehensive review rests with
391 the faculty member.
392

393 B. Guided by the History Chair, the History PTRM Chair, and department and
394 college criteria, the faculty member shall have the responsibility of making
395 distinctions between the various categories of teaching, scholarship, and service
396 and shall include such distinctions in his or her narrative statements and other
397 documentation relevant to each evaluation portfolio section.
398

399 C. All material and documentation used in making recommendations for the annual
400 review process (which includes the Annual Review, reappointment, third-year
401 review, merit consideration, promotion, tenure, and comprehensive review) shall
402 be submitted in the form of an evaluation portfolio that addresses the professorial
403 role and expectations of faculty in the university, as well as the faculty member's
404 college and department criteria. The type of review determines portfolio material
405 and process. The portfolio requirements are detailed below.
406

407 1. Large items, such as books that cannot be secured in a binder, may
408 be submitted separately. If there is more than one such item for a

409 faculty member, all such items pertaining to that faculty member
410 should be enclosed in a manila envelope or a box of suitable size
411 and the envelope or box labeled with the name of the faculty
412 member and a list of its contents. All such items submitted shall be
413 considered part of the evaluation portfolio.

414
415 2. Faculty who wish to submit work created digitally as part of their
416 portfolio should, whenever possible, include in their file in printed
417 form all of the work product or substantial examples conveying its
418 substance and quality. Digital addresses of web pages, blogs, sites,
419 or other locations may be included but there can be no expectation
420 that reviewers will visit these sites as a required part of the process.
421 Materials that cannot be printed, such as films, may be included on
422 a DVD in the portfolio within a protective binder sleeve or as an
423 accompanying item comparable to books as above.

424
425 D. Evaluation portfolios shall be organized, indexed, and placed in a three-ring
426 binder (or submitted as an electronic portfolio if the University creates an
427 approved format for doing so). Binders should be organized using dividers with
428 tabs to identify the sections (electronic portfolios should be organized with similar
429 clarity, based on University standards once developed and using the technologies
430 available). Although the faculty member has freedom to include materials deemed
431 pertinent to the evaluation, repetitious or padded files are discouraged. As
432 detailed in the ART, Appendix B, section IB, contents of the evaluation portfolio
433 are determined by type of review and minimally, shall include:

434
435 1. Evaluation portfolio materials for annual review of all tenured faculty
436 must include the following documents:
437 a. completed and signed AR (Annual Report Parts I & II) or CAR
438 (Chairperson's Annual Report I & II) forms.
439 b. current *curriculum vitae*. The *curriculum vitae* should summarize
440 the candidate's education, teaching, and professional employment;
441 specific courses taught at Towson; honors and grants; scholarly
442 publications; professional presentations, associations, and
443 activities; and record of service to the university, the profession,
444 and the community.
445 c. syllabi of courses taught during the year under review.
446 d. evaluation of teaching and advising, as appropriate, and including
447 the following:
448 (i) student evaluations tabulated by the office of the
449 department chairperson or an administrative entity other
450 than the faculty member.
451 (ii) grade distributions for courses beginning with the year this
452 document takes effect.
453 (iii) documentation of advising including but not limited to an
454 advising log.

- 455 (iv) Teaching narratives should be concise, should highlight
456 new procedures and courses, and should address peer and
457 student evaluations.
- 458 e. documentation of scholarship and service. This documentation
459 should include a copy of any publication, review, presentation,
460 grant application, or other item identified by the faculty member as
461 part of the faculty member's scholarly activity.
462
- 463 2. Evaluation portfolio materials for annual review and reappointment of
464 tenure-track faculty must include the following documents:
465 a. all of the above items listed in D.1.
466 b. peer and/or chairperson's evaluations of teaching signed by
467 faculty member and evaluator.
468
- 469 3. Portfolio materials for full review of faculty for promotion and/or tenure
470 must include the following documents:
471 a. all materials listed above in D.1. and D.2. from the faculty
472 member's date of hire or last promotion.
473 b. a narrative statement in which the faculty member describes how
474 he or she has met and integrated teaching, research, and service
475 expectations based on his/her workload agreements for the period
476 under review.
477
- 478 4. The contents of Third Year Review and Five Year Comprehensive
479 Reviews folders are detailed in the ART.
480
- 481 5. If the faculty member or the chairperson or program director participating
482 in the evaluation process wishes to add a statement to his/her file rebutting
483 or clarifying information or statements in the file, this information must be
484 included in the evaluation portfolio in a special section entitled
485 —Information Added. All documentation used as part of the consideration
486 process must be included in the evaluation portfolio no later than
487 November 30.
488
- 489 6. If the chairperson or program director participating in the evaluation
490 process includes information in the faculty member's evaluation portfolio,
491 other than his/her evaluation, that specific information shall be made
492 known to the faculty member undergoing evaluation and before any
493 evaluation at the next level of review takes place. Record of the faculty
494 member's notification shall be tracked via the PTRM Document Review
495 Transmittal Form. A failure to notify the faculty within five (5) business
496 days will result in the material being removed from the evaluation
497 portfolio.
498
- 499 7. A faculty member does not need to submit an AR binder in the year of a
500 five-year review or when pursuing a promotion.

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

Section I

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

Section II

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

Section III

- Summary of student evaluations across the evaluation period. Faculty using university evaluation forms should submit the summary of results for each course received from the assessment office. The History Department may vote to develop a supplemental student evaluation system. Results from that system would also be included in this section. Any departmental forms will compile the data in a format that will allow analysis of trends over time
- A narrative statement about individual teaching and/or advising philosophy and an interpretation of student and/or peer/chairperson evaluations.
- Peer teaching evaluations.

Section IV

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

Section V

- Recommendations (to be added by the appropriate party at the appropriate stage).
- Written recommendation of the department rank committee and/or tenure committee, including the departmental Summary Recommendation form.
- Written recommendation of the academic chairperson.
- Additional recommendations to be added by the college P&T committee and the academic dean.

Section VI

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

- 546 F. Student evaluation forms used in the College of Liberal Arts shall ordinarily be
547 the University evaluation forms tabulated by the Office of Assessment. The
548 History Department as a whole may wish to use another form for student
549 evaluation, whether as an entire department or in selected courses not effectively
550 evaluated by the university form. In that case, the alternate form will be included
551 in the History PTRM policies and procedures document along with a rationale for
552 its use and the process to be used for its administration. The form will be subject
553 to review and approval by the CLA PTRM Committee and the UPTRM
554 Committee. Any such student evaluation form may not be changed without formal
555 review and approval through the process provided for the History PTRM
556 document as a whole.
557
- 558 G. Peer evaluations of teaching are a required part of the review process. Further
559 information on the evaluation of teaching is contained in section V below.
560
- 561 H. Lecturers and visiting assistant professors who will teach in the History
562 Department for more than one year will be required to compile a folder following
563 the schedule of the reappointment, tenure, and promotion folders that are prepared
564 by other faculty. These lecturers and visiting assistant professors are responsible
565 for preparing their folder, which should include all syllabi from the previous
566 academic year, all student teaching evaluations from the previous year, and all
567 peer teaching evaluations. The lecturer or visiting assistant professor will also
568 provide a brief narrative statement detailing his or her contributions to teaching at
569 Towson University.
570
- 571 I. All material placed in a file, including challenge material, becomes part of the
572 cumulative expansion of the evaluation portfolio. No materials shall be removed
573 by subsequent levels of evaluators, provided the material was included following
574 the rules regarding the notification of the faculty member and the timeline of the
575 review process. Documents or statements prepared by a faculty member or
576 evaluation committee and included in the file should remain in the file in their
577 original form, with any changes handled through the processes provided in the
578 ART policy, Appendix 3.
579
- 580 J. All first year faculty shall complete the Statement of Standards and Expectations
581 for New Tenure-Track Faculty (SENTF). In order to ensure that the History
582 PTRM Committee fairly evaluates tenure-track faculty for reappointment, third-
583 year review, merit, tenure, and promotion, the Committee should receive a copy
584 of the SENTF agreement for each faculty member. Discussions of teaching and
585 other activities should take place in the context of the expectations and
586 agreements made when the tenure-track faculty member came to Towson.
587
- 588 K. All chairs and program directors (with faculty) shall complete the Chairperson's
589 Annual Report (CAR, see Section VII) and Workload Agreement and include
590 these in their evaluation portfolios.
591

592 V. STANDARDS AND CRITERIA

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- A. The History PTRM document conforms with section II of Appendix 3 of the University ART policy and the CLA PTRM document in its evaluation processes associated with annual reviews, reappointment, third-year review, merit, promotion, tenure, and comprehensive review. In conducting these reviews, departments should provide for an assessment of faculty performance that calibrates expectations and judgments to the proportion of time allocated for each area of responsibility in the faculty member's workload. A faculty member who regularly allocates 25 percent of time to scholarship, for example, should meet significantly higher expectations for scholarly outcomes than a faculty member with 15 percent of time allocated to scholarship, and a faculty member allocating 15 percent of time to service should be providing notably more extensive service than would be expected of a faculty member allocating 5 percent to this sphere.

- B. All faculty members are responsible for meeting University standards and expectations, including but not limited to those listed in this section. Meeting the general expectations specified below is essential for a faculty member's performance to be judged satisfactory in an annual review or, cumulatively, across a longer period of evaluation.
 - 1. A faculty member shall fulfill his/her workload agreement in the areas of teaching/advising, scholarship, and service; shall be available for consultation and advising during office hours; and shall meet all classes as scheduled.

 - 2. A faculty member shall be committed to collegiality and academic citizenship. Collegiality and academic citizenship refer to the role and responsibility of faculty in shared decision making through open and fair processes devised to provide timely advice and recommendations on matters that relate to curriculum, academic personnel, and the educational functions of the institution. The demonstration of high standards of humane, ethical, and professional behavior is fundamental to collegiality and academic citizenship. These concepts include mutual respect for similarities and differences among participants on the basis of background, expertise, opinions, and assigned responsibilities. Collegiality does not imply agreement; vibrant university communities must include the capacity for respectful disagreement among faculty members and administrators.

 - 3. A faculty member shall share the responsibility of university, college, and/or department governance. Faculty members must make themselves available to participate in the work of the department, of assigned committees, or of college and university processes in which faculty play an essential part (admissions activities and graduation could stand as examples of such wider processes).

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4. A faculty member shall participate each year in the faculty evaluation process as described in university, college, and department documents. Satisfactory participation includes the full completion of annual review forms and submission of the forms signed and accompanied by all documents required no later than the due date specified in the PTRM calendar.

C. The evaluation of teaching should consider classroom performance as well as other venues for teaching, the varied forms of investment faculty make in preparation for teaching, and the faculty role in both formal and informal advising. A faculty member shall be an effective teacher both in and out of the classroom. Teaching as a sphere of evaluation includes the use of technology, the development of new courses and programs (including those involving collaborative or interdisciplinary work and civic engagement), faculty exchanges and teaching abroad, off-site-learning, and supervision of undergraduate and graduate research and thesis preparation. It includes as well service as an assigned academic advisor, advising through student groups, and informal advising of departmental majors or students in any professional context. Teaching will also be evaluated in the context of the instructor's contributions to and support of the History Department's curriculum, interdisciplinary programs, and assessment efforts. The intellectual rigor and workload of each class is also a factor that shapes the overall evaluation of each instructor.

D. The evaluation of teaching shall be based on materials provided in the evaluation portfolio. The assessment of teaching effectiveness will give close attention to (1) the faculty member's self-evaluation in the reflective statements included in the portfolio, (2) syllabi and other teaching materials presented by the faculty member, (3) student evaluations, (4) peer evaluations, and (5) the evaluation of student learning outcomes for the faculty member's courses where possible.

1. Self-evaluation and course materials

a. The faculty member's evaluation of his/her own teaching effectiveness will include a narrative statement covering teaching philosophy and a reflective consideration of teaching strategies and efficacy. This statement should highlight any evidence in the materials of the portfolio to which the faculty member wishes to call attention and should contain an interpretation of student, peer, and chair evaluations as appropriate.

b. Syllabi for all courses during the period of evaluation are parts of the required Annual Review reports and are included in the evaluation portfolio. Syllabi should convey to students a clear overview of course objectives, requirements, and expectations and

- 683 should contain those elements specified for course syllabi in
684 university policy.
- 685
- 686 c. Faculty may choose to include in evaluation portfolios assessment
687 outcomes related directly to the faculty member's work or copies
688 of assignments that demonstrate creativity, high expectations,
689 community engagement, effective educational practices, or other
690 qualities the faculty member wishes to place in consideration.
691
- 692 d. Grade distribution reports, including departmental averages, shall
693 be made available to faculty members for review and shall be
694 included in the faculty member's portfolio. These reports should be
695 considered in relation to standards expressed in departmental and
696 college objectives, the faculty member's self-evaluation, course
697 syllabi, the difficulty of the material taught, the course workload,
698 and the evaluations of students and peers.
699
- 700 2. Evaluation of teaching by students
- 701
- 702 a. Student evaluations of instruction are a required part of the
703 evaluation of faculty.
704
- 705 b. Unless the History Department as a whole votes to develop its own
706 form, the PTRM process will use the university-wide system. The
707 History Department may opt to recommend the cumulative use of
708 two evaluation forms.
709
- 710 c. Tenured and tenure-track faculty shall be evaluated for all courses
711 taught. This includes all on-load, off-load, on-line, traditional
712 classroom, hybrid, and study abroad courses taught during the
713 academic year, minimester, and summer terms.
714
- 715 3. Evaluation of teaching by tenured peers
- 716
- 717 a. Classroom or teaching site visits are encouraged for purposes of
718 professional growth and are required when the person is being
719 considered for reappointment, third-year review, promotion, or
720 tenure. Peer reviews of teaching are also required for the
721 comprehensive five-year review and for merit evaluations. The
722 teaching evaluation letters should be addressed to the History
723 PTRM Chair, and include the signature of the evaluator and the
724 faculty member evaluated. The PTRM Chair, the History Chair,
725 and the faculty member evaluated may wish to meet to discuss the
726 evaluation.
727
- 728 b. In completing written peer teaching evaluations, reviewers will
adhere to the Peer Evaluation Form in Appendix B.

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- c. At a minimum, peer evaluations will be performed by History PTRM Committee members once every semester for tenure-track faculty during their first six (6) semesters (through the 3rd year review year) and then once a year until they receive tenure. Tenured Associate Professors should be evaluated once a year. Tenured Full Professors should be evaluated every other year with at least two evaluations completed for each five-year review. Full time lecturers and visiting assistant professors who will be at Towson more than one academic year will be evaluated every other semester (once each academic year). These guidelines do not include summer or minimester teaching.

At the start of each academic year, the History PTRM Committee Chair will select a three-person subcommittee, based on a rotating list (including at least one junior faculty member, if one is available) to develop a list of evaluators and courses to evaluate in consultation with faculty. Membership of this subcommittee will be on a rotating basis. The Subcommittee members will select a Chair. A preliminary list of peer evaluators (who must be tenured faculty) and classes to evaluate will be completed in the first three weeks of each semester. The History Department as a whole may vote to require a template form or letter format for all peer teaching evaluations.

- d. In every case the evaluator shall strive to choose a class meeting most amenable to the individual under evaluation. The faculty member being evaluated will have at least two weeks notice of any peer review. The evaluation shall not be performed in the final two weeks of the semester unless requested by the faculty member being evaluated. Evaluations must be completed, reviewed, signed, and filed with the History Department by the end of the semester in which they were performed. It is the Responsibility of the PTRM Chair to ensure these are completed.

4. Evaluation of advising

- a. Faculty academic advisors assist students in the development of meaningful educational plans that are compatible with their academic or professional goals. The faculty academic advisor provides assistance in refining goals and objectives, understanding available choices, and assessing the consequences of alternative courses of action.
- b. Advising may also include guidance of students in the learning process within one's class-teaching responsibilities, advising

775 groups in academic honor societies, serving on a graduate research
776 committee, or advising students formally or informally in other
777 professional contexts.

778
779 c. Statements of advising experience and practice and any materials
780 evidencing engagement with advising responsibilities should be
781 included in the evaluation portfolio. These may include but are not
782 limited to the evidence of regular and reliable records of the advice
783 given, discussion of advising by the faculty member in Annual
784 Review reports, logs of advising appointments, optional peer or
785 chair review of advising, notable instances of positive advising
786 contributions or of advising errors, letters of recommendation
787 written on behalf of students, research mentoring beyond the
788 expectations of course supervision, definable contributions through
789 organizational or group advising, evidence of significant
790 contributions to career advising, or other advising contributions for
791 the benefit of students as the department may determine.

792
793 E. The evaluation of faculty scholarship shall be based on written evidence of the
794 faculty member's tangible contributions to a discipline or an interdisciplinary
795 specialty and of continuing professional development and demonstrated scholarly
796 growth. Scholarship may take many forms, including the scholarship of
797 Application, Discovery, Integration, or Teaching. Regardless of type, each faculty
798 member shall be reviewed for continuing professional development and currency
799 in his/her academic field, as affirmed by its community of scholars and as
800 demonstrated by the scholarly, peer-reviewed, materials in the faculty member's
801 evaluation portfolio.

802
803 1. The major forms of scholarship may be defined as follows:
804 a. **Scholarship of Application** – applying knowledge to
805 consequential problems, either internal or external to the
806 university.
807 b. **Scholarship of Discovery** – traditional research, knowledge for its
808 own sake.
809 c. **Scholarship of Integration** – applying knowledge in ways that
810 overcome the isolation and fragmentation of the traditional
811 disciplines.
812 d. **Scholarship of Teaching** – exploring experience of effective
813 teaching and student learning through peer-reviewed publications.

814
815 2. In presenting their scholarship for review or in evaluating the work of
816 others, faculty shall be guided by the definitions of scholarship noted
817 above. The forms of scholarly publication faculty members produce differ
818 among fields; it is therefore the responsibility of faculty members to
819 explain how their scholarship fits the norms of their field and contributes

- 820 to their scholarly growth. These forms of scholarship may, but not
821 exclusively, consist of
- 822
- 823 a. Scholarly monographs based on original research, subject to peer
824 review, and disseminated to the scholarly community by a
825 university press (or its equivalent).
- 826
- 827 b. Scholarly journal articles (published in print/ and or digitally) or
828 book chapters (published in print/ and or digitally) based on
829 original research, subject to peer review, and disseminated to the
830 scholarly community.
- 831
- 832 c. Scholarly edited article or essay collections (published in print/ and
833 or digitally), subject to peer review, and disseminated to the
834 scholarly community.
- 835
- 836 d. Scholarly historiographic journal articles (published in print/ and
837 or digitally) or book chapters (published in print/ and or digitally),
838 subject to peer review, and disseminated to the scholarly
839 community.
- 840
- 841 e. Translations and/or document collections (published in print/ and
842 or digitally) that contain scholarly notes and discussions, subject to
843 peer review, and disseminated to the scholarly community.
- 844
- 845 f. Museum or public history exhibitions (whether physical or digital)
846 based on scholarly research, subject to peer review, and
847 disseminated to the scholarly community when the faculty member
848 acts as curator.
- 849
- 850 g. Bibliographies, resource guides, and research aides (published in
851 print/ and or digitally), subject to peer review, and disseminated to
852 the scholarly community.
- 853
- 854 h. Public history or other research and public dissemination of
855 scholarship. It is the responsibility of the candidate for promotion
856 and/or tenure to make clear how these efforts illustrate intellectual
857 rigor and make a contribution to his or her field.
- 858
- 859 I. Co-authored, co-edited, and collaborative examples of any of the
860 above forms of scholarship. It is the responsibility of the individual
861 to make clear their contributions to the work.
- 862
- 863 3. Whatever type or types of scholarship the faculty member pursues, a
864 record of scholarly growth sufficient for the granting of tenure or
865 promotion shall include evidence that the faculty member's completed

866 work has met the tests of dissemination and validation, meaning that the
867 work has been made available in a form to which an interested scholarly
868 or public community will have ready access and that the work has been
869 reviewed and affirmed by scholarly peers. In presenting scholarly
870 materials in the portfolio, the faculty member should explain the review
871 process and dissemination plan if the form or site of publication or the
872 means of dissemination is not familiar to departmental colleagues.
873

- 874 4. Scholarly papers accepted for delivery at conferences external to the
875 University, invited scholarly talks at other institutions whether domestic or
876 international, similar presentations involving review or recognition by
877 scholarly peers, and book reviews may all provide evidence of scholarly
878 engagement and development. Scholarly papers may mark progress
879 toward completed work in annual or comprehensive reviews. They may
880 not substitute for the pattern of completed work required in sections 3 and
881 4 above in evaluation for tenure or promotion.
882

883 Reprints of previously published materials show scholarly engagement
884 and support the growing reputation of faculty members, but do not count
885 as part of the scholarship necessary for promotion or tenure unless they
886 have been significantly revised from their original version. It is the duty
887 of the faculty member to show how the reprinted or republished work
888 makes a new contribution to the field.
889

- 890 5. Faculty reviews of all types, including annual reviews, merit reviews,
891 third-year reviews, and comprehensive reviews, should give due attention
892 to evidence of the faculty member's commitment to a discipline or an
893 interdisciplinary specialty and to evidence of the faculty member's
894 continuing professional development. Although some faculty may
895 emphasize teaching or service more heavily in their workload
896 assignments, all faculty are responsible for continuing to develop
897 disciplinary or interdisciplinary expertise and for providing evidence of
898 professional growth in their annual reviews or review portfolios. Reports
899 on thoughtful patterns of scholarly reading, papers presented to
900 colleagues, systematic preparation for teaching topics new to the faculty
901 member, collection and analysis of data or information for a community
902 purpose, or other documented activities, subject to the judgment of the
903 department, may contribute to demonstrating scholarly activity or
904 professional growth during reviews, although they may not substitute for
905 the evidence required in section 3 above in evaluation for tenure or
906 promotion.
907

- 908 F. To the extent possible, evaluation of service should consider the extent and
909 quality of service, not the mere fact of membership on a committee or a position
910 held. The faculty member should sufficiently explain the type or substance of

911 service outside the university to allow colleagues a reasonable basis for judgment
912 of its relation to the mission of the university or the faculty member's field.

- 913
- 914 1. University service involves substantive participation in the shared
915 governance activities of the department, college and university. This
916 includes contributions and leadership of interdisciplinary or graduate
917 programs outside of the History Department.
 - 918
 - 919 2. Civic service includes participation in the larger community (local,
920 regional, national or global).
 - 921
 - 922 3. Professional service includes activities in professional organizations or
923 participating in other venues external to the university (local, regional,
924 national or global) in which one's expertise is applied and which advance
925 the university's mission.
 - 926

927 G. Chairs, who are responsible for supervising faculty, shall be evaluated in the
928 additional category of leadership. Chair activities are reported as part of their
929 annual review on the CAR form and constitute a minimum of fifty percent of the
930 chair's workload by university policy. Departments shall recognize in their
931 evaluation of chairs a distribution of responsibilities and expectations consistent
932 with the chair's workload agreements. Evaluators will recognize that chair
933 responsibilities may involve personnel matters or dealings with students governed
934 by confidentiality, as well as other activities not readily visible to colleagues; such
935 matters may not be reported or documented in detail. Evaluators will nevertheless
936 make judgments about the consistency, creativity, and fairness with which a chair
937 has carried out the responsibilities of leadership, consistent with university
938 policies and the responsibilities defined for the chair. Program directors who
939 supervise faculty and who prepare annual reports on their activities may also be
940 evaluated for leadership consistent with the proportion of their time committed to
941 such work under their workload agreements. The History PTRM Chair will lead a
942 discussion of the Chair's performance each year prior to the History PTRM
943 meeting devoted to reappointment, tenure, and promotion. This discussion should
944 occur either during a regular faculty meeting or the PTRM Chair shall invite
945 junior faculty to participate in part of a PTRM meeting, though they cannot vote
946 on reappointment, tenure, and promotion. In consultation with other faculty, the
947 History PTRM Chair will draft a letter for the CLA Dean. A copy of this letter
948 will be forwarded to the History Chair.

949

950 H. The expectations for reappointment depend upon whether the faculty member is
951 tenure track, a lecturer, or a visiting assistant professor.

952

953 Tenure-track faculty will be evaluated based on their success at meeting the
954 requirements of the SENTF, and their gradual progress toward meeting the
955 university, CLA, and History Department standards for promotion and tenure as
956 detailed below. A steadily expanding rotation of courses taught, strong teaching

957 skills, increasing service duties, and a growing reputation as a scholar are
958 important guideposts.

959
960 Lecturers and visiting assistant professors serving more than one academic year
961 will be evaluated based on their commitment to excellent and innovative teaching
962 through student evaluations, peer teaching evaluations, and the lecturer/VAP
963 folder.

964
965 I. The expectations for tenure and promotion to Associate Professor in the College
966 of Liberal Arts and tenure shall include the following. There may be unusual
967 circumstances when the History PTRM Committee choose to grant tenure but not
968 support immediate promotion.

969
970 1. The faculty member recommended for promotion to Associate Professor
971 shall hold the doctorate or recognized terminal degree in the field of
972 specialization and show continuing potential for superior performance
973 commensurate with the University's mission.

974
975 2. The faculty member ordinarily shall have demonstrated excellence in
976 teaching, as determined through the evidence in the evaluation portfolio
977 and the criteria of the department and college, and as defined by section V
978 above.

979
980 3. The faculty member shall have demonstrated successful experience in
981 research, provided evidence of a pattern of scholarship meeting standards
982 of dissemination and validation. At a minimum faculty are expected to
983 publish three (3) peer-reviewed articles/ book chapters or one (1)
984 monograph as defined by section V above. The History PTRM
985 Committee would expect a larger output—four or five items--of the other
986 items detailed in the scholarship section above. While it is understood that
987 faculty's academic interests will evolve, it is expected that their
988 scholarship remain consistent with historical study and related fields.

989
990 In order to clarify which publications count toward promotion and tenure,
991 the History PTRM Committee will consider anything published after the
992 faculty member began his or her tenure track position at Towson and
993 anything under contract prior to completing the promotion and tenure
994 folder for consideration by the Committee. If a work is under contract the
995 faculty member shall also provide supporting materials showing the extent
996 of progress.

997
998 4. The faculty member shall also have supplied evidence of relevant and
999 effective service, as defined in Section V. Standards and Criteria of this
1000 document.

- 1002 J. The expectations for the Third Year Review are based on progress toward
 1003 promotion and tenure as detailed above. The three levels of progress are as
 1004 follows:
 1005
- 1006 • Superior. Requirements include excellence in teaching (in all its components
 1007 including advising), excellence in scholarship and meeting department
 1008 standards in service.
 1009
 - 1010 • Satisfactory. Requirements include progress towards excellence in teaching
 1011 and scholarly productivity with satisfactory service as determined by the
 1012 department. This essentially means that the department has determined that
 1013 progress towards tenure is satisfactory but improvements may be needed.
 1014
 - 1015 • Unsatisfactory. This evaluation requires change by the faculty across one or
 1016 more dimensions. This essentially means that continuance on this performance
 1017 trajectory is unlikely to result in a favorable tenure decision.
 1018
- 1019 K. The faculty member recommended for promotion to Professor shall have all of the
 1020 qualifications of an Associate Professor and shall have established an outstanding
 1021 record of accomplishment in teaching, service, and scholarship since receiving
 1022 tenure and promotion to Associate Professor.
 1023
- 1024 1. The faculty member shall have demonstrated continuing growth as a
 1025 teacher during the period since promotion to Associate Professor, as
 1026 evidenced in annual reports, syllabi, and other evaluative materials on
 1027 teaching included in the evaluation portfolio and as defined in section V
 1028 above.
 1029
 - 1030 2. The faculty member shall have demonstrated additional accomplishments
 1031 as a scholar since promotion to Associate Professor. At a minimum faculty
 1032 are expected to publish three (3) peer-reviewed articles/ book chapters or
 1033 one (1) monograph as defined by section V above. The History PTRM
 1034 Committee would expect a larger output—four or five items--of the other
 1035 items detailed in the scholarship section above. While it is understood that
 1036 faculty’s academic interests will evolve, it is expected that their
 1037 scholarship remain consistent with historical study and related fields. The
 1038 scholarly work as a whole should reflect a degree of cohesion consistent
 1039 with establishing a national or international scholarly reputation.
 1040
- 1041 In order to clarify which publications count toward promotion and tenure,
 1042 the History PTRM Committee will consider anything published while the
 1043 faculty member served as an associate professor. If a work is under
 1044 contract the faculty member shall also provide supporting materials
 1045 showing the extent of progress. However, if the item was under contract
 1046 prior to promotion and tenure, and the faculty member used the contract to
 1047 advance his or her tenure and promotion case, it may not be used for the

1048 promotion to full professor. In short, any scholarship, whether under
1049 contract or in the final published version, may only be counted once.
1050 Anything under contract prior to completing the promotion to full
1051 professor folder may be considered. Finally, anything published after the
1052 file for promotion to associate professor and tenure was completed may be
1053 used for the promotion to full professor.

1054
1055 3. The faculty member shall have presented evidence of relevant and
1056 effective service to the University, the community, and the profession in
1057 the period after promotion to Associate Professor, as defined in section V
1058 above. Faculty members are expected to show leadership in university,
1059 CLA, and History Department initiatives, as well as effective mentorship
1060 of other faculty.

1061
1062 L. The expectations for the Five-Year Comprehensive Review are based on the
1063 continuation of the performance and accomplishments required for promotion and
1064 tenure above. The two levels of evaluation for the Review are as follows:

1065
1066 1. Positive. Requirements include maintaining excellence in teaching and
1067 scholarly productivity with satisfactory service as determined by the
1068 department.

1069
1070 2. Negative. This evaluation requires change by the faculty across one or
1071 more dimensions: teaching, service, or scholarship. This essentially marks
1072 a clear decline from the accomplishments that justified promotion to full
1073 professor or the satisfactory record of a previous Five Year
1074 Comprehensive Review.

1075
1076 M. Any exceptions to the standards outlined above shall be consistent with the
1077 provisions of the Towson University ART policy, and the specific rationale for
1078 any recommendation involving an exception shall be spelled out in the
1079 appropriate letter of recommendation in the faculty member's evaluation file.

1080
1081 N. Faculty members will be evaluated for merit based on the information provided
1082 through annual reviews. The timing of merit evaluations and recommendations
1083 will follow the ART and the CLA PTRM documents as shown in Appendix A.
1084 There are three categories of merit:

1085
1086 1. Not Meritorious: Performance fails adequately to meet standards.

1087
1088 2. Satisfactory (Base Merit): Performance is competent and contributes to
1089 fulfilling the mission of the university, college, and department.

1090
1091 3. Excellent (Base Merit plus one Performance Merit): Excellence in
1092 teaching, or scholarship, or service and satisfactory performance in other
1093 performance categories.

1094
1095 A rating of satisfactory shall mean at minimum that (a) the faculty member has
1096 met the responsibilities defined in section V of this document; (b) the faculty
1097 member has demonstrated strong teaching as evidenced in the sources of evidence
1098 appropriate to annual review as described above; (c) the faculty member has
1099 provided evidence of ongoing scholarly work through the annual report, whether
1100 that work has been completed or is in progress; (d) the faculty member has
1101 provided evidence of relevant and effective service as defined in section V above.

1102
1103 A rating of not meritorious shall mean that the faculty member has not met the
1104 responsibilities of section V of this document or has failed to provide evidence of
1105 effectiveness or effort consistent with the expectations for a satisfactory rating.

1106
1107 A rating of excellent shall mean that the faculty member has clearly met the
1108 expectations for a satisfactory rating in all categories of evaluation and has
1109 demonstrated accomplishment distinctly above the satisfactory level in at least
1110 one category. Evaluation of accomplishment meriting a rating of excellent shall
1111 be made in accordance with the proportion of a faculty member's time allocated to
1112 each area of responsibility in the annual workload assignment.

1113
1114 In order to clarify which publications count toward merit decisions, the History
1115 Merit Subcommittee will consider publications in their merit decisions once that
1116 material has been published.

1117
1118 VI. CALENDAR

1119
1120 CLA and the History Department follow the Annual Review, Reappointment, Third-Year
1121 Review, Merit, Promotion, Tenure, and Comprehensive Review Calendar as published in
1122 Appendix 3 of the ART policy (Appendix A below). If the published university calendar
1123 changes, the CLA calendar may change without formal amendment of the History PTRM
1124 document.

1125
1126

1127 **Appendix A**

1128 **College of Liberal Arts Annual Review, Reappointment, Third-Year Review, Merit,**
1129 **Promotion, Tenure, and Comprehensive Review Calendar**

1130

1131 **The first Friday in May**

1132 Department and college PTRM committees are formed (elections for membership on the college
1133 committee are already completed)

1134

1135 **The Third Friday in June**

1136 All faculty members submit a portfolio to the department chair.

1137 A. Faculty submit a list of at least three (3) names of any additional faculty to be included on
1138 department tenure and/or promotion committee (if necessary) to the department chairperson and
1139 dean.

1140 B. All faculty members with a negative comprehensive review must have final approval by chair
1141 and dean of the written professional development plan.

1142

1143 **August 1 (USM mandated)**

1144 Tenure-track faculty in the third or later academic year of service must be notified in writing of
1145 non-reappointment prior to the third or subsequent academic year of service if the faculty
1146 member's appointment ends after the third or subsequent academic year. To meet this deadline, a
1147 modified schedule may be required as provided in Section III.D.4.a of Appendix 3 of the ART
1148 policy.

1149

1150 **The First Friday in September**

1151 Department chair approval of the list of additional faculty to be considered for inclusion in the
1152 department tenure and/or promotion committee

1153 **The Second Friday in September**

1154 University PTRM committee shall meet and elect a chair and notify the Senate Executive
1155 Committee's Member-at-large of the committee members and chairperson for the academic year.

1156 **The Third Friday in September**

1157 A. Faculty notify department chair of intention to submit materials for promotion and/or tenure
1158 in the next academic year.

1159 B. College PTRM Committee approval of faculty to be added to a department's PTRM
1160 committee (if necessary).

1161 C. Final date for faculty to add information to update their evaluation portfolio for work that was
1162 completed before June 1 unless the schedule for review is modified pursuant to Section III.D.4.a.

1163 D. First year faculty members must finalize the Statement of Standards and Expectations for
1164 New Tenure-Track Faculty (SENTF) with the department chairperson.

1165 **The Fourth Friday in September**

1166 Department chairperson notifies department faculty, dean, and Provost of any department faculty
1167 member's intention to be reviewed for promotion and/or tenure in the next academic year.

1168

1169
1170 **The Second Friday in October**
1171 A. Department PTRM committee's reports with recommendations and vote count on all faculty
1172 members are submitted to the department chairperson.
1173 B. College PTRM documents are due to the university PTRM committee if changes have been
1174 made.
1175 **The Fourth Friday in October**
1176 A. Department chairperson's written evaluation for faculty considered for reappointment in the
1177 first through fifth years, promotion, tenure, and comprehensive five-year review is added to the
1178 faculty member's evaluation portfolio and conveyed to the faculty member.
1179 B. The department chairperson will place his/her independent evaluation into the evaluation
1180 portfolio.
1181 C. The department PTRM committee's report with recommendations and vote count and the
1182 department chairperson's evaluation are distributed to the faculty member.
1183
1184 **The Second Friday in November**
1185 The faculty member's evaluation portfolio, inclusive of the department PTRM committee's
1186 written recommendation with record of the vote count, and the written recommendation of the
1187 department chairperson, are forwarded by the department PTRM chairperson to the dean's
1188 office.
1189 **November 30th**
1190 A. All documentation to be used as part of the consideration process must be included in the
1191 evaluation portfolio.
1192 B. The dean must notify the Provost in writing of reappointment/non-reappointment
1193 recommendation(s) for tenure-track faculty in their second or subsequent academic year of
1194 service. Negative recommendations shall be delivered in person by the dean or sent by certified
1195 mail to the faculty member's home.
1196
1197 **The First Friday in December**
1198 Department PTRM documents are delivered to the college PTRM committee if any changes have
1199 been made.
1200 **The Second Friday in December**
1201 First-year tenure-track faculty submit an evaluation portfolio for the Fall semester to the
1202 department chairperson.
1203 **December 15th (USM mandated date)**
1204 Tenure-track faculty in the second academic year of service must be notified by the President in
1205 writing of non-reappointment for the next academic year.
1206
1207 **The First Friday in January**
1208 A. The department PTRM committee reports with recommendations and vote count on all first-
1209 year tenure-track faculty are submitted to the department chairperson.
1210 B. The college PTRM committee reports with vote counts and recommendations for faculty
1211 reviewed for tenure and/or promotion are submitted to the dean.
1212 **The Third Friday in January**
1213 A. The dean's written evaluation regarding promotion and/or tenure with recommendation is
1214 added to the faculty member's evaluation portfolio.

1215 B. The college PTRM committee's report with vote counts and recommendations and the dean's
1216 recommendation are conveyed in writing to the faculty member.

1217 C. The department PTRM committee and chairperson recommendations concerning
1218 reappointment for first-year tenure-track faculty are delivered to the faculty member and the
1219 dean.

1220 D. All documentation for the third year review of tenure-track faculty is submitted by the faculty
1221 member to the department chairperson.

1222 E. Department chair recommendations on reappointment of first-year faculty must be added to
1223 the faculty member's evaluation portfolio.

1224

1225 **The First Friday in February**

1226 A. The college dean forwards the summative portfolio inclusive of the committee's and the
1227 dean's recommendations of each faculty member with a recommendation concerning promotion
1228 and/or tenure or five-year comprehensive review to the Provost.

1229 B. The dean forwards all recommendations regarding reappointment/non-reappointment to the
1230 Provost. If the dean disagrees with the department recommendation, the dean shall prepare
1231 his/her own recommendation and send a copy to the faculty member and add this
1232 recommendation to the summative portfolio.

1233 **The Second Friday in February**

1234 A. The dean will, following his/her review, forward department recommendations for faculty
1235 merit to the Provost. If the dean disagrees with the department recommendation, the dean shall
1236 add his/her recommendation to the faculty member's evaluation portfolio and deliver the
1237 negative decision in person or by certified mail to the faculty member's home.

1238 B. Department documents concerning promotion, tenure/reappointment, and merit (with an
1239 approval form signed by all current faculty members) are submitted to the university PTRM
1240 committee.

1241 C. Negative reappointment recommendations for first-year faculty are forwarded from the
1242 Provost to the President.

1243

1244 **March 1**

1245 First year faculty must be notified of non-reappointment by written notification from the
1246 university President.

1247 **First Friday in March**

1248 Faculty under third-year review must be provided with written and face-to-face feedback on their
1249 performance toward tenure.

1250 **Third Friday in March**

1251 Provost's letter of decision is conveyed to the faculty member, department and college PTRM
1252 committee chairpersons, department chairperson, and dean of the college.

1253

1254

1255



Department of History

Peer Evaluation Observation Form

1256

1257

1258

1259

1260 **Instructor's Name:**

1261 **Observer's Name:**

1262 **Number and Course Title:**

1263 **Date of Classroom Observation:**

1264 **Number of students in attendance _____:**

1265

Class activities (check all that apply):

- Class Discussion
- Student Presentations
- Group work
- Lecture
- Writing Workshops
- Other (please describe below)

Pedagogy

1. Organization of the class: Identifying a central purpose, holding to it, integrating questions and answers into it, clarifying major points in it, managing time, etc.

Comments:

2. Teaching strategy: E.g., classroom manner, classroom presence, innovation, ability to guide a discussion or workshop, responsiveness to student input, clarity, etc.

Comments:

3. Academic Rigor: To what degree did the classroom activities and reading and writing assignments meet the intellectual expectations of a course at this level? To what degree did the faculty member encourage critical thinking and careful reasoning?

Comments:

4. Student Engagement: To what degree did the faculty member encourage student engagement and enthusiasm (through dialogue, energy level, eye contact, calling upon students by name, etc.)?

Comments:

5. Environmental Conditions: Please comment here on environmental conditions that affected the session (e.g. too hot or cold, technology not working, construction sounds intruded, etc.).

Comments:

Syllabus-Required Information

According to the Faculty Handbook, the following information is required on all syllabi. Check all that apply.

- Course name and number
- Catalogue Description
- Instructor information (name, email address, telephone and office numbers)
- Text[s] required including bibliographic information
- Brief description of course content
- Learning Outcomes Statement (including Core Outcomes where appropriate)
- Assignments and requirements
- Grading procedures
- Attendance Policy
- Academic Integrity Policy
- Students with Disabilities Policy
- Course Repeat Policy
- A week-by-week or session-by-session calendar

Syllabus-Supplemental Information

Other information (Check all that apply):

- Test and/or Assignment make-up policy
- Other—Include and/or comment on any information that you found particularly effective in communicating expectations and requirements.

1266

Pre- and Post- Conference with Instructor

The observation process and form are meant to serve both an evaluative and a mentoring purpose. The Pre and post-observation conferences should be a dialogue between observer and the observed faculty member.

Date of Pre-Meeting:

Date of Post-Meeting:

Optional Comments:

1267 According to Towson University's ART policy, page 3-16

1268

1269 3. For every type of evaluation, including annual review, the faculty member shall sign a statement
1270 indicating that s/he has read, but not necessarily agreed with the evaluation. However, failure to sign
1271 shall not prevent the documentation from being forwarded to the next evaluation level.

1272

1273 **Observer's Signature** _____

1274

1275

1276 **Instructor's Signature** _____

1277

1278 **Date Completed and Submitted to the Department** _____

1279

1280