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**Foreign Languages Department Policies and Procedures
for Promotion, Tenure, Reappointment and Merit**

- I. PRESUMPTIONS GOVERNING DEPARTMENTAL PROMOTION, TENURE, REAPPOINTMENT, AND MERIT DECISIONS.**
- A. The promotion and tenure policies, procedures, and calendar of the Foreign Languages Department follow those established in the Towson University Policy on Appointment, Rank, and Tenure (ART) of Faculty (02-01.00) and its appendices (in particular, Appendix 3, “Tenured and Tenure-Track Faculty Evaluations: Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review”), as well as the PTRM Policies and Procedures document of the College of Liberal Arts (CLA).
 - B. All faculty members are entitled to fairness and due process in promotion, reappointment, tenure, and merit deliberations.
 - C. The department encourages diversity in pedagogy, scholarly practices, and interdisciplinary interests.
 - D. The department encourages shared resp

The Department representative to the College PTRM Committee will be the chair of both the Merit and Promotion and Tenure Committee. The FORL Chair of the Merit and P&T Committees shall call and conduct meetings of both the Merit and Promotion and Tenure Committees.

The chair of the PTR and Merit Committees must be tenured and hold the rank of either Associate or Full Professor and shall serve a term of three years. Election of a new chair shall occur no later than May 1 of the year during which the current chair's term expires.

In years when the duly-elected chair of the PTR and Merit Committees is to be on sabbatical, or in years when the chair is to be a candidate for promotion, the Committee shall elect an Acting Chair for one year. This election shall occur no later than May 1 of the year prior to the chair's absence. The Acting Chair will then be nominated by the department as its representative on the CLA PTRM Committee for the year in question, conditional on the outcome of a special election held by the duly-constituted authority within the CLA.

The Chair of the PTR Committee will participate in all deliberations of the Committee, and will vote on all tenure decisions. However, if the Chair is an Associate Professor, in regards to votes on promotion, he/she will vote only on the records of colleagues of academic rank junior to his/her own. The Chair will provide formal written notice of reappointment, promotion, tenure decisions to the department chairperson and to the proper College and University authorities and committees. The Chair of the t PRT Committee shall prepare a written report for each faculty member based on the faculty member's Annual Report and the summary of the evaluation of the PTR Committee. The report shall contain reference to each category evaluated including teaching/ advising, scholarship and university/civic/professional service. The report shall be submitted to the department chair no later than the second Friday of October.

The chair of the Merit Committee will provide a written report with the vote count for

Whenever the PTR and Merit Committees chair, excuses him/herself from deliberations on his/her own materials, the senior member of the remaining committee shall serve as chair

exception of the information provided to candidates or departments by the chair or the dean in performance of their duties under the ART policy.

E. Appeal Procedures

The Foreign Languages Department follows the appeals procedures laid out in the University ART Policy, Appendix 3, V, B, 1-3. 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.

Substantive appeals refer to perceived errors in judgment by the department Committee or chair in evaluating the faculty member's performance. All appeals shall be made in writing. The faculty member shall have 21 calendar days from the date that a negative judgment is delivered in person or the date of the postmark of a certified letter to file an appeal. The appeal must clearly state in 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 chair of the PTR AND MERIT Committees. 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.

F. Evaluation Procedures

1. General Policies and Procedures

The responsibility for presenting material for the annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review rests with the faculty member.

- a. The full evaluation portfolio shall be assembled by the facu

iii. Excellent (Base Merit plus Performance Merit – “Base Plus”): Performance shows excellence in teaching, scholarship, or service (as described below, in III, F, 2, k) and satisfactory performance in all other categories. Award of Base Plus merit in recognition of publication will normally occur in the year during which the publication actually appears, not in the year of submission or acceptance.

- j. Standards for Base Merit and No Merit are as follows (meeting all of these standards will normally be considered justification for the award of Base Merit; failure or refusal to meet any of these standards will justify an unfavorable merit decision and an award of No Merit). The Foreign Languages Department expects each full-

- i. unusual validation of teaching, such as a Regent's Award or Student Government Award
- ii. new course development requiring substantial continuing education and serving the needs of the department
- iii. peer reviews of the faculty member's teaching that describe high standards of instruction far exceeding the normative standards of the Department
- iv. narrative student evaluations that indicate high quality teaching
 - v. significant pedagogical innovation
- vi. extensive and high quality advising and mentoring

SCHOLARSHIP

- vii. publication of refereed scholarly books and articles in the faculty member's discipline, including translations of comparable length and importance, as appropriate, and including alternative modes of refereed publication (electronic, etc.); award of Base Plus merit on the basis of published scholarship will normally take place in the year of publication
- viii. publication of refereed textbooks or other pedagogical materials in the faculty member's discipline
- ix. publication of refereed books and articles concerning pedagogies within the faculty member's discipline
- x. presentation of refereed or invited scholarly papers in the faculty member's discipline, weighted according to the scope of the conference (international/national, regional, local)
- xi. publication of reviews of books or articles in the discipline
- xii. service as principal investigator on a significant external grant related to the faculty member's discipline
- xiii. service as chair/organizer of a scholarly conference or panel

SERVICE

- xiv. preparation of substantive national or regional accreditation reports, in the absence of assigned time or compensation from other sources
- xv. service on departmental, College, or University committees which require unusual commitments of time, and especially chairing such committees, in the absence of assigned time
- xvi. extraordinary service to community organizations, related to the faculty member's discipline

- b. The PTR Committee shall evaluate each new tenure-track faculty member's first-semester performance and make a recommendation for reappointment.
- c. In preparation for this evaluation, the first-year faculty member shall prepare an ev

b.

F, 2, j-k above), as appropriate for the individual colleague's stage in the academic career.

- i. Excepting truly extraordinary circumstances, the PTR Committee will not recommend tenure or promotion to Associate Professor prior to the mandatory tenure-review year (stated in the University ART policy Appendix 3, III, D, 6, e, as "typically... the faculty member's sixth year of continuous, full-time service").
- ii. No faculty member will be recommended for tenure or promotion to Associate Professor without fully meeting all the expectations listed for base merit (III, F, 2, i, i

- d. The chair of the department, in consultation with the dean of the college, shall establish the cycle for comprehensive review of faculty within the department. A faculty member who has submitted formal notice of retirement during the fourth or fifth year of his/her comprehensive review cycle with an intention to retire at the end of that cycle may be exempted from the comprehensive review process at the discretion of the dean of the college.
- e. The department chair shall prepare an independent evaluation of each faculty member under review and include it in the faculty member's evaluation portfolio by the fourth Friday in October.
- f.