





service expectations based on his/her workload agreements for the period under review. Committee evaluation for reappointment and/or merit can be made on the basis of the faculty member's Annual Report(s) and Agreement(s) on Annual Workload only, but the faculty member is entitled to address a letter to the Committee should he or she so choose.

## **II. MEMBERSHIPS AND RESPONSIBILITIES OF THE COMMITTEES FOR PROMOTION, TENURE, REAPPOINTMENT, AND MERIT, AND DUTIES OF COMMITTEE CHAIR.**

### **A. Committee on Standards and Procedures.**

1. This Committee is a committee of the whole composed of all members of the faculty of the Department of Philosophy and Religious Studies (all tenure or tenure-track faculty members for whom this is the home department).
2. This committee establishes policies and procedures for promotion, tenure, reappointment and merit within the department, and is responsible for any changes to this document.
3. All members of the department, regardless of rank, vote on the adoption of or any changes to this document and the policies contained herein. All votes on such procedural matters are open votes.
4. This document shall be reviewed every three years, and may be reviewed every year. It requires only an affirmative vote on a motion to review the document that may be made at any department meeting. The adoption of this document and any review after three years must be documented by recording a list of all voting members, as must any changes that are made. Evidence of review must be sent to the dean of this college and to the University PTRM committee by the first Friday in May. Changes must be approved by the College PTRM committee and the University PTRM committee before they become effective.
5. The Department Chair is a voting member of this committee and a non-voting member of the PTRM Committees.

### **B. The Promotion and Tenure Committee.**

1. The Promotion and Tenure Committee consists of all tenured faculty members of the department. The Department Chair is a non-voting member.
2. The Promotion and Tenure Committee deliberates and votes on all

RLST courses. The Department Chair is a non-voting member of each Subcommittee.

2. The Merit and Reappointment Subcommittees deliberate and vote on all recommendations concerning merit and reappointment and Post-Tenure Comprehensive Reviews regarding their respective wings of the department.

**E. The PTRM Co-Chairs**

1. The PT Committee will be led by two co-chairs (one from PHIL and one from RLST) The co-chairs of the PT Committee and RM Subcommittee shall serve a term of three years. Election of new co-chairs shall occur no later than May 1 of the year during which the current co-chairs' terms expire. This election will be held by the Committee on Standards and Procedures, conducted by the department chair and will be by secret ballot.
2. Any co-chair of the committee shall excuse her/himself from deliberations concerning her/his own dossier. Whenever the co-chair excuses him/herself from deliberations on his/her own materials, the senior member in service years of the remaining committee shall serve as chair *pro tempore*.

**F. Duties of the PTRM Co-Chairs:**

1. To call and conduct meetings of the PT Committee and RM Subcommittees other than for the election of the PTRM chair.
2. To arrange for, in consultation with the department chair, any required classroom observations.
3. To provide reasonable counsel to faculty members in gathering materials, preparing forms, and assembling dossiers for use in promotion, tenure, merit, and review deliberations.
4. To assign the task of, and coordinate, the writing of the respective committees' letters in support of their recommendations.
5. To report to the department chair, who will then forward to the candidate and to the next level, the recommendation results of the various committees.
6. To participate with the department chair in the presentation and discussion with the candidate of the written recommendations deriving from Third-Year and Comprehensive Reviews.

**G. Faculty Members on Leave**

1. Faculty members on leave are eligible to vote in all committees of which they are members as long as they have taken part in the deliberations and are present to vote.

**III. STANDARDS AND EXPECTATIONS**

A faculty member in the Department of Philosophy and Religious Studies shall meet all minimum standards and expectations set forth in the Towson University Policy on Appointment, Rank, and Tenure of Faculty (02-01.00) and the Policies and Procedures of the College of Liberal Arts Promotion, Tenure, Reappointment, Merit (PTRM) Committee. The Department considers teaching effectiveness to be of primary

importance, followed closely by scholarship and service. Therefore, all evaluations—

societies, serving on a graduate thesis committee, or advising students formally or informally in other professional contexts.

- iii. Statements of advising experience and practice and any materials evidencing engagement with advising responsibilities should be included in the evaluation portfolio.
- iv. 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.

- 2. Scholarship:** Scholarship is widely interpreted and takes many forms, including the scholarship of Application, Discovery, Integration and/or Teaching. Regardless of type, each faculty member shall be reviewed in terms of continuing professional development and currency in his/her academic field as affirmed by its community of scholars. Candidates for tenure and promotion must give evidence of a pattern of dissemination and validation of their scholarly work. Evaluation of Scholarship will include consideration of a candidate's success in engaging in advanced study, scholarly growth and/or research that produces tangible evidence in the form of publication or lecture, or other appropriate mode of presentation, including the following:
- a. the writing and dissemination of peer reviewed books or articles
  - b. the writing, editing and dissemination of non-

Policy is adopted is incorporated herein as the guiding principles of shared governance at Towson University.

University service shall include substantive participation in the shared governance activities of the department, college and university.

Civic service includes participation in the larger community (local, regional, national or global) outside the university in ways that may or may not be directly related to one's academic expertise, but in ways which advance the university's mission.

Professional service shall include activities in professional organizations or participating in other venues external to the university (local, regional, national or global) in which one's expertise is applied and which advance the university's mission.

Evaluation of service

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 has a joint appointment, including a joint appointment between colleges. The additional tenured faculty members shall be selected from a list of at least three (3) faculty members recommended by the faculty member under review. The faculty member shall submit the list of recommended faculty members on or before the third Friday in June. The department chairperson and the dean will review the list from the appropriate college and make recommendations by the first Friday in September. The college PTRM committee will select the additional faculty member(s) to be added to the committee on or before the third Friday of September of the review year.

**C. Voting Procedures**

All votes regarding tenure or promotion taken by any committee and/or the department shall be by secret ballot, signed with the Towson University ID number, dated by the voting member, and tallied by the committee chair. The secret ballots shall be placed separately in a sealed envelope on which the committee chair enters the name of the faculty member being evaluated, the department name or college name, the date, and the chair's signature. The committee chair shall forward a signed, dated report of the results of the vote and the committee's recommendations to the next level of review. The secret ballots shall not be included in the faculty evaluation portfolio, but shall be forwarded under separate cover to the Provost, to be preserved with the tenure and promotion file until three (3) years following the faculty member's termination or resignation from the university. No committee member shall abstain from a vote for tenure or promotion unless the Provost authorizes such abstention based for good cause, including an impermissible conflict of interest.

decision, any proposal met with a tie vote fails. Committee members must be present in order to vote.

**D. Appeal Procedures**

The department follows the appeals procedures laid out in the University ART Policy, Appendix 3, V, B, 1-3 (page 31). 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 commi

- b.** *Curriculum vitae.* The *curriculum vitae* should summarize the candidate's education, teaching, and professional employment; specific courses taught at Towson; honors and grants; scholarly publications; professional presentations, associations, and activities; and record of service to the university, the profession, and the community.
- c.** Syllabi of courses taught during the year(s) under review.
- d.** Evaluation of teaching and advising, as appropriate, and including the following:
- e.** Student evaluations tabulated by the office of the department chairperson or an administrative entity other than the faculty member.
- f.** Grade distributions for courses beginning with the year this document takes effect.
- g.** Evidence of advising effectiveness, including any or all of the following: regular and reliable records of the advice given, discussion of advising by the faculty member in annual review

j.

will sign the observation letter in order to show that he/she has read it but not necessarily that he/she agreed with the contents. If the observed member disagrees with the content of the finished letter, he/she may write a response to be included in the file.

**8.**

evaluations of teaching and advising, the department PTRM recommendation, and the annual faculty evaluation in general.

- 8.** The co-chair of the relevant RM Subcommittee shall forward the evaluation portfolios, chair recommendations, and the department vote count record to the dean's office by the second Friday in November.
- 9.** Terminology Used in Evaluation of Faculty Performance. There are three (3) categories of merit as follows:
  - a.** Not Meritorious: Performance fails adequately to meet one or more of the standards listed above (III, A, 1-3).
  - b.** Satisfactory (Base Merit): Performance is competent and contributes to fulfilling the mission of the university, college, and department. This implies that the faculty member performs satisfactorily according to all the standards listed above. First-year faculty recommended for re-appointment after the first semester will thereby be recommended for base-merit.
  - c.**

9. preparation of substantive national or regional accreditation reports, in the absence of assigned time or compensation from other sources
10. service on departmental, College, or University committees which require unusual commitments of time, and especially chairing such committees, in the absence of assigned time
11. extraordinary service to professional organizations or to community organizations, related to the faculty member's discipline.
12. The number of faculty members recommended for Base Plus merit will be in accord with the percentage recommended by the Dean of the CLA. The PTRM Co-chairs will determine the candidates to be recommended to receive Base Plus merit on the basis of the votes received by each candidate.

**G. Reappointment: First-Year Faculty**

1. The Merit and Reappointment Subcommittees shall evaluate each new faculty member's first semester performance and make a recommendation for reappointment.
2. This evaluation shall be conducted and completed by the third Friday in January.
3. Upon appointment the new faculty member shall receive a statement of Standards and expectations for new tenure-track faculty (SENFT) document (see Appendix A) which includes considerations unique to that specific position.
4. Each faculty member shall prepare an evaluation portfolio describing activities and accomplishments during his/her first semester. The evaluation portfolio must include the Standards and Expectations of New

8. The recommendation shall be conveyed in writing to the faculty member and the dean, inclusive of the department chairperson's recommendation and a record of the vote count, no later than the third Friday in January. A negative recommendation shall be delivered in person by the department chair or sent by certified mail to the faculty member's last known address.
9. Procedures for further steps in the evaluation process and for appeal of negative recommendations are given in the University ART Policy, Appendix 3, III, D, 2, g-j (p.20).

**H. Reappointment: Second-Year Faculty:** The department follows the procedures for the reappointment of second-year faculty laid out in the University ART Policy, Appendix 3, III, D, 3, a-g (p.21).

**I. Reappointment: Third- through Fifth-Year Faculty:** USM Policy II-1.00 Section I.C.3. provides that the appointments of faculty entering the third through fifth years of service will automatically renew for one additional year unless notice of non-reappointment is provided by August 1 prior to the third or subsequent academic year of service as applicable (p.22, ART).

**J. Third-Year Review**

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4. The following three-level scale is to serve as a general guideline for the review:
  - a. **Superior progress.** Requirements include a trajectory of excellence in teaching/advising, excellence in scholarship, and meeting department standards in service appropriate to this stage of the candidate's career.
  - b. **Satisfactory progress.** Requirements include progress towards excellence in teaching and scholarly productivity with satisfactory service as determined by the department. This ranking indicates that the department has determined that progress towards tenure is satisfactory but improvements are needed.
  - c. **Not satisfactory progress.** This evaluation requires change by the faculty across one or more dimensions. This essentially means that continuance on this performance trajectory is unlikely to result in a favorable tenure decision.
5. All documentation is due to the chair of the department by the third Friday in January.
6. The results of the deliberation shall be provided to the faculty member under review both in writing and in a face-to-face meeting with the department chair and the co-chairs

faculty member must, in the judgment of the members of the Promotion and Tenure Committee, have met the department's Standards and Expectations specified in section III above, including:

- a. teaching effectiveness consistent with the department's norms
- b. serving the University and the department in a substantial and sustained manner,
- c.

member's evaluation portfolio, inclusive of the Evaluation Record, to the dean's office by the second Friday in November.

**L. Comprehensive Five-Year Review (Post-tenure Review)**

- 1.** All tenured faculty shall be reviewed at least once every five (5) years.

**Appendix A: SENFT form and department additions:**

**STATEMENT OF STANDARDS AND EXPECTATIONS  
FOR NEW TENURE-TRACK FACULTY (SENTF)**

Name \_\_\_\_\_ Rank \_\_\_\_\_

Department of \_\_\_\_\_

I. Faculty members will abide by the following documents:

A. The Faculty Handbook, especially those sections which address faculty rights and responsibilities, contractual policies, and policies for promotion, merit, and tenure review.

B. The policies and procedures of the College

of \_\_\_\_\_

Promotion and Tenure Committee.

C. The policies and procedures set forth in the Department

of \_\_\_\_\_

E. Possession of the appropriate terminal degree. Faculty members who do not hold an earned doctorate or other appropriate terminal degree at the time of appointment are expected to earn that degree as soon as possible. Only in extraordinary cases will tenure be recommended for an individual not holding the doctorate or other appropriate terminal degree.

III. Faculty members will observe the following more specific requirements of the Department of

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In this section, list specific departmental expectations of all new faculty—such as advising; maintaining academic standards; service on department committees; filing of syllabi, exams, and class records; how “themes” or “topics” courses are approved; any special rules about multi-section, multi-instructor courses; any special rules about teaching assignments (such as balance of lower - division and upper-division courses, and time of teaching assignments consistent with needs of the department).<sup>1</sup>

IV. An overall performance evaluation, supported by the Annual Report (AR), peer evaluations, and student evaluations will be the basis for all recommendations of merit increments, reappointment, promotion, and tenure.

The quality of all activities—teaching, scholarship, and service—is assessed by the department committees and the college committee in arriving at recommendations.

A. Non-tenured faculty members will be formally evaluated each year during the probationary period. An important part of this evaluation is the classroom observations by tenured faculty members. Each classroom observation is followed by the submission of a written evaluation, to the faculty members observed and to their P&T file.

<sup>1</sup>This is the statement of expectations identified in the “TU Policy on Faculty Evaluation for Promotion, Tenure/Reappointment, and Merit,” and is to be understood within the context of that total policy.

B. All faculty members are subject to an annual evaluation by the appropriate departmental committee(s) for purposes of recommending promotion and/or merit increment. All promotion

## V. Probationary Period

## B. Assignments

### 1. **Teaching**

List the range of courses the faculty member will be expected to teach; include where appropriate the mix of graduate, upper and lower division, etc.

### 2. **Course Development**

List existing courses the faculty member is expected to revise, new courses the faculty member is expected to develop — where possible, give timetable (e.g., do so much in the first year, the second year, etc.)

### 3. **Advising**

Specify when the faculty member is expected to begin advising, and whether advising will be for a specific subset of majors (e.g., only those within a particular concentration), or whether advising will include undeclared and/or interdisciplinary students.

### 4. **Scholarship**

Achieve a consistent record of high quality scholarly growth, through such activities as presentations at professional conferences and research leading to pedagogical or scholarly publications.

Use the above language or modify it to make it more specific to the particular faculty member.

### 5. **Department Service**

List expectations concerning committee service, review of library holdings and ordering of library books, and any specific departmental duties the faculty member has been hired to do (e.g., develop a computer instruction lab, serve as coordinator of a program, a concentration, or an institute).

### 6. **College, University, and/or USM Service**

At least by the third year of probationary service, seek election or appointment to one of the standing or ad hoc committees of the College, the University and/or the USM.

Use the above standard language.

A. Assignments for subsequent years will be determined annually by the chairperson in consultation with you, based on the University's workload policy, and with reference to the promotion and tenure and merit policies, and will be incorporated into an annual agreement on faculty workload expectations.

SIGNATURES:

Faculty Member Date

Department Chairperson Date

Dean of College Date

The following points are guidelines for the Expectations of New Faculty Members:

Assignments

1. Teaching
  - a. Prepares and delivers lectures and leads classroom discussions.
  - b. Administers and grades examinations and other means of student assessment. Most assessment should be based on essays.
  - c. Requires students to deliver their work in a timely fashion and returns it in a timely fashion.
2. Course Development
  - a. College-level courses in the field of (philosophy) [or religion], with subcategories including (Ethics, logic, metaphysics, aesthetics, and political philosophy)  
[A variety of faith traditions an

## **Appendix B: External Evaluation Guidelines**

Chapter 3 §I.B.3.f provides that departmental and college promotion and tenure policies may include an option for external reviews as part of the evaluation process for promotion and tenure. Departments and colleges are encouraged to solicit such external reviews and are directed to incorporate these guidelines into their promotion and tenure policies should external reviews be made part of the evaluation process.

### **I. CONFIDENTIALITY**

External reviews will not be made available to the faculty member being reviewed (“Candidate”) and will not be included in the Candidate’s faculty evaluation portfolio.

External reviews will be forwarded to each level of review under separate cover.

### **II. IDENTIFYING EXTERNAL EVALUATORS**

Evaluators will be independent and impartial. Evaluators cannot be members of Towson University faculty nor can they be current or former advisors or mentors to the Candidate, or otherwise have (or have had) a personal or significant professional relationship with the Candidate.

Evaluators must be established scholars or practitioners of demonstrated expertise in the area of the Candidate’s specialization preferably from peer institutions.

### **III. SELECTION OF EVALUATORS**

The Candidate 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 at least 5 evaluator(s) of those recommended by the faculty member who meet the criteria set forth in §II and will select, in addition 5 other evaluator(s) 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.

### **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 discipline 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.

## **Appendix C: Calendar**

### **TOWSON UNIVERSITY ANNUAL REVIEW, REAPPOINTMENT, THIRD-YEAR REVIEW, MERIT, PROMOTION, TENURE, AND COMPREHENSIVE REVIEW CALENDAR (ALL DEADLINES ARE FINAL DEADLINES)**

#### **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





### **Appendix E: Departmental Peer Teaching Evaluation Guidelines**

A written summary addressing the following must be provided to the observed faculty member, and the observer and the observed will review and discuss the summary. The observed faculty member will sign the Written Summary indicating the observed has read the summary. The