

**POLICIES AND PROCEDURES OF THE COLLEGE OF  
LIBERAL ARTS  
PROMOTION, TENURE, REAPPOINTMENT, MERIT (PTRM)  
COMMITTEE**

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Approved by CLA PTRM Committee 9/28/18

Approved by College faculty 11/2/18

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faculty member from another department may be chosen to serve on behalf of the department lacking a representative by agreement of the department chair, the dean, and the college PTRM committee chair.

C. Vacancies

If a member is unable to serve for a year because of a sabbatical leave, faculty exchange, promotion consideration, or for any other reason, the college electorate shall choose a replacement before the college PTRM committee begins its work. The member replaced may return to the committee the following year if that year would have been part of the term to which the member was originally elected; the replacement year shall not extend the member's term. A member resigning from the committee before the expiration of the member's term shall be replaced through a college-wide election. Should a member through accident or sudden change in circumstance be unable to serve, and such circumstances arise when there is insufficient time for an election before the work of the committee begins, a temporary replacement for that year may be named through selection by the

The CLA PTRM committee reviews departmental and chair recommendations and makes its own recommendations on promotion and on the granting or denial of tenure. The college PTRM committee also receives and responds to substantive appeals of departmental recommendations on PTRM matters, as provided for the Appendix 3 to the Towson University ART policy. In cases in which a department has fewer than three members eligible to serve on a PTRM committee, the college PTRM committee will select additional faculty members to serve on the departmental committee in accordance with the procedures specified in Appendix 3 of the ART policy.

The CLA PTRM committee evaluates candidate files and reviews the recommendations of departments and chairs in relation to the standards and expectations established for faculty in the Towson University ART policy, the criteria of the College of Liberal Arts, and the criteria of the candidate's department. The committee will reach a recommendation in each case and will produce a concise but detailed statement in support of its recommendation with reference to each category evaluated, including teaching/advising, scholarship, and university/civic/professional service. If the committee reviews materials that have been added by the faculty member or administrators during the course of the review process consistent with the guidelines for such actions in University policy, the committee will note that it has done so in its statement. The chair of the committee will convey these recommendations to the dean. The dean prepares an independent recommendation in each case and includes these recommendations and those of the committee in candidate files before transmitting them to the Provost.

#### B. Quorum

A quorum will consist of a majority of the voting members of the committee present.

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C. Voting Procedures

All votes regarding tenure or promotion shall be by confidential ballot cast upon completion of the discussion of each candidate, signed with a Towson University ID number and dated by the voting member. Votes shall be tallied by the committee chair. The committee chair will forward to the dean a signed, dated report of the results of the vote along with the committee's recommendation. The confidential



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writing the grounds for the appeal and must be accompanied by supporting documents. The faculty member may supplement the evaluation portfolio under consideration with any statement, evidence, or other documents believed to present a more valid perspective on performance.

Appeals of department recommendations shall be copied to the department chair and the department PTRM chair. Appeals of college decisions to the Provost shall be copied to the college dean and the college PTRM committee.

Within fifteen days of receipt of a formal appeal with attached materials, the college PTRM committee shall review the case and provide a written response to the substantive appeal. Copies of the committee's response will be provided to all parties copied on the original appeal letter, as above.

Note: Faculty members may also submit procedural appeals to the university PTRM committee, or appeals alleging unlawful discrimination, as provided for in the university ART policy, Appendix 3, and Towson University policy 06-01.00.

#### H. Review of Document

Every three years after the first approval of the PTRM policies and procedures document, the CLA PTRM committee will review this document and submit evidence of this review to the dean and to the UPTRM committee.

#### I. Changes in Policies

All policies at the college level shall remain in effect until changed according to the procedures that are

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J. Annual Report

The secretary will submit an annual report to the chair of the college PTRM committee and to the dean for their review and, after any corrections or adjustments are made, will submit copies of the final report to the college PTRM chair, the dean and the CLA Council. The annual report should summarize all actions taken by the committee during the year, **including the number of:** recommendations on tenure and promotion; actions on appeals; approvals of departmental review committee members, when required; reviews of departmental PTRM statements; reviews of these policies and procedures; and any other actions.



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- H. The faculty member may make a substantive appeal to the college PTRM committee based upon the recommendation letter of the interdisciplinary committee.

#### IV. MATERIALS FOR FACULTY EVALUATION

- A. The responsibility for presenting material for the annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review rests with the faculty member.
- B. Guided by the chairperson and department and college criteria, the faculty member shall have the responsibility of making distinctions between the various categories of teaching, scholarship, and service and shall include such distinctions, as s/he deems appropriate in his/her narrative statements and other documentation relevant to each evaluation portfolio section.
- C.

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2. Large items, such as books that cannot be secured in a binder, may be submitted separately. If there is more than one such item for a faculty member, all such items pertaining to that faculty member should be enclosed in a manila envelope or a box of suitable size and the envelope or box labeled with the name of the faculty member and a list of its contents. All such items submitted shall be considered part of the evaluation portfolio.
  3. Faculty who wish to submit work created digitally as part of their portfolio should, whenever possible, include in their file in printed form all of the work product or substantial examples conveying its substance and quality. Digital addresses of web pages, blogs, sites, or other locations may be included but there can be no expectation that reviewers will visit these sites as a required part of the process. Materials that cannot be printed, such as films, may be included on a DVD in the portfolio within a protective binder sleeve or as an accompanying item comparable to books as above.
- D. Evaluation portfolios shall be organized, indexed, and placed in a three-ring binder (or submitted as an electronic portfolio if the University creates an approved format for doing so). Binders should be organized using dividers with tabs to identify the sections (electronic portfolios should be organized with similar clarity, based on University standards once developed and using the technologies available). Although the faculty member has freedom to include materials deemed pertinent to the evaluation, repetitious or padded files are discouraged. Contents of the evaluation portfolio are determined by type of review and minimally, shall include:
1. Evaluation portfolio materials for annual review of all tenured faculty must include the following documents:



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- b. a narrative statement in which the faculty member describes how he or she has met and integrated teaching, research, and service expectations based on his/her workload agreements for the period under review.
  
4. If confidential external reviews are solicited pursuant to departmental or college promotion and tenure policies, they will remain confidential and will not be made available to the faculty member. These reviews will not be included in the faculty evaluation portfolio, but will be forwarded under separate cover to each subsequent level of review.
  
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 section entitled  
Information Added. All documentation used as part of the consideration process must ls/o add ation enti/ddT 50 0 0 50 00 -9-2 (i) 9 (/) 4 -2 (i) TJ ET Q q 0 -2 (i)

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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 (t) JTJ E2 (s) 9

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evaluation of feedback to students

evaluation of grading methods and standards

- H. External evaluations may be conducted as part of a faculty member's tenure or promotion evaluation in the College of Liberal Arts so long as the process for inviting and handling those external evaluations complies with University policy on external evaluations. Departments wishing to make use of external evaluations must include in their statement of PTRM policies and procedures whether external evaluations will be used in all tenure and promotion evaluations or, if not, how the determination of when to seek external evaluations will be made and by whom.

## V. STANDARDS AND CRITERIA

- A. As specified in Appendix 3 of the University ART policy, the standards and expectations in this College of Liberal Arts PTRM document pertain to the evaluation processes associated with annual reviews, reappointment, third-year review, merit, promotion, tenure, and comprehensive review.
- B.

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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).
  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





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- c. Statements of advising experience and practice and any materials evidencing engagement with advising responsibilities should be included in the evaluation portfolio.
- d. Judgments about the sufficiency and quality of a faculty member's advising will be based on assessment of the preponderance of evidence assembled at the department level.

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- a. **Scholarship of Application** – applying knowledge to consequential problems, either internal or external to the university.
  - b. **Scholarship of Discovery** – traditional research, knowledge for its own sake.
  - c. **Scholarship of Integration** – applying knowledge in ways that overcome the isolation and fragmentation of the traditional disciplines.
  - d. **Scholarship of Teaching** – exploring the dynamic endeavor involving all the analogies, metaphors, and images that build bridges between the teacher’s understanding and the student’s learning.
2. In presenting their scholarship for review or in evaluating the work of others, faculty shall be guided by the definitions of scholarship noted above and further articulated by their department (s) on the basis of disciplinary or interdisciplinary intellectual interests.
  3. Whatever type or types of scholarship the faculty member pursues, a record of scholarly growth sufficient for the granting of tenure or promotion shall include evidence that the faculty member's completed work has met the tests of dissemination and validation, meaning that the work has been made available in a form to which an interested scholarly or public community will have ready access and that the work has been reviewed and affirmed by scholarly peers. In presenting scholarly materials in the portfolio, the faculty member should explain the review process and dissemination plan if the form or site of publication or the means of dissemination is not familiar to departmental colleagues. A faculty member's portfolio sufficient for the granting of tenure or promotion should demonstrate a pattern of completed work consistent with the nature

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4. Scholarly papers accepted for delivery at conferences external to the





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with establishing a sound scholarly reputation. The faculty member shall have presented evidence of relevant and effective service to the University, the community, and the profession in the period after promotion to Associate professor.

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

I. Faculty members will be evaluated for merit based on the information provided through annual reviews. There are three (3) categories of merit.

1. Not Meritorious: Performance fails adequately to meet standards.
2. Satisfactory (Base Merit): Performance is competent and contributes to fulfilling the mission of the university, college, and department.
3. Excellent (Base Merit plus one Performance Merit): Excellence in teaching, or scholarship, or service and satisfactory performance in other performance categories.

A rating of satisfactory shall mean at minimum that (a) the faculty member has met the responsibilities defined in V.B of this document; (b) the faculty member has demonstrated strong teaching as evidenced in the sources of evidence appropriate to annual review as described above; (c) the faculty member has provided evidence of ongoing scholarly work through the annual report, whether that work has been completed or is in progress; (d) the faculty member has provided evidence of relevant and effective service as defined in section F 1 , 2, 3 above.

A rating of not meritorious shall mean that the faculty member has not met the

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- B. In order that at least three (3) tenured faculty opinions be considered in promotion and tenure recommendations, in addition to the department chairperson, departments with fewer than three (3) tenured faculty members shall supplement the committee with tenured faculty members from other departments within the college or from the appropriate department if the faculty member being reviewed

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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.

- E. Departments shall meet the expectation that for every type of evaluation, including annual review, the faculty member shall sign a statement indicating that s/he has read the evaluation. The signature shall not necessarily be taken to convey agreement with the evaluation. Failure to sign shall not prevent the documentation from being forwarded to the next evaluation level.
  
- F. Departments will affirm through their policies and practices that all material placed in a file, including challenge material, becomes part of the cumulative expansion of the evaluation portfolio. No materials shall be removed by subsequent levels of evaluators, provided the material incluslev1639 -T2 Tm /TT2 589d1/TT4 1 T

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H. The department chairperson shall maintain a copy of all official documents concerning evaluation recommendations. Copies of all recommendations shall also be sent to the faculty member and the de0 64324 0 0 0fhall

## **Appendix A**

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

#### **The first Friday in May**

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

#### **The Third Friday in June**

All faculty members submit an evaluation portfolio to the department chair.

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

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

#### **August 1 (USM mandated)**

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

#### **The First Friday in September**

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

#### **The Second Friday in September**

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

#### **The Third Friday in September**

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

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

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

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

**The Fourth Friday in September**

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

**The Second Friday in October**

A. Department PTRM committee's reports with recommendations and vote count on all faculty members are submitted to the department chairperson.

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**December 15th (USM mandated date)**

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

**The First Friday in January**

A. The department PTRM committee reports with recommendations and vote count on all first-year tenure-track faculty are submitted to the department chairperson.

B. The college PTRM committee reports with vote counts and recommendations for faculty reviewed for tenure and/or promotion are submitted to the dean.

**The Third Friday in January**

A. The dean's written evaluation regarding promotion and/or tenure with recommenTm /TT4 1 Tf [(t) -2 4 (nur)

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**March 1**

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

**First Friday in March**

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

**Third Friday in March**

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