

Revised December 16, 2016

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DEPARTMENT OF ECONOMICS

**POLICIES AND PROCEDURES FOR PROMOTION, TENURE, REAPPOINTMENT,
MERIT AND COMPREHENSIVE REVIEW**

(Also referred to as the Department's PTRM Document.)

Approved by the Department Faculty: Decembe/F1 WBT/He/F1 WDC BT/F2 12 Tf1 0 0 1 306.05 667.54 TmTf

1 **DEPARTMENT OF ECONOMICS**

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3 **POLICIES AND PROCEDURES FOR PROMOTION, TENURE,**
4 **REAPPOINTMENT, MERIT AND COMPREHENSIVE REVIEW**

5
6 This document describes the standards, procedures, and processes of the Department of
7 Economics in reappointment, tenure, promotion, comprehensive review, and merit, under
8 the guidelines set forth in section V of the “University Appointment, Rank and Tenure
9 (ART) Document”. All full-time faculty, tenured, tenure track, lecturer, and visiting, are
covered, but Economics

1 Student learning is at the core of Towson's mission and therefore represents a primary
2 commitment of the faculty of the department. The teaching component of performance
3 includes actual time spent in the classroom, class preparation time, time spent keeping
4 current in the subject areas being taught, evaluation of student performance, office hours
5 spent counseling students enrolled in the faculty member's courses and time spent
6 advising assigned students from the department's major fields of study. Recognition also
7 extends to supervision of student internships, study abroad, graduate instruction, and
8 directed / independent studies. The expectation is that over time teaching will improve.
9

10 Advising and mentoring students are also critical components of the department's
11 mission to develop students. Each faculty member is expected to assume the duties of
12 advising students. Performance in this area may be determined by the faculty member's
13 ability and willingness to meet students, the development of advising expertise, and
14 student feedback.
15

16 Faculty teaching graduate classes need to be designated as Graduate Faculty.
17

18 Teaching will be evaluated according to the following four components:
19

20 *Instructional Delivery Skills.* This component involves the creation of an overall
21 classroom environment conducive to learning, clarity of communication, enthusiasm, and
22 display of a respectful and caring attitude toward students. Instructional delivery skills
23 may be assessed using student course evaluation data and classroom visitation.
24

25 *Instructional Design.* This component involves the application of theory to practice,
26 course objectives, the level of rigor and challenge of courses, the selection, scope,
27 sequence and organization of topics, the methods of teaching, and the methods of
28 evaluating student performance. Instructional design may be assessed using a narrative
29 prepared by the faculty member, syllabi, assignments and exams, and student course
30 evaluations.
31

32 *Content Expertise.* This component involves the level of subject matter knowledge
33 displayed by the faculty member and the currency of such knowledge. Content expertise
34 may be assessed using a narrative prepared by the faculty member, classroom visitation,
35 faculty writings and presentations, publications related to the scholarship of teaching and
36 participation in continuing education / professional development.
37

38 *Course Management.* This component involves punctuality in meeting class and office
39 hour responsibilities, attendance, prompt grade reporting and accessibility to students
40 enrolled in the faculty member's classes. Course management may be assessed using
41 student course evaluations.
42

43 A variety of means to assess teaching effectiveness are available. Three of the most
44 commonly used methods are peer observation, student evaluations and a teaching

1 narrative.

2
3 *Peer Observation.* Non-tenured faculty members shall be visited each academic year by
4 a member of the department's promotion/tenure/reappointment/merit ("PTRM")
5 committee. A member of the PTRM committee shall observe tenured faculty members a
6 minimum of twice every five years. The observation must be scheduled at a day and time
7 convenient for both the faculty member being evaluated and the observer. Prior to any
8 observation, the observer should obtain the course syllabus and confer with the faculty
9 member on the subject being covered that day as well as the pedagogy employed and
10 objectives of the course session. Faculty doing online teaching should provide course
11 access to a peer observer.

12
13 After observing the class for a reasonable period of time, the visitor prepares a peer
14 evaluation form, which must be submitted to the faculty member within one week for
15 inclusion in the faculty member's annual report. A copy of the peer observation form
16 appears in Appendix A.

17
18 Upon the required visitations having been completed, a faculty member may request one
19 additional visitation from either the original visitor or another qualified faculty member,
20 as outlined above. Faculty development is a key objective of the department and faculty
21 who wish to incorporate the feedback received during the initial visitation to improve
22 their current year's performance will be allowed to do so.

23
24 *Student Course Evaluations.* Every faculty member, full and part-time, shall be
25 evaluated by students in all courses, including minimester and summer courses. Faculty

1 review. A rating of meritorious in scholarship shall mean that the faculty member has provided evidence of ongoing scholarl

Standards for Promotion to

1 An evaluation of the portfolio by the department PTRM committee including a
2 statement about the faculty member's performance relative and with an
3 assessment about the progress toward tenure and promotion.
4 Sharing the results of this review, in writing and in meetings with the candidate,
5 department chair and PTRM chair no later than the first Friday in March.
6 Sharing the results of this review with the college Dean but not with the college
7 PTRM committee or with the Provost.
8

9 **Comprehensive Five-Year Review**

10 All tenured faculty members shall be reviewed every five years in accordance with the
11 processes outlined in Appen

1 or before the third Friday of September of the review year.

2
3 **Rank Committee Membership**

4
5 The Rank Committee shall decide on recommendations for promotion, and shall conduct
6 comprehensive reviews in accordance with the ART document. All tenured and tenure-
7 track faculty members who have served at least three years at the University and who
8 hold higher rank than the person to be evaluated or equal rank for full professors are
9 members of the person’s Rank Committee for promotional decisions and comprehensive
10 review.

11
12 In the event a committee has fewer than three members within the department, the
13 committee shall be supplemented with tenured faculty members from other departments
14 within the college or from the appropriate department if the faculty member being
15 reviewed has a joint appointment, including a joint appointment between colleges. The
16 additional tenured faculty members shall be selected from a list of at least three (3)
17 faculty members recommended by the faculty member under review. The faculty member
18 shall submit the list of recommended faculty members on or before the third Friday in
19 June. The department chairperson and the dean will review the list from the appropriate
20 college and make recommendations by the first Friday in September. The college PTRM
21 committee will select the additional faculty member(s) to be added to the committee on
22 or before the third Friday of September of the review year.

23
24 **PTRM Committee Chairperson**

25
26 By the first Friday in May, the PTRM Committee will elect a chairperson by majority
27 vote. The chairperson will organize and schedule deliberations in accordance with the
28 published PTRM schedule. The committee chair will report, in writing, the results of all
29 votes to the candidates as well as to the next level of deliberation, the College PTRM
30 Committee. The department chair serves as a nonvoting member of the committee.

31
32 The committee chair will submit written reports of final votes to candidates. The
33 chairperson of the PTRM Committee is responsible for the security of all files and for the
34 inclusion of all decisional documents. A detailed summary of tenure and rank decisions
35 with complete justification must be included in the materials transmitted to the CBE
36 PTRM Committee.

37
38 **Confidentiality**

39
40 All department committee deliberations will be conducted under strict confidentiality.

41
42 **Quorum and Voting**

43
44 Two-thirds of committee members must be present to call a vote on any recommendation.

1 Proxy or absentee votes are not permitted. Each committee member receives one equal
2 vote. A majority of favorable votes of those cast is necessary for a favorable

1
2 Tenure-track faculty in the second or any subsequent year of the probationary period
3 must be notified in writing of reappointment or non-reappointment for the next
4 academic year.

5
6 *Third Friday in January*

7
8 Department recommendations concerning reappointment for first-year tenure-track
9 faculty delivered to the faculty member and the Dean. Faculty may appeal to the
10 college PTRM Committee.

11
12 *First Friday in February*

13
14 The Dean forwards the summative portfolio inclusive of the committee's and the
15 Dean's recommendations of each faculty member with a recommendation concerning
16 promotion and/or tenure or five-year comprehensive review to the Provost.

17
18 The Dean forwards all recommendations regarding reappointment/non-reappointment
19 to the Provost. If the Dean disagrees with the department recommendation, the Dean
20 shall prepare his/her own recommendation and send a copy to the faculty member and
21 add this recommendation to the summative portfolio.

22
23 *Second Friday in February*

24
25 The Dean will, following his/her review, forward department recommendations for
26 faculty merit to the Provost. If the Dean disagrees with the department
27 recommendation, the Dean shall add his/her recommendation to the faculty member's
28 evaluation portfolio and deliver the negative decision in person or by certified mail to
29 the faculty member's home.

30
31 Department documents concerning promotion, tenure/reappointment, and merit (with
32 an approval form signed by all current faculty members) are submitted to the
33 university PTRM committee.

34
35 Negative reappointment recommendations for first-year faculty are forwarded from the
36 Provost to the President.

37
38 *March 1*

39
40 First year faculty must be notified of non-reappointment by written notification from
41 the university President.

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

3

4 *Third Friday in March*

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

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APPENDIX A
Peer Observation and Review Form

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Faculty Member Visited: _____

Visited by: _____ Date: _____

Course Title and Number: _____

I. Course Content:

II. Pedagogy:

III. Class Conduct.

Signed: _____ (Evaluator)

Signed: (Read and understood) _____ (Instructor)