

Department of English
Towson University

Promotion, Tenure, Reappointment, and Merit Policies and Procedures
Approved by the Department, 1/12/2016

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- I. The Towson University Policy on Appointment, Rank, and Tenure governs all policies and procedures described herein.
- II. Fundamental philosophy and assumptions governing departmental promotion, tenure, reappointment, and merit recommendations (hereafter
 - A. All deliberations pertaining to PTRM shall be confidential.
 - B. All faculty members are entitled to fairness and due process in PTRM deliberations. The department acts in compliance with University policy prohibiting discrimination on the basis of age, sex, religion, race, national origin, disability, and sexual orientation.
 - C. All recommendations on PTRM will be based on the faculty member's total professional performance and departmental standards and
 - D. PTRM recommendations are made on an individual basis and on their own merits according to the departmental standards and procedures.

E. A comm recommendation

- e. To oversee periodic review and approval of the department motion, Tenure, Reappointment, and Merit Committee Policies and Procedures. The department shall review its PTRM document every three years and submit evidence of such review to the College and University PTRM committee in accordance with the University standards. The standards committee shall vote on approval of any revision to the department document.
- f. To coordinate and

IV. Duties of the department chair in PTRM matters.

- A. To participate in all PTRM meetings as a non-voting member.
- B. To collect all PTRM materials, to retain, maintain, and archive all such materials, and to ensure their availability to the appropriate committees.
- C. To arrange for peer classroom observations.
- D. To submit written recommendations addressed to the provost for all promotion, tenure, and reappointment candidates.
- E. To develop with faculty members and

5. All members of the stan

the candidate by the fourth Friday in October. In negative recommendations on reappointment, tenure, or promotion the candidates will be notified in person or by certified mail.

F. Appeal Procedures

1. Faculty members may appeal to the College PTRM committee negative judgments made at the department level on questions of tenure, promotion, comprehensive review, reappointment, and merit, if the appeal is on substantive grounds. **A recommendation of base merit is not negative and cannot therefore be appealed.**
 - a. Substantive appeals refer to perceived errors in judgment by the department committee or chair in evaluating the faculty performance.
2. Faculty members may also submit procedural appeals to the University PTRM comm

- c. Peer evaluations should include assessment of the following, as appropriate to the situation: evaluation of course syllabi; evaluation of textbooks and other course materials; evaluation of classroom performance; evaluation of special projects or assignments; evaluation of examinations; evaluation of feedback to students; and evaluation of grading methods and standards. English department evaluations should utilize the departmental standard peer observation form, which may or may not be supplemented with a letter.
 - d. Within two weeks of the observation, the observer shall prepare a written report. Observer and faculty member will meet to review and sign the report, the faculty member retaining a copy and the observer filing a copy with the department chairperson. The individual observed may also submit a written response to the observer's report.
- E. The [Annual Report Binder](#) of every faculty member should include, in addition and as appropriate, any materials that support the Annual Report or the department's mission. The following are recommended to be included in the binder:
1. To document teaching effectiveness, the candidate may include:
 - a. New course proposals.
 - b. Evidence of breadth of teaching.

d.

his/her workload agreements for the period under review.

- M. Portfolios submitted by tenured faculty members for five-year comprehensive review must contain the following:
1. Annual Reports, including the results of student evaluations for the past five years.
 2. A minimum of two peer observations for the period under review. One observation should be from the academic year prior to the review. These observations will be conducted in accordance with the procedures outlined in §VI.D.3.a, b, and c.
 3. A reflecti

5. Service within the discipline and professionally related service to the community (optional).
 6. Civility and professional conduct, including working effectively with students, staff, and colleagues.
- C. The department considers teaching effectiveness to have primary importance, followed closely by scholarship and service. The department assigns no hierarchy of value to other areas of evaluation.

VIII. Criteria for PTRM.

A. Reappointment:

1. The probationary faculty member meets departmental standards and expectations **and** shows potential for future improvement.
2. If the probationary faculty member does not show satisfactory progress towards tenure, he or she shall be given reasons in writing.

B. Tenure:

1. The probationary faculty mem

- i. All documentation for third-year review is due to the chair of the department tenure

IX. Calendar

A. The English Department

APPENDIX A

Procedures for External Review 4

- I. A faculty member or the department may solicit external review of scholarship in accordance with the policy described in the University ART §I. 3.B.f. 8
- II. Reviews are 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.
- III. External Evaluators must be independent, impartial. Evaluators cannot be members of Towson University faculty, nor can they be current or former advisors or mentors to the faculty member or otherwise have (or have had) a personal or significant relationship with the faculty member. Evaluators must be established scholars or practitioners of demonstrated expertise in their peer institutions.
- IV. The faculty member will have the opportunity to recommend evaluators who meet the criteria set forth in II to the department chair or designee. The department chair or designee, in consultation with the dean, will also recommend evaluators, in addition to those recommended by the faculty member. The department chair or designee will select, in addition 5 other evaluators of those recommended by the faculty member who meet the criteria set forth in II and will select, in addition 5 other evaluators so that a minimum of 10 evaluators are identified as potential evaluators.

The department chair or designee will contact the potential evaluators to identify those evaluators who agree to provide evaluations.

Potential external evaluators must be identified no later than the first Monday in April of the calendar year in which the promotion or tenure portfolio will be submitted and confirmed no later than the first Monday of July.

Following confirmation of the external evaluators, the chair or designee will write each evaluator using the letter template attached to these guidelines.

- V. review

and/or creative work as it relates to promotion or tenure.

Material provided to external evaluators should include the scholarly and/or creative work appropriate to the faculty member's discipline, including but not limited to articles, books, computer programs, or electronic scholarship. The department chairperson or designee must provide these materials to external evaluators no later than July 1, along with the faculty member's *curriculum vitae*.

Departmental PTRM Committee Standards, Terms, Roles and Meet

