

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 Secondary Education

Department;

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

II. Promotion, Tenure/Reappointment, Comprehensive Review--Tenured and Tenure-Track Faculty

A. Faculty Support

1. In order to support a working plan for the faculty member's promotion, tenure, successful Comprehensive Five-Year Review, and/or merit, the Chair of the secondary education (SCED) Department each year will:

Review the Annual Report I (AR I) and Annual Report II (AR II) submitted by the faculty member by the third Friday in June, approve the Reports, or meet with the faculty member to help him/her revise either report. It is imperative that the SCED Department Chair and the faculty member agree on the appropriate array of activities on the AR II Report, since the work on those activities will be the basis for merit decisions for the faculty member the following academic year. If agreement cannot be reached, the Rank Committee will meet with the Department Chair and the faculty member to negotiate the details of the Reports.

prepare a summary and reaction letter by the third Friday in September to include in each faculty member's dossier. These letters should provide direction for professional growth, as needed, and will be included in the faculty member's next academic year's dossier.

2. Each faculty member will meet one-on-one at least once during the academic year with his/her Rank Committee to review progress toward promotion, tenure, Comprehensive Five-Year Review, and/or merit.
3. If the candidate's years of service in the current department is less than, or equal to, one year, the candidate's application shall be reviewed by the applicant's prior department. Otherwise, the candidate's application will be reviewed by the current department Promotion and Tenure Committee.

B. Faculty Annual Dossier

Information for evaluation of the activities listed under I.A. Standards and Expectations is gathered from the following sources: student evaluation forms, advising evaluation forms, classroom visitations and observations by colleagues, faculty conferences, and information on teaching, scholarship, and service submitted by the individual faculty member in the dossier.

The information is presented via the annual reporting forms (AR I/CAR, AR II, or SENTF and AR II for first-year faculty, peer observation reports if applicable that year, and the correlation statement on workload expectations) and is included in the faculty member's dossier which contains other supportive documentation (e.g., copy of an article published; description of one's role on a College Committee). It is the responsibility of the faculty member to turn in his/her dossier to the Chair of the SCED Department by the required dates. The Chair of the SCED Department is responsible for presenting to the PTRM

Committees all the dossiers for all faculty members in the Department.

The annual dossier should include these materials in the following order:

1. AR I for the year under review (what you did during the year under review)
Include the acceptance procedure (e.g., editorial board review; blind review) and the acceptance rate for any publications
Include your role (e.g., Chair, member, secretary) and a brief description of your responsibilities for each “service” activity
2. AR II for the next academic year (your plans for the next academic year in the areas of teaching, scholarship, and service)
3. AR II for the year under review (what you said you would do during the year under review)
4. Department Chair

faculty member is responsible for showcasing his/her best work in each area of review: Teaching, Scholarship, and Service. While excellence in teaching is paramount for successful promotion and tenure review at Towson University, without evidence of scholarship and the establishment of a 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 from promotion to Associate Professor and Professor.

3. Service

Faculty members are responsible for service to the Department, College, and University, their discipline, and the broader community including collaborations and partnerships with practitioners in the field. Service may also include civic service “that may or may not be directly related to one’s academic expertise, but in ways which advance the University’s mission” (ART Document, p. 14). Service performance will be evaluated from evidence submitted on the faculty member’s description of specific contributions to work such as the following:

- Membership on Department, College, and University Committees and/or task forces;
- 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

The Chair of the SCED PTRM Committee is elected by the tenured and tenure-track members of the SCED Department for a three-year term and may be re-elected for on-going terms. The SCED Chair of the 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 SCED Departm

e. Non-departmental PTR Members

In order that at least three (3) tenured faculty opinions be considered in promotion and tenure recommendations, in addition to the Department Chairperson, if the Department of Secondary Education ever has fewer than three (3) tenured faculty members the appropriate Committee must be supplemented 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 Chair and the Dean will review the list from the appropriate college, delete any names they feel are inappropriate choices, and make recommendations to the COE PTRM Committee 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.

2. Voting Procedures.

The Promotions, Tenure/Reappointment, and Comprehensive Review Committee members are expected to read thoroughly all dossiers, with respect to Department, College, and University standards and expectations, prior to the Committee meeting. 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 *Secondary Education PTRM Committee Agreement* (See Appendix B) in order to attend the meeting and participate in the discussion and voting.

The Departmental PTRM Chair conducts the meeting according to Robert's Rules in order to allow for an orderly and thorough discussion of a faculty member's accomplishments. All discussions are confidential. The Committees vote by confidential ballot which includes each member's Towson University ID number. The vote is counted and tabulated by the Departmental PTRM Chair in the presence of the Committee members. A simple majority is required for decisions. No Committee member will abstain from a vote unless the Provost authorizes such abstention prior to the Committee meeting. In the case of a tie vote, the Departmental PTRM Chair will encourage more discussion followed by a second vote, and, if necessary, a third. In accordance with the Towson University ART document, the Departmental PTRM Chair will forward a signed, dated report of the results of the vote and the Committee's recommendations to the next level of review. The confidential ballots will be forwarded under separate cover to the Provost.

3. Reporting Procedures.

Within a month after Department of Secondary Education's Promotion, Tenure/Reappointment and 5-Year Comprehensive Review deliberations and prior to the faculty member signing the "Department Summary Recommendation" (DSR) form, two SCED Rank Committee members, appointed by the Department

writing of the Rank Committee's view of his/her progress toward tenure. All recommendations will also be conveyed in writing to the faculty member. In case of denial of tenure or decision not to reappoint, the faculty member must be informed in writing, and if the faculty member so requests should be advised of the reason(s) which caused or contributed to that decision.

4. Third-Year Review

The Department of Secondary Education follows the Third-Year Review procedures and chronology established by the University:

- a. At the conclusion of the fall semester during a candidate's third year at Towson University, the Department PTRM Committee shall conduct a Third-Year Review of tenure-track candidates. The intent of the evaluation is to assess progress toward tenure and to advise and mentor the faculty member. This includes providing assistance where issues or shortcomings in the candidate's profile are identified and encouragement where progress is deemed satisfactory or exemplary. Department PTRM Committee evaluations of a candidate's interim progress will become part of the faculty member's file at the Department level and shared with the Dean; however, it will not be forwarded to either the College PTRM Committee or the Provost.

- b. The faculty member to be reviewed shall prepare an interim evaluation portfolio of activities for evaluation by the Department's PTRM Committee as outlined in the section Documentation and Material Inclusion (Section I.B) of the

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 Department of Teaching and Learning (TJ) will conduct a comprehensive five-year review of all full-time faculty members in the Department of Teaching and Learning (TJ) who are in the sixth year of continuous service.

j. A faculty member may appeal a negative recommendation at any point in the process,

SCED Department. All faculty will submit dossiers and will be evaluated each year at the Department

the standards and expectations listed on pp.1-2 of this document, and who are deemed excellent in *teaching* and one other area, and *satisfactory* in the third area

received recognition of high distinction for service
mentored junior faculty in service
Other (evidence of advanced performance in service)

F. Faculty on Leave

Faculty on leave in the year under evaluation will

will recommend that the lecturer not be reappointed or direct the SCED Department Chair to guide the faculty member in a specific plan for professional growth.

Satisfactory – (Base Merit) Lecturers who are deemed *excellent* in teaching (See III. C. 1 of this document) and *satisfactory* in scholarship and service.

Excellent – (Base Merit plus one performance Merit) Lecturers who are deemed *excellent* in teaching and one other area and *satisfactory* in one other area.

The Chair of the SCED Department will prepare and send letters to lecturers concerning merit recommendations and reappointment decisions no later than April 15.

V. Negative Recommendations and Appeal Procedures

The Department of Secondary Education follows the recommendations and procedures established by the University:

A. Negative Recommendations

Negative recommendations at any level regarding the annual review, merit, promotion, tenure, reappointment and/or the comprehensive five-year review shall be delivered in writing in person or sent by certified mail to the faculty member's last known address by the administrator at the appropriate level. The Chair has responsibility for conveyance of any recommendation made at the Departmental level and the Dean has responsibility for conveyance of any recommendation made at the College level. The Provost has responsibility for conveyance of any decision rendered by the Provost. Negative recommendations shall be delivered in writing in person or by certified mail, return-receipt-requested, and post-marked no later than the date on which reports are to be distributed to the faculty member according to the University PTRM calendar.

B. Appeal Procedures

1. All appeals shall be made in writing. The timeframe for appeals at all levels is twenty-one (21) calendar days beginning with the date that the negative judgment is delivered in person or the date of the postmark of the certified letter.

2. There are three (3) types of appeals.

a. Substantive appeals refer to perceived ETBTps.

including challenge material, shall become a part of the cumulative expansion of the evaluation portfolio and shall not be removed by subsequent levels of evaluators. The evaluation portfolio under review, with additions, will be forwarded to the next level by the appropriate PTRM Committee Chair.

v. Within fifteen (15) business days of receipt of a formal appeal with attached materials, the recipient of the appeal (e.g. the College PTRM Committee, the University PTRM Committee, or the Provost) shall review the case and provide a written response to the substantive appeal. Copies of this letter will be provided to all parties who were copied on the original appeal letter.

vi. Recommendations made by the Provost may be appealed to the President whose decision is final.

b. Procedural appeals relate to alleged errors in the procedures followed in the review, recommendation and notification process, and shall follow the procedures below.

i. Procedural appeals shall be made to the University PTRM Committee.

ii. The appeal must be in writing, clearly stating the alleged procedural error(s). The appeal shall be accompanied by supporting documents and should be delivered by certified mail or in person to the respective Dean, Provost, or UPTRM Chair within twenty-one (21) calendar days of having been notified of the negative recommendation.

iii. Appeals of Department recommendations shall be copied to the Department Chair, the Department PTRM Chair, the Dean and the University PTRM Committee Chair. Appeals of College recommendations shall be copied to the College Dean, the College PTRM Committee, the Department Chair, and the University PTRM Committee Chair. Appeals of Provost recommendations shall be copied to the Dean and Department Chair.

iv. Within fifteen (15) business days of receipt of a formal appeal with attached materials, the University PTRM Committee shall review the case and provide a written response. Copies of this response will be provided to all parties who were copied on the original appeal letter.

v. Recommendations of the University PTRM Committee may be appealed to the President whose decision shall be final. The Chair of the University PTRM Committee will monitor the appeal process.

c. Appeals alleging unlawful discrimination in race, color, religion, age, national origin, gender, sexual orientation and disability shall follow the specific procedures described in Towson 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.

PTRM document. Such constitutes the Approval Form. Following approval by the College PTRM Committee and the Dean, the Department PTRM document shall be delivered by the Dean to the Chairperson of the University PTRM Committee by the second Friday in February. The Department PTRM Committee shall formally respond to changes and/or recommendations resulting from the review by the University PTRM Committee and submit a revised copy to the College

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 recommendation(s) for tenure-track faculty in their second or subsequent academic year of service. Negative recommendations shall be delivered in person by the dean or sent by certified mail to the faculty member's home.

The First Friday in December

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 a82.asn. Ctee

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

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Appendix B
PTRM Committee Agreement
Department of Secondary Education
Promotion/Tenure, Reappointment, and Merit Committee

I _____, by signing this document acknowledged that I have reviewed the pertinent files relevant to each candidate requesting Promotion/Tenure/Reappointment/Comprehensive Review/Merit during the _____ academic year and I agree to keep all conversations confidential.

Faculty Signature

Date

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Appendix C
Department of Secondary Education
Advising Evaluation Form

**Department of Secondary Education
Advising Evaluation Form**

Name of Secondary Education Advisor: _____

How many times have you seen this advisor?

Please give your honest feedback by rating your secondary education advisor on the following:

My Secondary Education advisor:

Disagree

Agree

		Disagree					Agree				
		1	2	3	4	5	1	2	3	4	5
[Redacted] manner.		N/A	1	2	3	4	5				
[Redacted] was open to my questions and concerns		N/A	1	2	3	4	5				
[Redacted]		N/A	1	2	3	4	5				
[Redacted]		[Redacted]	1	[Redacted]	3	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]		[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

1 I recommend that my advisor: