

Towson University
College of Fine Arts and Communications
Department of Art+Design, Art History, Art Education

**POLICIES AND PROCEDURES FOR
PROMOTION, TENURE, REAPPOINTMENT, AND MERIT FOR
FULL-TIME, TENURE-TRACK, OR TENURED FACULTY**

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I. STATEMENT OF COMPLIANCE

All policies in this document may not contradict or conflict with those of the University of Maryland System Board of Regents, the American Association of University Professors, Towson University, and the College of Fine Arts and Communication. University policy is documented in the

The
is found in the

II. REVISION

This document is subject to an annual vote of approval (by simple majority) by full-time faculty no later than the first Friday in May and remains in effect until changed by the department faculty and approved first by the College PTRM committee, then by the Dean, and finally by the University Promotion, Tenure/Reappointment and Merit (hereafter PTRM) Committee.

III. PURPOSES OF THESE POLICIES AND PROCEDURES

To exercise peer review in the measurement and evaluation of faculty performance.

To establish standards by which faculty performance can be measured.

To assist faculty in the continuing effort to develop excellence in teaching and professional pursuits.

To elicit evaluative responses from colleagues and students with regard to faculty performance.

To obtain recommendations concerning reappointment, tenure, promotion, and merit for each member of the faculty.

To articulate faculty responsibilities.

IV. UNIQUE PROFILES FOR INDIVIDUAL FACULTY MEMBERS

Each faculty member will be evaluated as a unique individual exhibiting a distinctive profile of accomplishment in teaching, scholarship/creative activity, and service. The profile will depend upon the individual's strengths and interests. Faculty members must also demonstrate a commitment to the university and the community.

V. UNIVERSITY-WIDE EXPECTATION AND STANDARDS

The Towson University Faculty Handbook describes standards and expectations that faculty members in the Department of Art+Design, Art History, Art Education may use to develop a profile and to support requests for reappointment, promotion, and tenure. These criteria are intended to serve as a basis for determining the kinds of activity and levels of professional distinction and accomplishment that are expected for advancement through the process of reappointment, tenure, and promotion.

VI. DEPARTMENT EXPECTATIONS AND STANDARDS

A. General

A faculty member is committed to collegiality and academic citizenship, demonstrating high standards of human,

B. Departmental Standards and Expectations for Teaching and Advising

1. Teaching takes a variety of forms, including the use of technology, development of new courses and programs (including those involving collaborative or interdisciplinary work and civic engagement), faculty exchanges and teaching abroad, off-site learning, supervision of undergraduate and graduate research and thesis preparation, emphasis on pedagogy, including the various learning outcomes defined in a specific curriculum, and other aspects of learning and its assessment. It also includes advising responsibilities.
2. Evaluation of teaching may take many forms and should consider classroom performance (as well as other venues for teaching) and the varied forms of investment faculty make in preparation for teaching. Teaching effectiveness can best be evaluated through multiple criteria, including but not limited to:

Quantitative student evaluations;

Summaries of written evaluations from student evaluation forms;

Copies of signed reports from peer observations of teaching;

Comments on teaching from department and chair letters evaluating the candidate;

Evaluation of student learning outcomes;

Evidence of development of new courses, and/or new programs;

Evidence of the use of appropriate technologies to improve instruction;

Evidence of the use of appropriate technologies to improve instruction;

Evidence of the use of contemporary theory and practice to improve instruction;

Professional awards for teaching excellence;

Evidence for New Instructional Procedures from the Annual Review form

With regard to the Student Evaluation Process, note that:

- D. Student evaluations shall be conducted in such a manner to assure the confidentiality of the student. Note that a minimum number of responses is sometimes required for the faculty member to have access to the evaluation(s).
3. In cases where quantitative student evaluations are problematic, grade distribution reports, including departmental averages, may be considered for additional analysis.
- 4.
- a. General Standards and Expectations for Teaching and Advising

Faculty should be primarily concerned with excellence in teaching. They should demonstrate an ability to communicate effectively and to promote student mastery of skills, concepts, and materials.

Faculty must prepare a syllabus for each course they teach. The syllabus must state the general and specific course objectives, forms of evaluation, and standards expected.

Faculty are expected to study and renew or modify approaches regularly and be willing to consider suggestions to improve their teaching from students and peers.

Faculty are responsible for choosing and ordering texts and other materials appropriate to the courses they are teaching.

Faculty are obligated to evaluate students fairly, equitably, and in a manner appropriate to the course and its objectives, and to adhere to University evaluation and grading policies. Grading procedures should be clearly explained in syllabi. Students should be sufficiently assessed that they may know the level of their achievement before the end of the withdrawal period and at mid-semester.

Faculty will meet classes, independent- study students, and graduate students for mid-term and final reviews regularly as scheduled. Emergencies or illness must be reported to the Art office as soon as possible so that students can be notified. Ordinarily the instructor is responsible for seeing that all classes and students are accommodated--either with a substitute teacher, a make-up lesson, or another suitable solution.

During the first week of each semester, faculty with independent studies will arrange their meeting schedules and provide students with a course syllabus.

In addition to consultation with students by appointment, telephone, and e-mail, faculty will maintain at least one office hour per three credits hours of teaching. Faculty will post schedules on their office doors.

The standards for **reappointment**:

- a. Currency in the knowledge base that encompasses one's field of inquiry
- b. Application of that knowledge base to one's teaching, service, and other professional activities
- c. Strong evidence of potential for meeting the standards for tenure at the time of that decision

D. Departmental Standards and Expectations for Service

The evaluation of service for faculty members shall rely on evidence of service contributions consistent with the faculty member's workload agreements. Evaluation should consider the extent and quality of service, not the mere fact of membership on a committee or a position held. The faculty member should sufficiently explain the type or substance of service outside the university to allow colleagues a reasonable basis for judgment of its extent and its relation to the mission of the university. **Diverse profiles of service contributions are anticipated among faculty candidates. Outstanding contributions in one category can balance more routine service in other categories**

General Standards and Expectations for Service

- A faculty member will actively serve on departmental, college, and/or university committees and will participate in department and division meetings.
A faculty member shares the responsibility of university governance and participates each year in the faculty evaluation process.
A faculty member respects the creative and scholarly activities of Towson University faculty and students.
A faculty member honors departmental and university deadlines and submits reports and other work in a timely fashion.
A faculty member will be available for departmental and committee meetings during the period of their contractual obligations.
Faculty are encouraged to engage in civic service in the larger community and take part in professional organizations in ways that advance the university's mission.

Institutional Service Standards

The standards for **reappointment** as instructor or Assistant Professor:

1. Active and substantial contributions to the department, College, University, and/or System levels, as in serving on one or more committees at the department and university level or serving through participation in other activities that are deemed valuable to the department and/or university, such as starting a university-wide volunteer program, etc..
2. Active and substantial contributions to the department, College, University, and/or System levels, as in serving on one or more committees at the department and university level or serving through participation in other activities that are deemed valuable to the department and/or university, such as starting a university-wide volunteer program, etc..

The standards for **tenure and promotion to Associate Professor**:

1. Active and substantial contributions to the department, College, University, and/or System levels, as in serving on one or more committees at the department and university level or serving through participation in other activities that are deemed valuable to the department and/or university, such as starting a university-wide volunteer program, etc..
2. Active and substantial contributions to the department, College, University, and/or System levels, as in serving on one or more committees at the department and university level or serving through participation in other activities that are deemed valuable to the department and/or university, such as starting a university-wide volunteer program, etc..
3. Advocacy in addressing important institutional issues
4. Active and substantial contributions to the department, College, University, and/or System levels, as in serving on one or more committees at the department and university level or serving through participation in other activities that are deemed valuable to the department and/or university, such as starting a university-wide volunteer program, etc..

The standards for **Promotion to Professor**: The standards for tenure plus these additional standards:

1. Leadership in addressing important institutional issues
2. Active and substantial contributions to the department, College, University, and/or System levels, as in serving on one or more committees at the department and university level or serving through participation in other activities that are deemed valuable to the department and/or university, such as starting a university-wide volunteer program, etc..

establishing organizations that serve the university, guiding institutions already affiliated with the university, such as a campus art gallery, or actively participating in areas/committees that are heavy in service, such as coordinating department assessments or maintaining inventory and equipment for high-consumption and/or technology-driven areas (e.g., three-dimensional printing and design).

Professional Service Standards

Professional service includes activities in professional organizations or participating in other venues external to the university (local, regional, national or global) in which one's expertise is applied and which advance the university's mission.

Standard for **reappointment** as instructor or Assistant Professor: Involvement with practitioners and/or with professional organizations

Standard for **tenure and promotion to Associate Professor**: Active and substantial involvement with practitioners and/or professional organizations, such as holding office, serving on an advisory committee, acting as an outside reviewer, jurying shows

Standard for **promotion to Professor**:

1. The standard for tenure and promotion
2. @YU

information shall immediately be made known to the faculty member undergoing evaluation and before any evaluation at the next level of review takes place. Solicited external reviews will not be added to the evaluation portfolio but will be forwarded under separate cover to each level of review. Record of the faculty member's solicited external reviews shall be included in the Reappointment, and Merit (PTRM) Document Review Transmittal Form (see Section VII). A failure to notify the faculty within five (5) business days will result in the material being removed from the evaluation portfolio.

7. Evaluators reviewing materials that have been added by the faculty member or administrators during the course of the review process shall note that they do so in their evaluation statements.
 8. The report with recommendation shall provide a detailed rationale for the recommendation, as well as the vote count.
 9. In addition to the evaluation portfolio, faculty being reviewed for promotion, tenure, and/or comprehensive review shall also prepare a summative portfolio for the Provost in accordance with the Department of Art+Design, Art History, and Art Education PTRM Committee's guidelines. As much corroborative material as possible should be submitted in additional, but separate, binders. With the exception of those seeking tenure or promotion or appealing department recommendations, it is possible that corroborative materials will not be examined beyond the departmental level; therefore faculty are encouraged to make a convincing case in their AR forms and narrative statements. AR forms should clearly indicate the supporting materials.
- B. Faculty are encouraged to consult the Department of Art+Design, Art History, and Art Education PTRM Committee for information regarding supporting materials. As much evidence as possible, especially in the area of teaching, facilitates the peer-review process.
- C. All documents, including observation reports and letters, which were considered and utilized by the Department PRM Committee, must be made available to the faculty member being considered.

VIII. DEPARTMENT OF ART+DESIGN, ART HISTORY, ART EDUCATION PTRM COMMITTEES

All tenured faculty of the department serve as

C. Procedure

Members of the PRM Committee must carefully read the dossiers of all faculty before the meeting. Merit is decided by discussion and ballot. The PRM Committee meets and casts a confidential secret ballot vote either to award a faculty member excellent (base a Yf]hd`i g`c`f`hc` X]g]W`gg`h`U`h`Z`U`W`h`ma` Ya` VYf]g`X`c`g]Y`f`k`)` VY` []j` Yb`df]cf]m`i`

=Z`h`Y`f`Y`U`f`Y`k` c`c`f`a` c`f`Y`j` c`h`Y`g`h`c` D`X]g]W`gg`h`U`h`Z`U`W`gg]cb`c`Z`h`Y`W`b`X]X`U`h`Y`g`X`c`g]Y`f`k`]` VY` []j` Yb`df]cf]m`i`
5`Z`h`Y`X]g]W`gg]cb`z`h`Y`j` c`h`Y`Z`c`f`a` Y`f]h`k`]` VY` []j` Yb`df]cf]m`i`
U`b`X`E`I`W`Y`b`h`V`U`g`Y`a` Y`f]h`d`i` g`c`f`hc`

After determining the level of merit, all dossiers of faculty receiving merit are further discussed to determine on which area (teaching, service, scholarship) to base the merit. If consensus is not reached by discussion, a vote will be taken. The merit statement will include language indicating that the highlighting of a particular area does not imply that the faculty member was not judged excellent in other areas. The PRM Committee chair records the vote and prepares a merit statement for each faculty member.

X. THIRD-YEAR REVIEW

Procedure

At the conclusion of the fall semester during a tenure-h`f`U`W`W`b`X]X`U`h`Y`g`h`j`f`X`m`Y`U`f`U`h`H`c`k`g`c`b`i` b`j` Y`f`g]m`z` the department Tenure Committee shall conduct a Third-Year Review, as defined by the university. The intent of the evaluation is to assess progress toward tenure and to advise and mentor the faculty member.

H`A`Y`Z`U`W`h`ma` Ya` VYf]g]j`b`h`f]a` Y`j` U`i` U`h`c`b`d`c`f`h`Z`c`]c`g`U` VY`f`Y`j`]`Y`k` Y`X`V`m`h`Y`X`Y`d`U`f`h`a` Y`b`h`g]H`Y`b`i` f`Y`
Committee as outlined in the

XI. TENURE and/or PROMOTION PROCEDURE

A faculty member requesting promotion and/or tenure must notify the Department Chair 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.

All members of the Tenure and/or PRM Committees must read the dossiers of faculty requesting promotion and/or tenure.

The Tenure and/or PRM Committee discusses the case, and may request additions, deletions, or revisions. The Committee members then vote on recommending promotion and/or tenure.

In a follow up review, the PRM Committee will determine if the faculty member has made a significant and sincere effort to remedy the problem(s) cited in the unsatisfactory review. If affirmative, the Committee can recommend that the five-year review be considered satisfactory.

XIII. PTRM CALENDAR

The First Friday in May

The Fourth Friday in October

- A. 8 YdUfha YbhWUJfdYfgcbfj k f]mYb`Yj Ui Uh]cb`Zcf`ZUW`hmVcbg]XYfYX`Zcf`fYUddc]bra Ybh]b`h`Y`Z]fgh through fifth years, promotion, tenure, and comprehensive five-year review is added to the faculty a Ya VYf]Yj Ui Uh]cb`dcfhZ`]c`UbX`Wcbj YmYX`h`h`Y`ZUW`hma Ya VYf"
- B. The department chairperson will place his/her independent evaluation into the es th Friday in October

XIV. APPEALS

A. Negative Recommendations

Negative recommendations 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, return receipt requested. Recommendations must be postmarked no later than the date on which reports are to be distributed to the faculty member according to the university PTRM calendar.

B. Appeals

There are three kinds of appeals in the PTRM process: substantive, procedural, and appeals alleging discrimination. For a full discussion of appeals, see the ART document.

1. Appeals of substantive matters for Department decisions on Promotion, Tenure, Reappointment, Merit and Five-Year Comprehensive Post-Tenure Review should go to the college Dean within twenty-one (21) calendar days of notification of the negative recommendation. Appeals must be in writing, clearly stating the grounds for appeal, and must be accompanied by supporting documents. Appeals must be delivered by certified mail or in person to the college Dean within twenty-one (21) calendar days of notification of the negative recommendation.
2. Procedural appeals shall be made to the university PTRM committee. 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 UPTRM chair within twenty-one (21) calendar days of having been notified of the negative recommendation. Appeals of department recommendations shall be copied to the department chair, the department PRM chair, the dean, and the university PTRM Committee chair.
3. Appeals alleging unlawful