

Department of Health Sciences

Promotion, Tenure, Reappointment, Merit Policies and Procedures

Approved by the Department of Health Sciences 01/14/22

Approved by CHP PTRM Committee 01/25/22

Approved by University PTRM Committee 5/12/22

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1.

C. FirstYearFacultyReview

The primary purpose of this review is to evaluate a first year faculty member's performance in their first semester and make a recommendation for reappointment and merit. The UPTRM unanimously passed a motion, reviewed by the Academic Senate at its 10/17/19 meeting, supporting the Provost's recommendation to modify the procedure for first year faculty review by eliminating the reappointment portfolio due in December. According to this recommendation: In lieu of a December portfolio submission and committee review, the department chair will review all relevant

statements should be no more than five pages in length. The statements should include a clear scholarship plan outlining the activities and progress towards meeting the criteria and standards for promotion.

Section V:

- Leave empty for recommendation(s) to be added by the appropriate party)

Section VI:

- Supplemental materials in the areas of teaching, scholarship and service.

3. After evaluation of the third year review portfolio, the Department PTRM Chair will prepare a clear, written statement of progress toward tenure addressing teaching/advising plan and evidence of scholarly/creative activity, and service and other relevant criteria. This statement must include an indication of whether or not the faculty member's work to date is leading to a positive promotion and tenure decision, and must provide guidance for the improvement of the evaluation portfolio in the event of a satisfactory or unsatisfactory rating.
4. The following three level scales to serve as a general guideline for the review:
 - (1) *Superior progress*. Requirements include excellence in teaching/advising excellence in scholarship and meeting department standards in service.
 - (2) *Satisfactory progress*. Requirements include progress toward excellence in teaching and scholarly productivity with satisfactory service as determined by the department. This ranking indicates that the department has determined that progress toward tenure is satisfactory but improvements may be needed.
 - (3) *Needs Improvement*. This evaluation requires change by the faculty member across one or more dimensions because the current performance trajectory is unlikely to result in a favorable tenure decision.
5. Written feedback to the faculty members shall be provided during a face to face meeting with the Department Chair and the Department PTRM Committee chair no later than the first Friday in March. The Dean receives a copy of the written report.

E. Promotion and/or Tenure Review

1. Guided by the TUART, this review occurs following this ~~is~~ ~~to~~ ~~be~~ ~~done~~ ~~by~~ ~~the~~ ~~chair~~ ~~of~~ ~~the~~ ~~department~~ ~~and~~ ~~the~~ ~~committee~~ ~~chair~~ ~~no~~ ~~later~~ ~~than~~ ~~the~~ ~~first~~ ~~Friday~~ ~~in~~ ~~March~~ ~~.~~ ~~The~~ ~~Dean~~ ~~receives~~ ~~a~~ ~~copy~~ ~~of~~ ~~the~~ ~~written~~ ~~report~~ ~~.~~

- Qualitative and quantitative evaluations

- b) The appeal must be in writing, clearly stating the grounds for appeal and may be accompanied by supporting documents. The faculty member may supplement the evaluation portfolio under review with any statement, evidence, or other documentation s/he believes would present a more valid perspective on the faculty member's performance.
 - c) Appeals of departmental recommendations shall be copied to the Department Chair and the Department PTRM Chair. Appeals of CHP recommendations shall be copied to the CHP Dean and the CHP PTRM Committee.
 - d) All challenge material shall be placed in the evaluation portfolio under review no later than five (5) business days before the evaluation portfolio is due to the next level. All material placed in the file, including challenge material, shall become a part of the cumulative expansion of the evaluation portfolio and shall not be removed by subsequent levels of evaluators. The evaluation portfolio under review, with additions, will be forwarded to the next level by the appropriate PTRM Committee Chair or the Dean.
 - e) Within fifteen (15) business days of receipt of a formal appeal with attached materials, the recipient of the appeal (e.g. the CHP PTRM Committee, the university PTRM Committee, or the Provost) shall review the case and provide a written response to the substantive appeal. Copies of this letter will be provided to all parties who were copied on the original appeal letter.
 - f) Recommendations made by the Provost may be appealed to the President, whose decision is final.
2. Procedural appeals relate to alleged errors in the procedures followed in the review, recommendation and notification process and shall follow the procedures below.
- a) All procedural appeals must be made to the University PTRM Committee.
 - b) Appeals should address the procedural issues that led to negative decisions regarding merit, promotion, tenure, and/or comprehensive review. The appeal must be in writing, accompanied with supporting documents and delivered via certified mail or in person to the Dean, Provost, or U PTRM chair within twenty one (21) calendar days following notification of a negative recommendation.
 - c) University PTRM Committee will review the appeal within fifteen (15) business days of a formal appeal. A decision will be sent to the faculty member with copies provided to all parties included on the original appeal letter.
 - d) Recommendations made by the University PTRM Committee may be appealed to the President whose decisions shall be final. The University PTRM Committee chair will oversee this process.
3. Appeals alleging unlawful discrimination in race, color, religion, age, national origin, gender, sexual orientation and disability shall follow the specific procedures described in Towson University policy 06 01.00 Prohibiting Discrimination on the basis of Race, Color, Religion, Age, National Origin, Sex and Disability.
- I. Changes to the Department Promotion, Tenure, Reappointment, and Merit Document

All changes to the Department of Health Sciences PTRM policies and procedures document must be approved by the Department faculty and forwarded to the Provost for approval.

A. Guidelines for promotion and tenure must be met at the department, college and university level. Department guidelines are outlined below:

1. A Department of Health Sciences faculty member shall fulfill the 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 Department of Health Sciences faculty member shall be an effective teacher both in and out of the classroom.
3. A Department of Health Sciences faculty member shall be committed to a discipline or interdisciplinary specialty and shall be committed to continuing professional development and demonstration of scholarly growth.
4. A Department of Health Sciences faculty member shall be committed to collegiality and academic citizenship as described in the TUART Appendix 3, II.B.d.
5. A Department of Health Sciences faculty member shall share the responsibility of university, college, and/or department governance.
6. A Department of Health Sciences faculty member shall participate each year in the faculty evaluation process as described herein.

B. Teaching and Advising

The Department of Health Sciences PTRM Committee evaluates a range of teaching and learning experiences for our students. The Committee acknowledges that student advising occurs in a variety of contexts including intentional advising, academic and professional guidance. The overarching principles that guide the evaluation of teaching, scholarship, and service in the Department of Health Sciences for annual review, comprehensive review, promotion and tenure, and merit include the following:

1. Teaching effectiveness shall be based on student evaluations as administered and tabulated by TU Institutional Research, peer observations (as appropriate), and the judgment related to faculty performance made by evaluating bodies. Criteria for evaluating teaching shall be based on the following considerations:
 - a) Striving for excellence and competence as a teacher in courses at all levels of the curriculum, as appropriate to the faculty member's areas of expertise and interests and the department's curricular needs;
 - b) Exhibiting ongoing growth as a classroom teacher at all stages of the career, developing new methods, pedagogies and competencies, and engaging in honest self evaluation;
 - c) Demonstrating competency as reflected in peer and student evaluations;
 - d) Preparing syllabi for each course in accordance with university and department standards.
 - e) Additionally, all faculty should consult college and university guidelines.
2. Teaching may take a variety of forms, including the following:
 - a) Classroom based instruction,
 - b) Development of new courses and programs (including those involving collaborative or interdisciplinary work and civic engagement),
 - c) Faculty exchange and teaching abroad,

4. Additionally, all faculty should consult college and university guidelines.

D. Service

The evaluation of service for faculty members should rely on evidence of service

3. Demonstration of teaching excellence and student learning as evidenced by but not limited to peer and student evaluations and the faculty member's teaching narrative.
4. Demonstration of growth and evolution that supports the teaching and learning process.
5. Demonstration of effective and successful participation where appropriate in course development, program development and/or assessment that is based

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C. Standards and Criteria for Service for Promotion to Professor

In addition to continuing to have met the service standards since promotion to Associate Professor the faculty member seeking promotion to full professor will meet the following standards:

1. Demonstration of a sustained record of service at the department level and at the college or university level since their promotion to associate professor.
2. Substantive leadership in a role at the department level, the college or university level, as well as at the professional level or as

A. Second Friday in April

Election for a representative to the College PTRM Committee and their alternate for the upcoming academic year will be conducted. These members will serve a three year term.

B. First Friday in May

Election for Chair of Health Sciences Department PTRM Committee; Department and College PTRM Committees are formed (elections for membership on the College committee are already completed).

C. Third Friday in June

1. All faculty members submit an evaluation portfolio to the Department Chairperson.
2. 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.
3. All faculty members with a negative comprehensive review must have final approval by Chairperson and Dean of the written professional development plan.

D. August 1 (USM Mandated)

1. 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.
2. To meet this deadline, a modified schedule may be required as provided in Section III.D.4. of Appendix 3 of the ART policy.

E. First Friday in September

Department Chairperson approval of the list of additional faculty to be considered for inclusion in the Department Tenure and/or Promotion Committee.

F. 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.

G. Third Friday in September

1. Faculty notify Department Chairperson by letter with copy to the Dean of intention to submit materials for promotion and/or tenure in the next academic year.
2. College PTRM Committee approval of faculty to be added to a department's PTRM committee (if necessary).

3. 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.
4. First year faculty members must finalize the Statement of Standards and Expectations for New Tenure Track Faculty (SENTF) with the Department Chairperson.

H. 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.

I. Second Friday in October

1. Department PTRM Committee's reports with recommendations and vote count on all faculty members are submitted to the Department Chairperson.
2. College PTRM documents are due to the University PTRM Committee if changes have

M. The First Friday in December

Department PTRM documents are delivered to the college PTRM committee if any changes have been made.

N. December 15th (USM Mandated)

1. 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.
2. The College PTRM Committee will conduct a review of promotion and tenure

1. The Dean will, following the review, forward Department recommendations for faculty merit to the Provost. If the Dean disagrees with the Department recommendation, the Dean shall add a recommendation to the faculty member's evaluation portfolio and deliver the negative recommendation in person or by certified mail to the faculty member's home.
2. Department documents concerning promotion, tenure/reappointment, and merit (with an approval form signed by all current faculty members) are submitted to the University PTRM Committee.
3. Negative reappointment recommendations for first year faculty are forwarded from the Provost to the President.

S. Third Friday in February

1. Negative reappointment recommendations for first year faculty are forwarded from the Department PTRM Committee to Faculty, Chair, Dean, and Provost; Provost notifies President. Faculty can begin to prepare their appeal to the President.

T. Fourth Friday in February

1. Dean makes recommendation for first year faculty appointment or non reappointment to Faculty, Chair, Department PTRM and Provost.

U. March 1st

1. If first year faculty reappointed, Provost notifies faculty, Chair, Department PTRM Committee, and Dean.
2. If first year faculty not reappointed, faculty is notified in writing by the President by 1 March. Faculty can present an appeal to the President within 10 business days.

V. First Friday in March

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

W. 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.

IV. SUBJECT MATTER OF EXTERNAL REVIEW

External evaluators are not to evaluate the candidate's teaching, advising or service to the University. The external evaluation will address the Candidate's scholarly and/or creative work as it relates to the Candidate's promotion or tenure. Material provided to external evaluators should include the scholarly and/or creative work appropriate to the Candidate's disciplines such as books, articles, grant proposals, computer programs, visual works or performance reviews. The Candidate's Department Chairperson or designee must provide these materials to all external evaluators no later than July 1. The Candidate's curriculum vitae will be included with the materials provided external evaluators.

Template Letter for Requesting External Reviewers

Date

•IRSHN

6. Has the Candidate's work appeared in journals, been exhibited in galleries, published by presses or in professional performance venues that are appropriate to the field that are indicators of quality work?
7. Does the body of the Candidate's work reviewed indicate continuing development as a scholar (or creative artist)?

In addition to responding to these specific inquiries, please feel free to comment on other aspects of the Candidate's scholarly work.

Due to the calendar for promotion and tenure decisions please complete your review of the material and submit your evaluation by the third Friday in September. Please address all correspondence to me at the address above, marked "Confidential."

Thank you for your assistance in this important matter. It is essential to sustaining the academic quality of Towson University that we call upon outside evaluations to assist us in judging the professional scholarship performance of our faculty. We realize how time consuming this task is, and we are truly grateful for professional service you will render on our behalf.

Sincerely,

3. Insert below your class GPA and grade distribution. These data are provided to your dean's office by the Office of Institutional Research (Fall data are sent in February and Spring data are sent in mid June). Your _____ in _____

C. Grants and Contracts

Information about the grant is given with the recommended citation described at the end of this AR Part I form.

D. Others

Correlation Statement. If your productivity did not match your projections for academic year 2017-2018, please explain.

IV. Service (percentage of workload: ____%)

[Indicate any of these activities which are part of your workload]

Institution:

Discipline:

Community:

Correlation Statement. If your productivity did not match your projections for academic year 2017-2018, please explain.

SIGNATURES:

Faculty Member _____

Date _____

Chairperson of Department _____

Date _____

Dean of College _____

Date _____

APPENDIX D

	Yes				Needs improvement				
	No				Satisfactory				
					Excellent				
	Yes				Needs improvement				
	No				Satisfactory				
					Excellent				
	Yes				Needs improvement				
	No				Satisfactory				
					Excellent				
	Yes				Needs improvement				
	No				Satisfactory				
					Excellent				
	Yes				Needs improvement				
	No				Satisfactory				
					Excellent				
	Yes				Needs improvement				
	No				Satisfactory				
					Excellent				
	Yes				Needs improvement				
	No				Satisfactory				