Committee to deny promotion, tenure, reappointment, or merit. Since a faculty member is in the best position to understand and present her/his own accomplishments, s/he should frame reasons for promotion and/or tenure and/or successful First-Year, Third-Year, and Comprehensive (Post-Tenure) Review in a letter addressed to the Committee. Committee evaluation for appointment 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.

H. Political Science Faculty are defined as those holding full-time tenured or tenure-track appointments in the Department.

II. Membership and Responsibilities of the Committee for Promotion, Tenure, Reappointment, and Merit, and Duties of Committee Chair

A. Except for tenure decisions where only tenured faculty take part, the Political Science Department Promotion, Tenure, Reappointment, and Merit (PTRM) Committee is a Committee of the whole, consisting of all Political Science faculty who have served at least one year. The Committee votes on promotion, tenure, reappointment, merit, and the Department's recommendations for the First-Year, Third-Year, and Comprehensive Reviews. If a faculty member comes into the Department with tenure, in addition to taking part in tenure decisions, the member may immediately take part in promotion, reappointment, and merit decisions with a year's service in the Department. While the Committee includes all of those faculty who have a year of service, members shall review, discuss, and vote on the records only of colleagues holding academic rank junior to, or, in the case of Professors, equal to their own.

B. With regard to decisions on promotion and reappointment, Committee members shall review, discuss, and vote on the records only of colleagues holding academic rank junior to, or, in the case of Professors, equal to their own. Tenure decisions will be voted on only by tenured members of the Department. Untenured members of the Department can deliberate on merit decisions though not on issues of promotion and tenure.

C. All members of the Committee, regardless of rank, including those on sabbatical and leave, may vote on the adoption of or any changes to this document and the policies contained therein.

D. The Chair of the PTRM Committee 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

1. To call and conduct meeting of the PTRM Committee. The Chair will participate in all deliberations of the Committee but will vote only on the records of colleagues of academic rank equal to or junior to his/her own.
2. To arrange for any required classroom peer evaluations; this responsibility may be delegated to another faculty member with approval of the PTRM Committee.
3. To provide reasonable counsel to faculty members in gathering materials, preparing forms, and assembling dossiers for use in promotion, tenure merit,

2. The full evaluation portfolio shall be assembled by the individual being considered for Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, or Comprehensive Review according to the guidelines described in the “Documentation & Material Inclusion” (Section I.B) of Appendix 3 of the Towson University ART Policy.
3. For every type of evaluation, including Annual Review, the faculty member shall sign a statement indicating that s/he has read, but not necessarily agreed

scholarship and university/civic/professional service. The report shall be submitted to the Department Chair no later than the second Friday of October.

4. The Department Chair may prepare an independent recommendation letter and include it in the faculty member's evaluation portfolio by the fourth Friday in October.
5. The merit recommendation and statement shall be conveyed in writing to the faculty member, inclusive of the Department Chair's statement, record of the vote count, no

b) The faculty member to be reviewed shall prepare an interim evaluation portfolio of activities for evaluation by the PTRM Committee as outlined in the section "Documentation and Material Inclusion" (Section I.B) of the Appendix 3 of the Towson University ART Policy.

c) The PTRM Committee will evaluate the materials and the Chair will prepare a clear, written statement of progress toward tenure addressing teaching/advising, a plan for and evidence of scholarly/creative activity, and service and other relevant criteria. This statement:

(1) 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
(2) must provide guidance for the improvement of the evaluation portfolio in the event of a satisfactory or unsatisfactory rating.
(3) The following three-level scale is to serve as a general guideline for the review:

(a) Superior Progress. Requirements include excellence in teaching/advising, excellence in scholarship, and meeting Department standards in service.
(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.

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d) All documentation is due to the Chair of the Department bcr

f) Feedback shall be in writing and in a face-to face meeting with the Department Chair and the Chair of the PTRM Committee no later than the first Friday in March. Faculty participating in the third year review process must sign a statement saying they have read but do not necessarily agree with the evaluation. The written report will be shared with the Dean.

2. Five Year Review – Tenure and/or Promotion

a) The PTRM Committee shall review evaluation portfolios for tenure and promotion to Associate Professor and shall prepare a written report with recommendation and vote count. Recommendations shall contain reference to each category evaluated including teaching/advising, scholarship and university/civic/professional service. Recommendations should be submitted to the Department Chair by the second Friday in October.
b) The Department Chair shall prepare an independent evaluation of each faculty member considered for tenure and/or promotion and include it in the faculty member's evaluation portfolio by the fourth Friday in October.
c) All recommendations shall be conveyed in writing to the faculty member, inclusive of any Department Chair's statement and a record of the vote count, no later than the fourth Friday in October. Negative recommendations shall be delivered in person by the Department Chairperson or sent by certified mail to the faculty member's last known address.
d) The Chair of the PTRM Committee shall forward the faculty member's evaluation portfolio, inclusive of the Evaluation Record, to the Dean's office by the second Friday in November.

F. Comprehensive Five-Year Review (Post-tenure Review)

1. All tenured faculty shall be reviewed at least once every five (5) years. Comprehensive reviews are summative for a period of the preceding five (5) academic years.

2. The PTRM Committee shall review the evaluation portfolios of faculty members standing for their Comprehensive Five-Year Review and prepare a written report with recommendation and vote count. Recommendations shall

contain reference to each category evaluated including teaching/advising, scholarship and university/civic/professional service, and should be submitted to the Department Chair by the second Friday in October.

3. The Department Chair, in consultation with the Dean of the College shall establish the cycle for comprehensive reviews of faculty with 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.
4. 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.
5. The faculty member's evaluation portfolio, inclusive of the written recommendation of the Department Committee, the written evaluation of the Department Chair, and the vote count shall be forwarded by the Chair of the PTRM Committee to the Dean's office by the second Friday in November.
6. A negative comprehensive review shall be followed by the development of a written professional development plan to remediate the faculty member's failure to meet minimum expectations as noted in the Comprehensive Review. This written plan shall be developed by the faculty member and approved by the Chair and the Dean by the third Friday in June of the academic year in which the negative review occurred. The plan shall be signed by the faculty member, Chair and Dean.

V. Standards and Expectations

A. As specified in Appendix 3 of the University ART Policy and in accordance with the Policies and Procedures of the CLA PTRM, the standards and expectations in this Political Science PTRM document pertain to the evaluation processes associated with Annual Reviews, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review.

B. All faculty are responsible for meeting University standards and expectations, including but not limited to those listed in this section. Meeting the general expectations specified below is essential for a faculty member's performance to be judged satisfactory in an Annual Review or, cumulatively, across a longer period of evaluation.

pattern of completed work meeting the standards of dissemination and

b) to meet all classes as scheduled and to inform the Department Chair of any extraordinary circumstances requiring absence, including illness and family emergency.
c) to prepare syllabi for each course in accordance with University standards and to file a copy of each syllabus with the Department.
d) to abide by the published calendar for all final examinations and for all faculty evaluation procedures (Annual Review, etc.)
e) to retain final examinations and class records for at least one year following the completion of each course.
f) to demonstrate on-going growth as a classroom teacher at all stages of the career, developing new methods and competencies and engaging in honest self-evaluation.
g) to address constructively any areas of concern which may be expressed in student and peer evaluations, merit deliberations, etc.
h) to honor the confidentiality of all PTRM deliberations.
i) to be an active member of the Department's collegial community, sharing ideas, best practices, and pedagogical materials with colleagues as appropriate.
j) to advise students and to assist them in matters related to their discipline. This may include regular semester academic advising, letters of recommendation written on behalf of students, research mentoring beyond the expectations of course supervision, definable contributions through organizational or group advising, evidence of significant contributions to career advising, or other advising contributions for the benefit of students.
k) to share departmental responsibilities through committee participation at all levels.
l) to enforce prohibitions against plagiarism and to avoid practicing plagiarism in any form in his/her own work.
m)

Appendix 1 – Peer Evaluation of Teaching
Political Science Department Policies and Procedures for Promotion, Tenure, Reappointment and Merit

The following procedures and guidelines will be utilized with evaluating the teaching of Political Science Faculty (tenured, tenure-track, adjunct and lecturers):

A. Non-Tenured members of the Department will be observed in class while teaching by a least two members of the Department each year. The Faculty member to be observed will be given advance notice at least a week ahead of time of the planned observation.

B. Each observing member will write a summary of his/her observations. Peer evaluation of teaching should include assessment of:

1. course syllabi should reflect the learning objectives of the Department;
2. observation of classroom dynamics;
3. special projects or assignments;
4. grading methods and standards;
5. online courses will be evaluated using the Quality Matters document from CIAT.

C. The summary will be forwarded to the observed faculty member for signature. The observer and the observed will go over the summary. The signature indicates only that the observed has read the summary. The observed faculty member may write a response to be attached to the observation.

D. The summary will be taken into consideration by the appropriate PTRM Committees during deliberations.

E. Any member wishing to be considered for promotion must request to be observed in the previous year.

Section III.D.4.a.D. First year faculty members must finalize the Statement of Standards and Expectations for New Tenure-Track Faculty (SENTF) with Department.

The 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.

The Second Friday in October

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

The Fourth Friday in October

A. Department Chairperson's written evaluation for faculty considered for reappointment in the first through fifth years, promotion, tenure, and comprehensive five-year review is added to the faculty member's evaluation portfolio and conveyed to the faculty member.
B. The Department Chairperson will place his/her independent evaluation into the evaluation portfolio.
C. The Department PTRM Committee's report with recommendations and vote count and the Department Chairperson's evaluation are distributed to the faculty member.

The Second Friday in November

The Faculty member's evaluation portfolio, inclusive of the Department PTRM Committee's written recommendation with record of the vote count, and the written recommendation of the Department Chairperson, are forwarded by the Department PTRM Chairperson to the Dean's office.

November 30th

A. All documentation to be used as part of the consideration process must be included in the evaluation portfolio.
B. The Dean must notify the Provost in writing of reappointment/non-reappointment re2 264.65 Tm[re0t)-3(in/(sthe)) (offor tirpe))4(nure)]TJETBT1 0 0 51.21otion, tenv4z51 0 0 1 72.024(nt

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.

The First Friday in January

A. The Department PTRM Committee reports with recommendations and vote count on all first-year tenure-track faculty are submitted to the Department Chairperson.
B. The College PTRM Committee reports with vote counts and recommendations for faculty reviewed for tenure and/or promotion are submitted to the Dean.

The Third Friday in January

A. The Dean's written evaluation regarding promotion and/or tenure with recommendation is added to the faculty member's evaluation portfolio.
B. The College PTRM Committee's report with vote counts and recommendations and the Dean's recommendation are conveyed in writing to the faculty member.
C. The Department PTRM Committee and Chairperson recommendations concerning reappointment for first-year tenure-track faculty are delivered to the faculty member and the Dean.
D. All documentation for the third year review of tenure-track faculty is submitted by the faculty member to the Department Chairperson.
E. Department Chair recommendations on reappointment of first-year faculty must be added to the faculty member's evaluation portfolio.

The First Friday in February

A. The College Dean forwards the summative portfolio inclusive of the Committee's and the Dean's recommendations of each faculty member with a recommendation concerning promotion and/or tenure or five-year comprehensive review to the Provost.
B. The Dean forwards all recommendations regarding reappointment/non-reappointment to the Provost. If the Dean disagrees with the Department recommendation, the Dean shall prepare his/her own recommendation and send a copy to the faculty member and add this recommendation to the summative portfolio.

The Second Friday in February

A. The Dean will, following his/her review, forward Department recommendations for faculty merit to the Provost. If the Dean disagrees with the Department recommendation, the Dean shall add his/her recommendation to the faculty member's evaluation portfolio and deliver the negative decision in person or by certified mail to the faculty member's home.
B. 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.
C. Negative reappointment recommendations for first-year faculty are forwarded from the Provost to the President.

March 1

First year faculty must be notified of non-reappointment by written notification from the University President.

First Friday in March

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

Third Friday in March

Provost's letter of decision is conveyed to the faculty member, Department and College PTRM Committee Chairperson, Department Chairperson, and the Dean of the College