



**Towson University
College of Education**

**DEPARTMENT OF INSTRUCTIONAL LEADERSHIP
AND PROFESSIONAL DEVELOPMENT**

**Promotion, Tenure/Reappointment, Comprehensive Review, and Merit Policies and
Procedures**

Approved by the Department Faculty on June 1, 2011

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Approved by the Department Faculty on December 7, 2015

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IV.

5. maintain objectivity in presenting areas of knowledge and technique;
6. serve on University, College, and Department Committees and with other professional organizations focused on education;
7. meet all class responsibilities and follow all administrative directives regarding record keeping, grading, examinations, etc.;
8. prepare adequate outlines, bibliographies, syllabi, and examinations and/or other means of evaluation as aids to student progress and growth;
9. affiliate with, and participate in, professional organizations or associations related to the profession;
10. develop, complete, and submit according to policy and procedures all required reports as requested by University, College, or Department;
11. be knowledgeable of procedures established by the System, University, College, and Department Promotion, Tenure/Reappointment, Comprehensive Review, and Merit Committees for evaluation of faculty members and cooperate in their implementation and in the further development of fair and valid evaluation procedures;
12. continue to develop through professional study, formally and informally, in order to achieve promotion, tenure, and merit;
13. advise undergraduate and/or graduate students, as assigned;
14. demonstrate initiative by contributing ideas to the furtherance of the Department mission; and
15. support, through action and word, the mission, strategic plan, and programs of the Department, College, and University;

B. The Department of Instructional Leadership and Professional Development (ILPD)

The Department of Instructional Leadership and Professional Development is expected to:

1. inform faculty members of new policies and procedures and new program development;
2. aid new faculty members through a program of orientation and mentoring;
3. provide Departmental information regarding promotion, tenure/reappointment and merit policies and procedures established by the System, University, College and Department;
4. support faculty interests and needs consistent with the mission of the

Department;

5. seek the advice and ideas of faculty members in order to make use of their unique talents, training and experience.

II. Promotion,

acceptance ra8

scholarly agenda, as well as a sustained record of appropriate service, tenure and promotion will not be granted. The following table, taken from the COE PTRM document, outlines the standards for promotion to Associate Professor and Professor.

Table 3: College of

1. Classroom visits are encouraged for all faculty for purposes of professional growth and are required for personnel under consideration for reappointment, third-year review, promotion, or tenure.
2. A minimum of two observations shall be conducted during the review period, conducted by peer reviewers who have been approved for the observation by the ILPD Chair.
3. Advance notice of the peer observation will be provided to the faculty member to be observed at least one week in advance.
4. The faculty member to be observed will provide the reviewer with pertinent course information at least one week in advance. This will include the following:
 - Course syllabus
 - Student enrollment and brief descriptive composition (e.g., classroom teachers, cohort group, mixed group—teachers, administrators, etc.)
 - Course location and time
 - Lesson plan for the day of observation
 - Any other information the instructor deems pertinent
5. Because peer observations are primarily developmental in nature and individual peer

c. Advising

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c.

-reflection on Teaching.

Self-evaluation of teaching (including advising where applicable) effectiveness will be included in the correlation statement for teaching on the ARI document. This will be a narrative statement about teaching effectiveness and philosophy for the academic year under review after careful review of syllabi and instructional materials submitted and new instructional procedures and grade distributions reported in the annual dossier, peer observations and evaluation of teaching, and student evaluations of teaching and advising.

2. Scholarship

As in the College of Education PTRM document, the ILPD Department has also adopted the UNISCOPE (2000) model as a guiding framework. This model defines scholarship as: "...the thoughtful discovery, transmission, and application of knowledge ... informed by current knowledge in the field and [is] characterized by creativity and openness to new information, debate, and criticism. For scholarly activity to be recognized, utilized, and rewarded, it must be shared with others in appropriate ways" (p. 2).

The forms of scholarship that guide our work are:

Table 1: Four Forms of Scholarship (as articulated in 2010 Towson University)

Leadership positions in the Department, College, and University governance structure;
Involvement in the work of practitioners in one's field;
Involvement in professional organizations and associations in one's field at the state, regional, national, or international level; and
Service to community associations related to the mission of the Department, College, and University.

D. Committee Procedures

Deliberations by the ILPD Department are carried out according to the plan below. A quorum (simple majority) of eligible Committee members is required for all deliberations. All deliberations of the committee are confidential.

1. Committee Make-up

Note: As of the date of this revision to the ILPD PTRM document, the membership of the department full-time, tenure track faculty consists of the following ranks:

--Full Professors: 3, including the current Department Chair;

--Associate Professors: none

--Assistant Professors: 3, one of whom is anticipated to go forward for rank and tenure consideration in AY 2016-17, one in AY 2017-18, and one in AY 2018-19.

These staffing rank figures limit the availability of ILPD staff to fill roles on the various departmental and college committees related to promotion, tenure, retention, and merit.

a. *Departmental Representative to the College of Education Promotions, Tenure/Reappointment, Comprehensive Review, and Merit (COE PTRM) Committee and Chair of the ILPD Department Promotion, Tenure/Reappointment, Comprehensive Review, and Merit (ILPD PTRM) Committee.*

The positions of Departmental Representative to the College of Education Promotions, Tenure/Reappointment, Comprehensive Review, and Merit (COE PTRM) Committee and the Chair of the ILPD Department Promotions, Tenure/Reappointment, Comprehensive Review, and Merit (ILPD PTRM) Committee may be held by the same faculty member at the discretion of the ILPD PTRM Committee.

The ILPD Departmental Representative to the College PTRM Committee is nominated by the tenured and tenure-track faculty of the ILPD Department and is elected triennially by College-wide elections, and may be re-elected for one additional term. At College PTRM meetings, this individual represents the College, not just the ILPD Department

This person may, if necessary due to size constraints, also serve as the department's representative to the College PTRM Committee, as described above. The Chair of the ILPD PTRM Committee coordinates Departmental promotions, tenure/reappointment, Comprehensive Five-Year Review, and merit procedures, arranges peer observations, schedules all PTRM Committee meetings, ensures that Committee decisions are conveyed to faculty according to University, College and Departmental procedures, and serves as liaison for all communications between the University and College PTRM Committees and the ILPD Department. The Chair of the ILPD PTRM Committee is also responsible for delivering dossiers and other PTRM materials to the College PTRM Committee and/or Dean in a timely manner.

The ILPD Departmental PTRM Committee is formed by the first Friday in May. The Chair and Departmental members of the ILPD PTRM Committee are elected to three-year terms by tenured and tenure-track faculty of the Department. In the event of a vacancy on the Committee during the year, the Department Chair will identify a replacement whose name will be submitted to the tenured and tenure-track faculty of the Department for approval.

b. Role of the ILPD Department Chair

and the Committee's recommendations to the next level of review. The confidential ballots will

ii. 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.

iii. 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.

e. All documentation is due to the Chair of the Department by the third Friday in January.

f. Feedback should be both in writing and in a face-to-face meeting with the Department Chair and the Department PTRM Committee Chair no later than the first Friday in March. The written report will be shared with the Dean.

g. If a faculty member's mandatory tenure-review year is prior to the sixth year of continuous, full-time service, the standard Annual Review by the Department may be expected to serve a more extensive function and the Department may provide more extensive feedback to the candidate.

5. Comprehensive Five-Year Review

The ILPD Department follows the Comprehensive Five-Year Review procedures and chronology established by the University:

a. The comprehensive review policies herein are in accordance with the principles established by the USM Board of Regents on 7/12/96 and shall not be construed to substitute for them.

b. The comprehensive review shall be conducted in accordance with all policies, including appeals, relevant to the Annual Review process except as noted in this section.

c. 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.

d. The Chair of the Department, in consultation with the Dean of the College shall establish the 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 his/her comprehensive review cycle with an intention to retire at the end of that cycle may (that)] Tm3 Tm578.38 Tm 0 Tc[(-)] Tb AM0enureevT03(ice1-3(ona9view))4(1)-1(pr-11(-)]d

consistent with the Department's standards and expectations (stipulated in the Department PTRM document) and submitted to the Department Chair by the second Friday in October.

g. The Department Chairperson shall prepare an independent evaluation of each faculty

A. Merit Committee Constituency

The Merit Committee consists of all tenured ILPD faculty (unlike the PTR Committees which are organized as Rank Committees). A quorum (simple majority of the number of tenured ILPD faculty) is required for all deliberations. Tenured faculty on leave or sabbatical during the entire academic year under consideration may attend the merit meeting(s), but are ineligible to vote. A faculty member, who has not read all the dossiers and/or does not attend the entire Committee meeting, is ineligible to vote on any cases. Each Committee member must sign the *ILPD PTRM Committee Agreement* (See Appendix B) in order to attend the meeting and participate in the discussion and voting.

B. Merit Committee Procedures

To qualify for merit, faculty members will demonstrate achievement in teaching, scholarship and service consistent with their AR II--Agreement on Faculty Workload Expectations and yearly Correlation/Reflection Statement and the “Standards for Merit,” established by the ILPD Department. All faculty will

faculty member, and direct the faculty member's Rank Committee and ILPD Department Chair to guide the faculty member in a specific plan for professional growth.

Satisfactory - (COLA plus Base Merit). Faculty who meet the standards and expectations listed on pp.4-5 of this document, and whose work is one area is *excellent* while the other two are *satisfactory* in light of expectations set in the previous year's AR II document and performance reported in the AR I document.

[N.B. A faculty member should not, however, be given base merit two years in succession if the teaching has not been *excellent* at least one of these years. A faculty member who has two years of teaching that is only *satisfactory*, should be on a plan, developed in conjunction with the Department Chair and her/his Rank Committee, to restore the teaching to the *excellent* category.]

Excellent - (COLA and Base Merit plus one performance Merit). Faculty who meet the standards and expectations listed on pp.4-5 of this document, and who are deemed excellent in *teaching* and one other area, and *satisfactory* in the third area in light of expectations set in the previous year's AR II document and performance reported in the AR I document. An exception to this two-areas *excellent*- and-one-area-*satisfactory* rule can be made, if the Merit Committee deems the quantity and quality of the faculty member's scholarship and service work, although composed of *satisfactory* category activities, warrants an *excellent* rating. The *satisfactory* categories, however, must be in scholarship and service; teaching must be *excellent* for any merit.

The Department of Instructional Leadership and Professional Development recommends merit in accordance with the following guidelines.

1. Teaching

Judgments of *excellence* or *satisfactory* in teaching will be made, using a holistic review of the faculty member's:

- peer evaluations (if applicable that academic year)
- student evaluations of teaching (quantitative and qualitative responses)
- review of syllabi and other instructional materials
- student evaluations of advising (if applicable that academic year)
- grade distributions for each course taught
- mentorship of others in teaching
- new instructional procedures reported on AR I. and
- the faculty member's correlation statement/self-reflection for teaching reported on AR I.

2. Scholarship

Scholarship activities, such as the following (not inclusive), will be considered evidence of performance:

Satisfactory

submitted a proposal or paper for possible presentation or publication

Satisfactory

served actively on Departmental, College, University

“II. C. 1. b. Student Evaluations of Teaching” and II.C. 1. c. “Student Evaluation of Advising.”

Lecturers will

a. Substantive appeals refer to perceived errors in judgment by either Department and/or College PTRM Committees, the Department Chairperson, the Dean and/or the Provost with regard to evaluation of the faculty member's performance.

University policy 06-01.00 Prohibiting Discrimination on the basis of Race, Color, Religion, Age, National Origin, Sex and Disability.

3. The President's decision on reappointment, tenure, promotion and comprehensive five-year review shall be final. The Provost's decision on merit shall be final.

VI. Appro Promotion, Tenure/Reappointment, document

This document will be reviewed at least every three years at the December Department meeting with evidence of such review being sent to the COE Dean and to the University PTRM Committee. Changes made at any time are passed with a simple majority by open vote of tenured/tenure-track faculty. Ties will be decided in the same manner as promotion and tenure decision ties: additional discussion, another vote, and Department Chair/Departmental P & T Chair decision, if needed. The changed Departmental PTRM document, with Approval Form, is first submitted no later than the first Friday in December to the COE PTRM Committee and the Dean for approval. Excepting faculty who are on leave from the Department (e.g. medical, sabbatical), the signature of each tenured or tenure-track faculty member of ILPD will signify that s/he has voted on the Department PTRM document. Such constitutes the Approval Form. Following approval by the College PTRM Committee and the Dean

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 subsequent academic year. To meet this deadline, a modified schedule may be required as provided in Section III.D.4.a.

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

The Second Friday in September

University PTRM Committee shall meet and elect a Chair and notify the Senate Executive Committee's Member-at-large of the Committee members and Chairperson for the academic year.

The Third Friday in September

A. Faculty notify department Chair of intention to submit materials for promotion and/or tenure in the next academic year.

B. College PTRM Committee approval of faculty to be added to a department's PTRM Committee (if necessary).

C. Final date for faculty to add information to update their evaluation portfolio for work that was completed before June 1 unless the schedule for review is modified pursuant to Section III.D.4.a. 3-35.D. First year faculty members must finalize the Statement of Standards and Expectations for New Tenure-Track Faculty (SENTF) with the department Chairperson.

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

Department PTRM documents are delivered to the college PTRM Committee if any changes have been made.

The Second Friday in December

First-year tenure-track faculty submit an evaluation portfolio for the Fall semester to the department Chairperson.

December 15th (USM mandated date)

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 Chairpersons, department Chairperson, and dean of the college.

Appendix A:
Sample activities and products embedded within scholarship
(Taken from the COE PTRM document 2011)

Form of Scholarship	Sample Activities	Sample Products
<u>Scholarship of Application</u> : applying knowledge to consequential problems be they internal or external to the University	School consulting State/LEA consulting Applied research in University settings Applied research in school settings.	

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Appendix B