

October 26, 2019

Provost Melanie Perreault  
Towson University

Dear Provost Perreault,

At its meeting on October 11, 2019, the Merit Committee of the English Department voted to recommend base merit (**2** (merit+) - **3** (base merit) - **0** (no merit)) for Prof. xxx. The Faculty Handbook defines Base Merit as follows: "Faculty whose work is deemed competent and thus contributes to fulfilling the mission of the University, college, and department."

The committee felt that Prof. xxx earned merit because of a solid record in teaching, scholarship, and service. Prof. xxx taught ENGL xxx, ENGL yyy, and ENGL zzz and multiple sections of ENGL 102 in AYXXXX-XXXX; while these are the courses that Prof. xxx is bound to teach by departmental needs, they also reflect significant professional expertise. Prof. xxx's student evaluations are strong for all courses taught. Peer teaching reviews (were noted as effective/commendable/etc and/or indicated some areas in which Prof. xxx's pedagogy might continue to improve). In addition to teaching, Prof. xxx served the department on the (list most relevant committee) and served the university on the (list the most relevant committee).

Prof. xxx has a promising research agenda that continues to evolve. In AYXXXX-XXXX, Prof. xxx submitted (Ex: two articles for publication in peer-reviewed journals and gave presentations at three conferences). Prof. xxx's book, "See Sally, Dick, and Jane Run," is still progressing toward completion.

Prof. xxx's teaching, scholarship, and service continues to develop in (promising ways/contribute significantly to dept/college/institution and/or discipline). The committee expressed hope that/commends Prof. xxx (would continue developing a/on her/his) research agenda while also establishing (deeper and more/maintaining deep) collegial service ties to the department and the university as a whole.

Sincerely,

Signator  
Chair, Assistant Professors Merit Committee

cc: Prof. xxx