



**TABLE OF CONTENTS**

<b>I.</b>	<b>STATEMENT OF COMPLIANCE .....</b>	<b>3</b>
<b>II.</b>	<b>REVISION .....</b>	<b>3</b>
<b>III.</b>	<b>PURPOSE .....</b>	<b>3</b>
<b>IV.</b>	<b>UNIQUE PROFILES FOR INDIVIDUAL FACULTY MEMBERS .....</b>	<b>4</b>
<b>V.</b>		



- To elicit evaluative responses from colleagues and students with regard to faculty performance.
- To obtain recommendations concerning reappointment, tenure, and promotion for each tenured and tenure-track member of the faculty.
- To articulate faculty responsibilities.

#### **IV. UNIQUE PROFILES FOR INDIVIDUAL FACULTY MEMBERS**

Each faculty member will be evaluated as a unique individual exhibiting a distinctive profile of accomplishment in teaching, scholarship/creative activity, and service. The profile will depend upon the

scholarship. activities are considered to be

or its equivalent) represent a load expected of all faculty per academic year. Full-time faculty in the Department of Music calculate their workload, which consists of teaching, scholarship/creative activity, service, administration, and other assignments, in 3-credit course load measures or its equivalent. A 3-credit course equals 3 load credits or one unit as defined above. A one-hour private lesson equals 0.67 load credits. A full-time position must account for twenty-four (24) credits or 8 units each year. Justification of the teaching, scholarship/creative activity, and service load is contained in the (Chair s) Annual Workload Plan and (Chair s) Annual Report for each year.

The Department of Music values working cultures of diversity expressed in the perspectives, values, and approaches each individual faculty member brings to teaching, scholarship/creative activity, and service. As such, PTR s of the department is understood in the context of cohesion and also diversity, and difference.

#### **V. UNIVERSITY EXPECTATIONS AND STANDARDS**

The TOWSON UNIVERSITY POLICY ON APPOINTMENT, RANK AND TENURE OF FACULTY [ART] can be accessed at the following web address:

<https://www.towson.edu/about/administration/policies/02-01-00-policy-appointment-rank-tenure-faculty.html>

#### **VI. DEPARTMENT OF MUSIC EXPECTATIONS AND STANDARDS**

The approved UPTRM Department PTR Policy can be accessed at the following web address:

<https://www.towson.edu/about/administration/senate/committees/ptrm.html>

**A. General**

In addition to the University, College, and Departmental Standards and Expectations found in ART Appendix 3: II.B.1-3, the following expectations pertain to all tenured and tenure-track faculty in the Department of Music:

- A faculty member is committed to collegiality and academic citizenship, demonstrating





## **2. Appointment of New Faculty**

In some cases, the best applicants for positions in applied areas may only possess the Master of Music Degree.



service depending upon its assessment of the purpose and quality of the grant.

3. Service: Faculty are expected to contribute their professional expertise to the department, college, university, and professional associations. They are encouraged, but not required, to contribute to their communities as well. It is desirable that faculty service work, both at Towson and in professional associations, begins with membership and active participation on committees and eventually progress to leadership roles. Assessment will consider the level and extent of participation and contribution to service endeavors (rather than mere membership) and the collegiality displayed in treating others in a respectful manner. In presenting their service for review, faculty members should prepare a narrative, which explains the scope and depth of their contributions and may also solicit letters of support, or references, from those under whom the service was engaged.

All first-year tenure-track faculty, in collaboration with the Department Chair, shall complete the form "Standards and Expectations for New Tenure-Track Faculty, (SENTF)" (see A.R.T. III-2-C) and include it in their evaluation portfolio as described herein. The Department Chair shall append to the SENTF form the following materials:

- a. reappointment, tenure, promotion, merit and comprehensive review considerations;
- b. standards and expectations of the university, college, and department; and
- c. any expectations unique to the position.

(Please consult the ART document for further information)

### **C. Format for Evaluation Portfolios**

All faculty shall complete the current version of the Annual Report, and include these documents in their evaluation portfolio as described herein. The



a. At the conclusion of the



**G.**

- a. Final evaluation of the departmental PTR Committee, including the Departmental Summary Recommendation form
- b. Letter of evaluation from Department Chairperson; and
- c. Letter of evaluation from academic Dean of the college.

I.B.11. Additional documentation responsibilities

- i. The Dean of the college shall assure that the summative portfolio for the Provost is organized according to the guidelines described herein.
- ii. The Dean of the college shall have the responsibility of returning the supporting material to the Department Chair who shall then retain it for three (3) years following the date of the decision to grant or deny promotion or tenure. The materials shall be made available only if requested by the Provost.

In addition to the Provost required materials, supporting materials should be provided in clearly labeled supplemental subfolders. These may include:

- Documentation of all claims of accomplishment during the review period;
- Internal peer observation letters;
- Syllabi of all courses within the review period;

member to update the evaluation portfolio must be included by the third Friday in September. The addition of said material and notification thereof shall not interfere with the time designated for review as described in the Towson University Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review Calendar (Section VI).

ART Appendix 3L I.B.5:

If the faculty member or the Chairperson or program director participating in the evaluation process wishes to add a statement to his/her file rebutting or clarifying information or statements in the file, this information must be included in the evaluation portfolio in a special

process must be included in the evaluation portfolio no later than November 30. The Dean will send a copy to the Department Chair of any such information added to the evaluation portfolio after the second Friday in November.

Department of Music policies and procedures:

After the June deadline, the following items will be included in faculty evaluation portfolios as indicated:

- The Department PTR written letter with recommendation providing a detailed rationale for the recommendation, as well as the vote count inserted by the PTR Committee Chair(s) (For reappointment, third-year review, tenure, promotion & comprehensive review);
- letter with recommendation inserted by the Department Chair. (For reappointment, third-year review, tenure, promotion, & comprehensive review);

If a faculty member adds anything except student evaluations to his/her evaluation portfolio after the June deadline, the faculty member informs the Department Chair of the specific addition made. The Department Chair will then inform PTR members of the addition(s) by email.

All information added by the faculty member to update the evaluation portfolio departmentally must be submitted by the second Friday in August.

lio other than his/her evaluation, that specific information shall immediately be made known to the faculty member undergoing evaluation before any evaluation at the next level of review takes place. Recorded via the Promotions, Tenure, Reappointment,

## **VIII. DEPARTMENT OF MUSIC PTR COMMITTEE**

### **A. PTR Membership, Structure, and Responsibilities**

The PTR Committee is comprised of all tenured Department of Music faculty, including the Department Chair. As all tenured faculty in the department are members of the committee, there is no voting for PTR committee membership, nor is there a need for procedures whereby alternatives are chosen or vacancies filled. See below



## **B. PTR Committee Structure**

The PTR committee is charged with review, deliberation, voting and report writing for evaluation of tenured and tenure-track faculty seeking reappointment, three-year review, five-year comprehensive review, promotion to Associate Professor, and/or tenure.

## **C. Procedures for Deliberation on Promotion, Tenure & Review:**

Procedures for deliberations follow the Department of Music PTR Document and *The Towson University Policy on Appointment, Rank and Tenure* [ART document].

Department of Music policies and procedures:

- Prior to June 1, the outgoing PTR Co-Chairs will pass on to the Department Chairperson a report of the assigned PTR duties and the department PTR work calendar from the year during their leadership for purposes of helping the next Co-Chairs do their work.
- For decisions of five-year comprehensive review as well as for approving reports, a tie vote is considered affirmative. For decisions regarding tenure, promotion to associate or full professor and reappointment, a simple majority vote is required to be affirmative.
- For its deliberations, the PTR Committee should focus on the written standards provided by the university, college, and department.
- Prior to any meeting, committee members must have examined evaluation portfolios of faculty to be discussed at that meeting and/or other pertinent materials.
- PTR members must leave the room when their case is discussed and may not vote on it.
- As part of the PTR review process, the PTR Committee will review all evaluative portfolios for untenured, tenure-track faculty.
- The Department Chair will be evaluated for five-year review and promotion by the PTR committee.
- Faculty who are absent from discussions and deliberations may not vote by proxy. Some examples include committee members who are on sabbatical, at a conference, or sick. Faculty



- After the observation, observers write the letters that are presented at a meeting with the faculty member within fourteen days of the observation date.
- The observer meets with the observed faculty member and gives the faculty member a copy of the letter and discusses it. The observed faculty member signs a second copy indicating its receipt, and this copy is submitted to the Department Chair.
- For tenure-track colleagues, the Chairperson can do his/her own additional teaching observation(s) and letter(s) at his/her choice for his/her optional PTR letter that is made outside of the faculty PTR process and reporting. Those observations will be included in portfolio for full faculty review. As with peer observations, the Chairperson must give the observed faculty member notice a week in advance a peer observation occurs.

#### **F. Meetings Schedule**

- The PTR Committee will meet at times consistent with the ART Document calendar.
- The PTR Committee will convene for additional meeting(s) to approve letters; these meeting(s) are ordinarily scheduled during the regular faculty meeting time.

#### **G. Process for Deliberations and Deadline for Letters**

- The first meeting of the PTR Committee is to conduct deliberations followed by secret ballot votes for promotion, tenure, reappointment, and five-year review. This meeting will not take place until after the deadline to add materials to the portfolios has passed. The results will be tabulated immediately, announced to committee members, and entered on the appropriate forms.
- The Department PTR committee may, but is not required to, review for reappointment tenure-track faculty who have completed their 3rd-5th year of employment.
- The decision whether or not to review for reappointment tenure-track faculty who have completed their 3rd-5th year of employment is made by the Department PTR committee in its first meeting of the fall semester before discussion and voting takes place. Decision is by majority vote.
- Letter writers will complete and distribute original drafts of their letters that must articulate and support the decision of the PTR Committee or, where applicable, the PTR subcommittee timely manner per the Department PTR calendar in compliance with the ART document. Draft letters must reflect the committee/subcommittee decision including the precise vote tally and recommendation for reappointment, promotion, tenure and/or five-year review.
- PTR committee letters are evaluative and not lists of things that were done. The evaluation should be articulated in connection to specific written expectations in the document.
- Letters should speak to whether or not the colleague did not meet, met, or exceeded the expectations under discussion. Specific items of work should be used only to support such evaluative statements and not substitute for them.
- Letters should reference (clearly cite, explain, and apply) department standards of with examples; and evaluate how the faculty member did not meet, met, or exceeded these department standards. Committee letters should reflect the main points of discussion, including dissent.
- Committee/subcommittee members read the original drafts and submit any requests for revision in a timely manner per the Department PTR calendar after the original drafts are distributed.

- Letter writers complete and distribute revised in a timely manner per the Department PTR calendar.
- Committee/subcommittee members read the original drafts and submit any requests for revision in a timely manner as per the ART Document after the original drafts are distributed.
- Letter writers complete and distribute revised in a timely manner as per the ART Document for revision requests.
- Department PTR committee/subcommittee letters with recommendations and vote count on all faculty members are to be submitted to the Department Chair b nBT/Ffhe Ducon 0.00000912 0 612 792 reW\*



2. The process of comprehensive review is similar to that for promotion. Faculty requesting promotion during the same year as their comprehensive review can present a single narrative report and evaluation portfolio to cover both cases.

observations as the basis for the review.

**APPENDIX A:**





## **SERVICE**

Note: Although diverse profiles of service contributions are anticipated among candidates, it is expected that, over time, all candidates will demonstrate service in the three domains identified below: to one's profession, to practitioners, and to the institution.

### **1. In service to the institution**

The standards for reappointment: The standards for tenure with strong evidence of potential for meeting standards at time of the tenure decision

The standards for tenure and promotion to Associate Professor:

- Involvement in the institution's faculty governance structure at program, department, college, university or system levels
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## **APPENDIX B: GUIDELINES FOR PTR LETTERS**

The goal of a letter  
department, college, university, and profession.

- Letters written by the Department PTR committee should be addressed to the Provost.
- Tenure and promotion letters are cumulative; all letters for tenure-track faculty should reference and address any issues raised in previous letters.
- Letters may recognize both strengths and weaknesses of a candidate.
- Because new faculty are chosen on the basis of highly competitive national searches the Letter should assume a certain level of excellence upon hiring. Positive letters should acknowledge this excellence, be encouraging and complimentary.
- All faculty can improve their skills as teachers, scholars and performers through vigorous peer review. Critiques should be as specific as possible and include suggestions for future improvements.
- Evaluative judgments may be supported using quotations from students, faculty, professional colleagues and external reviewers.
- Teaching observations and annual reappointment, promotion, and/or tenure letters should ordinarily be one page in length; negative or controversial letters may need to exceed that length. Cumulative letters recommending tenure, promotion, three-year review, or five-year review should be three pages in length.
- One-page letters

3. Clarity and relevance of goals for the class period observed; student achievement of those goals within the class period;
4. Organization of instruction and efficient use of time;
5. appropriate response to relevant student input offered during the class, rehearsal, or lesson.

Scholarship/Creative Activity: See





## **APPENDIX E: CALENDAR OF DEPARTMENTAL PTR DEADLINES**

-Chairs of the department PTR committee and the Chairperson cannot instruct the PTR committee to modify PTR review deadlines or calendars, or otherwise change the PTR calendar or procedure that all tenure-track faculty undergo other than those specified in the approved departmental PTR document or in the ART document (Appendix 3).

For tenure-track faculty member currently in their 3rd-5th year of employment, the alternate calendar language in the ART document (Appendix 3) provides a modified PTR committee review calendar that can happen over the summer months in order to discuss and vote on reappointment for the year after the year immediately coming in that fall. A Quorum of the PTR committee is required for such a meeting to proceed.

-track faculty member currently in their 3rd-5th year of employment, the Chairperson can call for a PTR committee meeting over the summer months, after the ART document-defined third Friday in June deadline for all PTR portfolios, in reappointment, tenure, and/or promotion. A quorum (51% of members) of the PTR committee and attendance by at least one of the two department PTR Co-Chairs (not proxies) is required for such a meeting to proceed.

calendar tenure-track faculty member currently in their 3rd-5th year of employment would be to make it possible for that colleague to be terminated over the following summer and not re-employment procedure. If a termination decision is made as a result of that summer action, the colleague would be employed for the academic year that begins in August immediately following the summer meeting. The colleague could appeal the decision during that year per the ART document appeals policies and procedures.

committee occurs, it takes the place of the department-level reappointment, tenure, and/or promotion review for that faculty member, that would normally take place during the fall semester.

By the first Friday in May: Department and college PTR committees are formed (elections for membership on the college committee are already completed)

May 31: Fulltime faculty submit their Annual Merit Review portfolio to the department chair. In the event that May 31 falls on a weekend or holiday, the deadline shall be the first business day after May 31.

The Third Friday in June:

- Faculty members going up for promotion and tenure, promotion to Full, and 5-year comprehensive review submit an evaluation portfolio to the Department Chair.
- All faculty members with a negative comprehensive review must have final approval by Chair and Dean of the written professional development plan.

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- C. First-year faculty submit SENTF, CV, syllabi, and student and peer teaching evaluations to the Department Chairperson.
- D. 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 February - Department Chair, after reviewing their documentation and meeting with first-year TT faculty member, makes recommendations on Reappointment or Non-Reappointment. If Reappointment, the Chair notifies the faculty member, Department PTR Committee, and the Dean.