Department of Special Education
Promotion and Tenure (P&T)

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Advising

Academic advising is another component of excellence in the overall category of teaching. While the

aspects of creative work in the visual and performing arts

Table 2: Sample activities and products embedded within scholarship

Form of Scholarship	Sample Activities	Sample Products
Scholarship of Application: 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, including Professional Development Schools (PDS) Training/Consulting collaboratively with the community, a cluster of schools, a school system, a university/college, etc.	Presentations to committees or groups Workshops for schools and community groups Accreditation report New program development Grants, grant reports, and executive summaries. Materials developed in support of MSDE committee work (new courses, standards, etc.) Publication of book, a chapter in a book, article in refereed journals (print or on-line), and/or material in non-refereed journals (print or on

b. current *Curriculum vitae*;

c. syllabi of courses taught during the year under review;

d. evaluation of teaching and advising, as appropriate, and including the following:

i. student evaluations;

ii. grade distributions for courses beginning with the year this document takes effect;

e. documentation of scholarship and service.

f. S H H U D Q G R U F K D L U S H U V R Q ¶ V H Y D O X D W L R Q R I W H D F evaluator

Timeline for Annual Review and Reappointment Process for Tenured and Tenure-Track Faculty

The Third Friday in June
All faculty members submit an evaluation portfolio to the Department Chairperson.

The Third Friday in September
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.
(The faculty member or his/her chairperson or program director participating in the evaluation process may add to the evaluation portfolio information related to work that was completed prior to June 1 that has only become available after the deadline stipulated in the Towson University Annual Review, Reappointment, Third-Year Review, Merit, Promotion, Tenure, and Comprehensive Review Calendar.)

The Second Friday in October
Department P&T Committee ¶V UHSRUWV ZLWK UHFRPPHQGDWLRQV DQG YRW
submitted to the Department Chairperson.

The Fourth Friday in October
The Department P&T Committee ¶V UHSRUW ZLWK UHFRPPHQGDWLRQV DQG YRWH Department Chairperson ¶V HYDOXDWLRQ
are distributed to the faculty member.

The Second Friday in November
7KH IDFXOW\ PHPEHUV portfolio, and the Department P&T Committee ¶V ZULWWHQ
recommendation and the written recommendation of the Department Chairperson, are forwarded by the Department P&T Chairperson WR WKH GHDQ¶V RIILFH

November 30

The Department of Special Education recommends merit in accordance with the following guidelines:

Standards and Criteria Used in Evaluation of Faculty Performance

There are three (3) categories of merit as follows:

iv. **Not Meritorious:** Performance fails to adequately ~~to~~ meet standards.

v. **Satisfactory (Base Merit):** Performance is competent and contributes to fulfilling the mission of the University, C~~c~~ollege, and D~~d~~epartment.

vi. **Excellent (Base Merit plus one Performance Merit):** Excellence in teaching, or scholarship, or service and satisfactory performance in other performance categories.

The Department of Special Education recommends merit in accordance with the following guidelines:

improve or continue the Departmental programs
- Other

[ ] EXCELLENT

Faculty will document *excellence* in service by meeting criteria for *Satisfactory* and additional evidence of exceptional service such as the following (not inclusive) (if applicable):

- chaired or directed an active committee, advisory group, or program (not part of assigned time) that advance the mission of Towson University
- served effectively as faculty advisor for a student group
- served actively on a national or international professional committee or organization di U H F W O \ U H O D W H G W R R Q H ¶ V D U H D V R I H [S H
- received recognition of high distinction for service
- mentored junior faculty in service
- other (evidence of advanced performance in service)

Negative Recommendations and Appeals

Negative recommendations at any level regarding merit shall be delivered in writing in person or sent by F H U W L I L H G P D L O W R W K H I D F X O W \ P H P E H U ¶ V O D V W N Q R Z Q D G G Chairperson 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.

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.

There are three (3) types of appeals.

Substantive appeals refer to perceived errors in judgment by either Department Merit Committee, the Department Chairperson W K H G H D Q D Q G R U W K H 3 U R Y R V W Z L W K U H J D U G performance. The next higher level shall serve as the appeals body. Appeals must be delivered by certified mail or in person, to the dean, or Provost within twenty-one (21) calendar days of notification of the negative recommendation.

The appeal must be in writing, clearly stating the grounds for appeal and must be accompanied by supporting documents. The faculty member may supplement the evaluation portfolio under review with any statement, evidence, or other documentation s/he believes would present a more valid perspective on his/her performance.

All challenge material shall be placed in the evaluation portfolio under review no later than five (5) business days before the evaluation portfolio is due to the next level. All material placed in the file, 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 Merit Committee Chairperson.

Within fifteen (15) business days of receipt of a formal appeal with attached materials, the recipient of the appeal (e.g. the dean, 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.

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

During the course of the evaluation process, the faculty member or his/her chairperson participating in the

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.

The Second Friday in October
Department Merit C R P P L W W H H ¶ V U H S R U W Z L W K U H F R P P H Q G D W L R Q V D Q G Y R W H F R X Q W R I D O O I D F X O W \ P H P E H U V recommendation with record of the vote count on all faculty members are submitted to the Department Chairperson.

The Fourth Friday in October
The Department Chairperson may place his/her independent evaluation into the evaluation portfolio. The Department Merit Committee ¶ V U H S R U W Z L W K U H F R P P H Q G D W L R Q V D Q G ¶ V R W H evaluation are distributed to the faculty member.

The Second Friday in November
7 K H I D F X O W \ P H P E H U ¶ V H Y D O X D W L R Q V W D W H P H Q W V D Q G ¶ V recommendation with record of the vote count, and the written recommendation of the Department Chairperson, are forwarded by the Department Merit Committee Chairperson W R W K H G H D Q ¶ V R I I L F H

November 30th
All documentation to be used as part of the consideration process must be included in the evaluation portfolio.

The First Friday in February
The

Promotion and Tenure Process

By the third Friday in September of the academic year preceding the academic year in which a faculty member intends to submit material for promotion and/or tenure, the faculty member shall notify the Chairperson of the department of his/her intention.

By the fourth Friday in September of the academic year preceding the academic year in which a faculty member is to undergo tenure or promotion, the Department Chairperson shall notify all members of the department of those intentions and shall confirm those intentions to the dean and the Provost.

The Department P&T Committee shall evaluate faculty for tenure and/or promotion.

All tenured faculty members in the Department shall be members of the Department P&T Committee. A quorum must be established at each Department P&T Committee meeting. A quorum shall be a majority of the voting members. If a Committee member is on sabbatical or other leave, s/he may only vote if s/he has attended all of the Department P&T Committee meetings for deliberations.

The Department P&T Committee shall review evaluation portfolios for promotion and/or tenure and shall prepare a written report, with vote count, for each recommendation. The recommendation shall contain reference to each category evaluated including teaching/advising, scholarship and university/civic/professional service. The recommendation should be consistent with expectations (set forth in the Department P&T document) and submitted to the Department Chairperson by the second Friday in October.

All votes regarding Promotion and/or Tenure shall be by confidential ballot, signed with the Towson University ID number, and dated by the voting member, and tallied by the Committee Chairperson. The Committee shall forward a signed, dated report of the recommendations to the next level of review.

The Department Chairperson shall prepare an independent evaluation of each faculty member considered for promotion and/or tenure and include it in the file no later than the second Friday in October.

All recommendations shall be conveyed in writing to the faculty member, inclusive of any Department Chairperson's statement and a record of the vote count. No recommendations shall be delivered in person by the Department Chairperson or sent by certified mail to the faculty member's last known address.

The Department P&T Committee Chairperson shall forward the faculty member's complete file, including the Evaluation Record to the dean's office no later than the first Friday in November. The file shall be available to members of the College P&T Committee.

The College P&T Committee shall consider the Evaluation Record relative to tenure and/or promotion. It shall prepare a concisely written but detailed statement supportive of its recommendation, with reference to each category evaluated including teaching/advising, scholarship and university/civic/professional service. The

Written recommendation of the academic dean.

Additional Documentation Responsibilities

The dean of the college shall assure that the summative portfolio for the Provost is organized according to the guidelines described herein.

The dean of the college shall have the responsibility of returning the supporting material to the

Table 3: College of Education Standards for Promotion and Tenure Advancement

	Promotion to Associate Professor and Advancement with Tenure	Promotion to Professor
Teaching	Excellent student evaluations Excellent peer evaluations Excellent course syllabi and instructional	

3. 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-Š3URKLELWLQJ 'LVFULPLQDWLRQ RQ WKH EDVLV RI Sex and Disability.

7KH 3UHVLGHQW¶V GHFLVLRQ RU ILQDO WHQXUH and promotion shall be final.

Timeline for the Promotion and Tenure Process

The Third Friday in June
All faculty members submit an evaluation portfolio to the

The Third Friday in January

7KH GHDQ¶V ZULWWHQ HYDOXDWLRQ UHJDUGLQJ SURPRWLRQ D
P H P E H Uevaluation portfolio.

The College P&T C R P P L W W H H ¶ V UHSRUW ZLWK YRWH FRXQWV DQG UHF
are conveyed in writing to the faculty member.

The First Friday in February

The college dean forwards the summative portfolio inclusive of the College P&T C R P P L W W H H ¶ V DQG
recommendations of each faculty member with a recommendation concerning promotion and/or tenure to the Provost.

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 Third Friday in March

3 U R Y R V W ¶V GHFLVLRQ LV FRQYH\HG to the faculty member, Department and College P&T committee chairpersons, Department Chairperson, and dean of the college.

Procedures for Promotion and Tenure Review

Aside from simply showcasing teaching, scholarship, and service, each candidate will attend to the following items that are embedded within these categories. Failure to do so may result in an unfavorable review.

Peer Evaluation of Teaching

Tenure track faculty are required to show evidence of peer review of their teaching. The general process is as follows:

1. **Peer visitations for formative purposes**.
   All faculty are encouraged to invite other members to observe his/her teaching and to provide him/her with written and/or oral comments as helpful feedback.

2. **Peer visitations for evaluative purposes**.

   All faculty must be observed regularly.

   The Department P&T Committee will approve the peers selected for the review.

   a. Non-tenured, tenure track faculty must be observed a minimum of two (2) peer observations shall be conducted per review period.
   b. Tenured faculty must be observed at least twice their five year comprehensive review period, with one observation occurring the year before their review year.

3. **Peer Visitation**

   a. Advance notice of at least one (1) week of the peer observation shall be given to the faculty member.

   b. A pre-

d. A post-observation conference should take place within two weeks of the observation. This will allow for an open exchange prior to the final writing of the review.

Student Evaluation of Teaching

Faculty are required to show evidence of student review of their teaching. The general process is as follows:

All faculty are evaluated at the end of each teaching semester.
Students complete the Towson University student evaluation form online.
7KH GDWD DQG VXPPDWLYH UHSRUW EHFRPH SDUW RI WKH review.

Evaluation of Advising

Advisors are expected to:
Be accessible to assist students with academic questions;
Be knowledgeable about programs, policies, and procedures;
Provide accurate and timely information to students; and,
Be professional in relating to students.

A sample advising evaluation form is provided in Appendix A.

The Department of Special Education will provide an opportunity for students to evaluate their advisors, at least annually.

Faculty Support

It is the responsibility of the Department Chairperson to support a working plan for WKH IDFXOW\ PHPE promotion. This includes:

1. Providing a teaching schedule and required service responsibilities that allow the instructor to protect time for scholarship; and,
2. Meeting each semester with the faculty member in order to review and counsel him/her on perceived progress in developing a sustained record of scholarship.

In a case in which the candidate switched his or her department, the following two elements shall be considered:

1. If the FDQGLGDWH¶V VHUYLFH LQ the current department is less than, or equal to, one year, the FDQGLGDWH¶V DSSOLFDWLRQ VKDOO EH prior department. UHYLHZHG E\ WKH
2. 2WKHUZLVH Wapplication will be reviewed by the current department Promotion and Tenure Committee.

First Year Faculty

All first-year tenure-track faculty, in collaboration with the Department Chairperson, shall complete the form "Standards and Expectations for New Tenure-Track Faculty, (SENTF)" **(**see Section VII**)** and include it in their evaluation portfolio as described herein. The Department Chairperson shall append to the SENTF form the following materials:

%RDUG RI 5HJHQWV¶ DQG 7RZVRQ 8QLYHUVLW\¶V FULWHULD promotion, merit and comprehensive review considerations;

standards and expectations of the university, college, and department; and,

any expectations unique to the position.

Documentation and Material Inclusion

The responsibility for presenting material for the annual review and reappointment rests with the faculty member.

Guided by the chairperson and department and college criteria, the faculty member shall have the responsibility of making distinctions between the various categories of teaching, scholarship, and service and shall include such distinctions, as s/he deems appropriate in his/her narrative statements and other documentation relevant to each evaluation portfolio section.

In order to ensure that all material and documentation used in making recommendations for annual review and reappointment contain appropriate information, all documentation shall be submitted in the form of an evaluation portfolio that addresses the professorial role, expectations of faculty in the university, and the faculty mem EHU¶V FROOHJH DQG GHSDUWPHQW FULWHULD 7KH W\SH RI Evaluation portfolios shall be organized, indexed, and placed in a three-ring binder or submitted as an electronic portfolio. Contents of the evaluation portfolio are determined by type of review and minimally shall include:

FRPSOHWHG DQG VLJQHG $5 $QQXDO 5HSRUW 3DUW Report I & II) Forms;

current *Curriculum vitae*;

syllabi of courses taught during the year under review;

evaluation of teaching and advising, as appropriate, and including the following:
- student evaluations tabulated by the office of the Department Chairperson or an administrative entity other than the faculty member;
- grade distributions for courses beginning with the year this document takes effect;

documentation of scholarship and service.

Timeline for First Year Review

The Third Friday in September
First year faculty members must finalize the Statement of Standards and Expectations for New Tenure-Track Faculty (SENTF) with the Department Chairperson.

The Second Friday in December
First-year tenure-

Reappointment of Second Year Faculty

The Department P&T Committee shall evaluate second year tenure-track faculty and make a recommendation regarding reappointment.

The Department Chairperson may prepare an independent recommendation for each faculty member reviewed IRU UHDSSRLQWPHQW DQG LQFOXGH LW LQ WKH IDFXOW\ PHPEH

All recommendations shall be conveyed in writing to the faculty member, inclusive of any Department Chairperson ¶V UHFRPPHQGDWLRQ te counts. Non-reappointment recommendations shall be delivered in person by the Department Chairperson RU VHQW E\ FHUWLILHG PDLO WR WK address.

7KH IDFXOW\ PHPEHU¶V (YDOXDWLRQ 5HFRUG of the Department Chairperson should be forwarded by the Department P&T Committee Chairperson WR WKH G.HDQ¶V RI

The dean shall review the Evaluation Record of second year faculty and forward it to the Provost. If the dean disagrees with a department recommendation, the dean shall notify the Department Chairperson and the faculty member of the recommendation in writing. The recommendation shall contain reference to each category evaluated including: teaching/advising, scholarship, and university/civic/professional service. The dean shall be UHVSRQVLEOH IRU DGGLQJ WKLV UHFRPPHQGDWLRQ WR WKH ID

If the Provost accepts the non-reappointment recommendation, written notice shall either be delivered to the faculty member o U PDLOHG WR WKH IDFXOW\ PHPEHU¶V ODVW NQRZQ D automatically for one (1) additional year.

A faculty member may appeal a negative recommendation for reappointment at any point in the process following procedures outlined in the Appeals section (Section V) of this document; however, an appeal shall not stay the reappointment evaluation process.

Timeline for Second Year Review

The Third Friday in June
All faculty members submit an evaluation portfolio to the Department Chairperson.

The Third Friday in September
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.

The Fourth Friday in October
Department Chairperson ¶V ZULWWHQ HYDOXDWLRQ IRU IDFXOW\ FRQVLGHU \HDUV LV DGGHG WR WKH IDFXOW\ PHPEHU¶V HYDOXDWLRQ SRU

The Department Chairperson will place his/her independent evaluation into the evaluation portfolio.
The Department P&T Committee ¶V UHSRUW ZLWK UHFRPPHQGDWLRQV DQG YR
Chairperson ¶V HYDOXDWLRQ DUH GLVWULEXWHG WR WKH IDFXOW\ PH

The Second Friday in November
The faculty m HPEHU¶V HYDOXDWLRQ SRUWIROLR DQG ZULWWHQ RQ WKH
recommendation with record of the vote count, and the written recommendation of the Department Chairperson, are forwarded by the Department P&T Chairperson WR WKH GHDQ¶V RIIL

November 30th
All documentation to be used as part of the consideration process must be included in the evaluation portfolio.

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 GHOLYHUHG LQ SHUVRQ E\ WKH GHDQ RU VHQW E\ UHJLVWHUHG P

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.

Reappointment of 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.

The Department Chairperson, in consultation with the Department P&T Committee, may direct that the recommendation on reappointment of third through fifth year faculty be made before August 1 so that notice of non-reappointment, if recommended, is provided faculty by August 1 prior to the third or subsequent year of service as applicable.

The evaluation shall occur pursuant to the schedule established by the Department Chairperson in consultation with the Department P&T Committee. The evaluation process shall include: the Department P&T & R P P L W W H H recommendation; the Department Chairperson ¶ V U H F R P P H Q G D W L R Q L I D Q \ W K H G H D 3 U R Y R V W ¶ V I L Q D O G H F L V L R Q

The faculty member may appeal a non-reappointment recommendation to the next highest level in the H Y D O X D W L R Q S U R F H V V K R Z H Y H U W K H U H V K D O O E H Q R D S S H D

Timeline for Third through Fifth Year Review

The Third Friday in June
All faculty members submit an evaluation portfolio to the Department Chairperson.

August 1 (USM mandated)
Tenure-track faculty in the third or later academic year of service must be notified in writing of non-UHDSSRLQWPHQW SULRU WR WKH WKLUG RU VXEVHTXHQW DFDG ends after the third or subsequent academic year. To meet this deadline, a modified schedule may be required as provided in Section IIIm[m[m[6r

Third-Year Review

At the conclusion of the fall semester GXULQJ D FDQGLGDWH¶V WKLUGDepartmentU DW 7
P&T 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 DVVLVWDQFH ZKHUH LVVXHV RU VKRUWFRPLQJV LQ WKH FDQGL
progress is deemed satisfactory or exemplary. Department P&T Committee HYDOXDWLRQV RI D FD
progress will beco PH SDUW RI WKH IDFXOW\ PHPEHU¶V ILOH DW WKH GH
however, it will not be forwarded to either the College P&T Committee or the Provost.

The faculty member to be reviewed shall prepare an interim evaluation portfolio of activities for evaluation by the Department ¶V P&T committee.

The Department P&T Committee will evaluate the materials and 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:

PXVW LQFOXGH DQ LQGLFDWLRQ RI ZKHWKHU RU QRW WKH
towards a positive tenure and promotion decision; and,

must provide guidance for the improvement of the evaluation portfolio in the event of a satisfactory or unsatisfactory rating.

toward84(pa)4(/owi EMC /..67m[(towa)4(rd84(pa)osETBTET E5 4 53144>][(progr)6(e)4(ss i)-3(s de)3(e)4(m024 4mm)-36om

Timeline for Third Year Review

The Third Friday in June
All faculty members submit an evaluation portfolio to the Department Chairperson.

August 1 (USM mandated)
Tenure-track faculty in the third or later academic year of service must be notified in writing of non-reappoint PHQW SULRU WR WKH WKLUG RU VXEVHTXHQW DFDGHPLF \ 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 Third Friday in September
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.35.

The Second Friday in October
Department P&T Committee ¶V UHSRUWV ZLWK UHFRPPHQGDWLRQV DQG YRV submitted to the Department Chairperson.

The Fourth Friday in October
Department Chairperson ¶V ZULWWHQ HYDOXDWLRQ IRU IDFXOW\ EHJLQQLQJ ZLWK ILUVW through fifth \HDUV LV DGGHG WR WKH IDFXOW\ PHPEHU¶V HYDOXDWLRQ SRU
The Department Chairperson will place his/her independent evaluation into the evaluation portfolio.
The Department P&T Committee ¶V UHSRU with recommendations and vote count and the Department Chairperson ¶V HYDOXDWLRQ DUH GLVWULEXWHG WR WKH IDFXOW\ PH

The Second Friday in November
7KH IDFXOW\ PHPEHU¶V HYDOXDWLRQ SRUWIROLR ZLWK WKH Department P&T Committee ¶V ZULWWHQ YH recommendation with record of the vote count, and the written recommendation of the Department Chairperson, are forwarded by the Department P&T Chairperson WR WKH GHDQ¶V RIILFH

November 30th
All documentation to be used as part of the consideration process must be included in the evaluation portfolio.
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 GHOLYHUHG LQ SHUVRQ E\ SPR #Y æÓb • 0 @ HQW P\ FDDW I € G XI÷R

Faculty under third-year review must be provided with written and face-

inclusion process has been adhered to with respect to notifying the faculty member and adhering to the review process timeline as stipulated in the Towson University Comprehensive Review Calendar.

Document Storage

The Department Chairperson shall maintain a copy of all official documents concerning evaluation recommendations. Copies of all recommendations also shall be sent to the faculty member and the dean.

The dean shall forward the evaluation recommendation to the Provost.

The official file concerning recommendations for five-year comprehensive review shall be maintained by the Provost as Chief Academic Officer of the university.

Evaluation Procedures

Comprehensive Five-Year Review (Post-tenure Review)

- 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.

- 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.

- The Department Chairperson, 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 be exempted from the comprehensive review process at the discretion of the dean of the college.

- Evaluation portfolio materials for the Five-Year Comprehensive Review are listed above.

- The Department P&T Committee shall review the evaluation portfolios and shall prepare a written report, with vote count, for each recommendation. The recommendation shall contain reference to each category evaluated: teaching/advising, scholarship, and university/civic/professional service. The VWDWHPHQW VKRXOG EH FRQVLVWHQW ZLWK WKH GDWD contained in the Department Chairperson.

- The Department Chairperson shall prepare an independent evaluation of each faculty member under review and include it in the faculty PHPEHU¶V HYDOXDWLRQ SRUWIROLR

- 7KH IDFXOW\ PHPEHU¶V HYDOXDWLRQ SRUWIROLR LQFOXGLQJ WKH GHSDUWPHQW committee, the written evaluation of the Department Chairperson, and the vote count shall be forwarded by the Department P&T Committee Chairperson WR WKH GHDQ¶V RIILFH

- The dean shall write a review with recommendation for the five-year comprehensive review. A copy of the review must be included in the evaluation portfolio submitted to the Office of the Provost.

- A faculty member may appeal a negative recommendation at any point in the process, following procedures outlined in the Appeals Section.

- All recommendations shall be conveyed in writing to the faculty member, inclusive of any Department Chairperson ¶ V VWDWHPHQW DQG D UHFRUG RI WKH YRWH FRXQW person by the Department Chairperson RU VHQW E\ FHUWLILHG PDLO WR WKH address.

- A negative comprehensive review shall be followed by the development of a written professional GHYHORSPHQW SODQ WR UHPHGLDWH DUHDV QRWHG LQ to meet minimum expectations as noted in the comprehensive review. This written plan shall be developed by the faculty member and approved by the Chairperson and the dean. The plan shall be signed by the faculty member, Chairperson and dean.

- The plan shall be implemented in the fall semester following approval of the plan. Evidence of improvement must be clearly discernible in evaluation portfolio materials submitted in the next annual review process. Lack of evidence of discernible improvement may result in a formal warning, sanction or termination.

- Two (2) consecutive annual reviews indicating the faculty member has not met minimum expectations shall occasion an immediate comprehensive review, which shall be in addition to those otherwise required by policy.

- Chairpersons, as faculty members, are included in the comprehensive review process.

-)DFXOW\ PHPEHUV ZLWK MRLQW DSSRLQWPHQWV DUH WR EH department.

Comprehensive Review Committee Structure, Po

Timeline for Comprehensive Review

The Third Friday in June
Eligible faculty members submit their comprehensive review portfolio to the Department Chairperson for review in the fall.

All faculty members with a negative comprehensive review from March must have final approval by Chairperson and dean of the written professional development plan.

The Third Friday in September
Final date for faculty to add information to update their comprehensive review portfolio for work that was completed before June 1.

The Second Friday in October
Department P&T Committee ¶V UHSRUWV ZLWK UHFRPPHQGDWLRQV DQG YRW
submitted to the Department Chairperson.

The Fourth Friday in October
Department Chairperson ¶V ZULWWHQ HYDOXDWLRQ IRU IDFXOW\ five-year reviews
DGGHG WR WKH IDFXOW\ PHPEHU¶V HYDOXDWLRQ SRUWIROLR D
The Department Chairperson will place his/her independent evaluation into the evaluation portfolio.

The Department P&T Committee ¶V UHSRUW ZLWK UHFRPPHQGDWLRQV DQG YR
Chairperson ¶V HYDOXDWLRQ DUH GLVWULEXWHG WR WKH IDFXOW\ PH

The Second Friday in November
7KH IDFXOW\ PHPEHU¶V FRPSUHKHQVLYH UHYLHZ SRUWIROLR
recommendation with record of the vote count, and the written recommendation of the Department Chairperson, are forwarded by the Department P&T Chairperson WR WKH GHDQ¶V RIILFH

November 30th
All documentation to be used as part of the consideration process must be included in the comprehensive review portfolio.

The First Friday in February
The dean forwards the summative portfolio LQFOXVLYH RI WKH FRPPLWWHH¶V DQG
each faculty member with a recommendation concerning five-year comprehensive review to the Provost.

Third Friday in March
3URYRVW¶V OHWWHU RI GHFLVLRQ Department and College P&T Committee WKH IDFXO
Chairpersons, Department Chairperson, and dean.

Appendix A

Advising Evaluation Form: *Special Education*

Name of Advisor:_____ Date: _____
I contact my advisor in the following way/s (check those that apply):
_____ In person meetings _____ Email ___ Telephone Calls and/or phone messages
Number of times I have contacted my advisor over the past year (total of in-person, email, or phone contacts):
_____

		Disagree				Agree
		1	2	3	4	5

The Fourth Friday in September
Department

Appendix C

Department of Special Education
Review Committee Agreement

I, _____, by signing this document acknowledged that I have reviewed the pertinent files relevant to each candidate under review during the _____ academic year and I agree to keep all conversations confidential.

_____

Faculty Signature Date

Appendix D

Department of Special Education
Review Committee Vote Sheet

is requesting

☐ Promotion

From Rank: **_____** **to** Rank: _____

☐ Tenure

☐ Merit

☐ Third Year Review

☐ Five Year Comprehensive Review

« « « «

Appendix E

TOWSON UNIVERSITY
DEPARTMENT SUMMARY RECOMMENDATION (DSR)

DEPARTMENT OF SPECIAL EDUCATION

P & T RECOMMENDATION FORM FOR YEAR _____

FOR _____
(Faculty Member)

This form is to be completed for all faculty holding a fulltime contract by each department upon the conclusion of its promotions and tenure process each fall. It is forwarded to the appropriate college/school Promotion, Tenure/Reappointment and Merit Committee for use during its deliberations. By signing this form faculty candidates indicate that they have read this form and are aware of the depar W P H Q W ¶ V U H F R P P H Q G D W I not necessarily indicate agreement with the recommendation(s). Faculty who wish to appeal the recommendation(s) should follow procedures found in Towson University Policy on Faculty Evaluation for Promotion, Tenure/Reappointment, and Merit in the Faculty Handbook.

The _____Department P&T Committee voted to recommend that you have:
- o Tenure granted
- o Tenure denied

The _____Department P&T Committee recommends you for the following:
Promotion to:
- o Assistant Professor
- o Associate Professor
- o Professor
- o No promotion

The _____ Department P&T Committee recommends you for the following:
- o No Merit
- o Base Merit
- o Base +Merit

The _____Department P&T Committee recommends that you be:
- o Reappointed
- o Not reappointed

_____
Faculty Member Signature Date