

**Women's and Gender Studies Department Policies
and Procedures for Promotion, Tenure,
Reappointment and Merit**

2016 Revision of 11/28/12 Document

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tenure and promotion to each rank. Procedures for evaluation of individual differences and
differences in specialization as represented by AR/CAR Part II if any variances are
considered necessary by the departmentí í í í í í í í í í í í í í í í í 13-19

IV.

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 appropriate PTRM Committee.

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. Evaluations Procedures

1. General Policies and Procedures

- a. The responsibility for presenting material for the annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review rests with the faculty member.
- b. 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 of Appendix 3 of The Towson University ART policy.

evaluation portfolio must include the Standards and Expectations of New Tenure-Track Faculty (SENTF) form, which must be finalized with the Department Chairperson by the third Friday in September. In addition, the evaluation portfolio must include peer evaluations of teaching, documentation of scholarship and service activities, syllabi of current courses, and a reflective summary of teaching, scholarship, and service.

- d. The faculty member shall submit the evaluation portfolio to the Department Chair no later than the second Friday in December.
- e. The Committee on Tenure and Promotion shall review the evaluation portfolio and shall prepare a written report, with vote count. The recommendation for reappointment shall contain reference to each category evaluated, including: teaching/advising, scholarship, and University/civic/professional service. The recommendation shall be submitted to the Department Chair by the first Friday in January.
- f. The Department Chair may prepare an independent recommendation on reappointment and include it in the faculty memo by the third Friday in January.
- g. The recommendation shall be conveyed in writing to the faculty member recommendation and a record of the vote count no later than the third Friday in January. Negative recommendations shall be delivered in person by the Department Chairperson or sent by certified mail to the faculty

4. Reappointment of Third through Fifth Year Faculty

USM Policy II-1.00 Section 1.C.3. provides that the appointments of faculty entering the third through fifth years of service will automatically renew for one (1) additional year unless notice of non-reappointment is provided by August 1 prior to the third or subsequent academic year of service as applicable.

5. Third-Year Review

- e. The Chairperson of the Committee on Tenure and Promotion shall forward
 the written evaluation of the faculty member to the Department Chairperson
 for review and recommendation. The written evaluation shall be submitted to the
 Department Chairperson by the second Friday in November.

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

- a. 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.
- b. The Committee on Tenure and Promotion 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 Chairperson by the
 second Friday in October.
- c. The Chair of the Department, in consultation with the Dean of the College
 shall establish a cycle for comprehensive reviews of faculty within the
 Department. A faculty member who has submitted formal notice of
 retirement during the fourth or fifth year of her/his 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.
- d. The Department Chairperson shall prepare an independent evaluation of
 the faculty member's performance by the fourth Friday in October.
- e. The written recommendation of the Department Committee, the written evaluation of
 the faculty member by the Department Chairperson, and the written evaluation of
 the faculty member by the Department Chairperson shall be submitted to the
 Department Chairperson by the second Friday in November.
- f. A negative comprehensive review shall be followed by the development of
 a written professional development plan to remediate the faculty member's
 performance. 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

4.

15. Review of scholarly manuscripts and other scholarship within the peer-reviewing process.

16. Invited publications and lectures.

G. Evaluation of service shall consider the following:

1. Service to the Department in the form of committee work and work requested by the Department such as attendance at Open Houses, Destination Towson, events, etc.
2. Service to the College of Liberal Arts, the University or the University System

- a. Unusual validation of teaching such as a Regents or Student Government award.

Section II

University Forms: Completed and signed Annual Report (AR I & II) or Ejector gun repair. Completed and signed University Evaluation Form from most recent to the time of last promotion or year of hire.

Section III

Summary of student evaluations across the evaluation period. Faculty using University evaluation forms should submit the summary of results for each course received from the Assessment Office. Those using Departmental forms should compile the data in a format that will allow analysis of trends over time.

A narrative statement about the student's performance during the evaluation period.

1. 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.
2. All faculty members with a negative comprehensive review must have final approval by Chair and Dean of the written professional development plan.

C. 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. To meet this deadline, a modified schedule may be required as provided in Section III.D.4.a. of *The Appointment Rank and Tenure Policy of Towson University*.

D. The First Friday in September

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

E. The Second Friday in September

University PTRM Committee shall meet and elect a Chair and notify the Senate.

