

TOWSON UNIVERSITY THEATRE ARTS DEPARTMENT POLICY ON APPOINTMENT, RANK AND TENURE OF FACULTY (September, 2014)

SECTION A: PROCEDURES

I. Expectations for Faculty

All Theater Arts Department faculty members are expected to conform to those standards set forward in the Towson University Policy on Appointment, Rank, and Tenure of Faculty, as well as the Theatre Arts Department Standards and Expectations document. In case of dispute, the University or College of Fine Arts documents will take precedence. The appropriate departmental tenure, rank, and merit committees must conduct all procedures outlined below.

The Theatre Arts Department will follow the Towson University Annual Review, Reappointment, Third Year Review, Merit, Promotion, Tenure, and Comprehensive Review as laid out in the Towson University Policy on Appointment, Rank, and Tenure of Faculty

All deliberations pertaining to annual faculty evaluations, reappointment, merit, tenure, promotion, and comprehensive review at all levels shall be confidential.

II. Procedures

A. Committee Composition and Roles

1. Tenure Committee

a. Composition

The departmental tenure committee will consist of the tenured faculty.

b. Responsibilities

- i. Careful review of the dossiers of candidates applying for tenure.
- ii. Assessment of the candidate's abilities and potential to serve as a tenured faculty member.
- iii. Making recommendations to the Dean of the College of Fine Arts and Communications (COFAC), the COFAC P&T Committee, and the Provost.
- iv. Offering recommendations to the candidate on a yearly basis to support the candidate in advancement to tenure.

- c. Should the department have fewer than three (3) tenured faculty members, the Theatre Arts Department will follow the guidelines in the Towson University Policy on Appointment, Rank, and Tenure of Faculty to supplement the committee with tenured faculty members from other departments.

2. Rank Committee

a. Composition

- i. The departmental rank committee will consist of the tenured departmental faculty who hold higher academic rank than the person to be evaluated.
- ii. In cases where there are not at least three faculty members eligible to serve on that committee, additional members must be appointed. The Chairperson of the Departmental P&T Committee, in consultation with the faculty member, the Department Chairperson and/or the Dean, will choose a list of suitable candidates to fill the position(s) from other COFAC departments as are needed to bring the total to three. Theatre faculty being

The chairperson is responsible for:

a.

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- ii. Expertise and currency in the content of one's teaching
- iii. Availability to students
- iv. Strong evidence of potential for meeting the standards for tenure at the time of the tenure decision

IV. Tenure

A. Criteria.

Criteria for the granting of tenure are those established by the Towson University Policy on Appointment, Rank, and Tenure of Faculty and the Theatre Arts Department Standards and Expectations document.

B. Procedures.

All decisions regarding tenure will be reached by the departmental Tenure Committee. Recommendations for tenure are made in accordance with standards established in the Towson University Policy on Appointment, Rank, and Tenure of Faculty and the Theatre Arts Department Standards and Expectations document and by a majority vote of the Tenure Committee. The vote tally will be reported.

V. Promotion

A. Criteria

Criteria for promotion are those established by the Towson University Policy on Appointment, Rank, and Tenure of Faculty and the Theatre Arts Department Standards and Expectations document.

B. Procedures

All decisions regarding promotion will be reached by the departmental Rank Committee. This committee will make recommendations for promotion in accordance with standards established in the

Criteria for the granting of Merit are those established by the Towson University Policy on Appointment, Rank, and Tenure of Faculty and the Theatre Arts Department Standards and Expectations document.

B. Procedures

All decisions regarding Merit will be reached by the departmental Tenure Committee. Recommendations for Merit are made in accordance with standards and procedures established in the Towson University Policy on Faculty Evaluation for Promotion, Tenure/Reappointment, and Merit and the Theatre Arts Department Merit Document and by a majority vote of the Tenure Committee. The vote tally will be reported.

VII. Appeal Procedures

A. Criteria

Criteria for the appeal of any decision by the departmental Rank Committee or Tenure Committee are those established by the Towson University Policy on Appointment, Rank, and Tenure of Faculty. There are three (3) types of appeals. 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. Procedural appeals relate to alleged errors in the procedures followed in the review, recommendation and notification process. 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."

B. Procedures

The appeal of a decision by either the departmental Rank Committee or the Tenure Committee should follow the options and calendar set forward in the Towson University Policy on Appointment, Rank, and Tenure of Faculty. Such an appeal should be made within 21 days of notification of the decision. Substantive appeals of a departmental decision go to the COFAC PTRM chairperson.

VIII. Amendment of Promotion and Tenure Documents

The departmental promotion and tenure documents shall be approved annually by a majority vote of the tenured and tenure-track faculty, on or before the second Friday in February. Any faculty member may propose changes to the documents. The department committee PTRM recommendations for changes to the document will be forwarded to the COFAC PTRM Committee, where, if approved, they will be forwarded to the dean of COFAC. The dean will forward those recommendations to the Provost.

IX. Documents Included

- A. Section B. Theatre Arts Department Standards and Expectations for Reappointment, Merit, Tenure, Promotion, and Comprehensive Review of Faculty
- B. Section C. Theatre Arts Department Statement of Criteria and Procedures for Determining Merit.
- C. Section D. Theatre Arts Department Statement of Standards and Expectations for New

NOTE: Faculty advising responsibilities in no way supersede the individual student's responsibility to be aware of and to follow all university regulations, and to be responsible for his or her own progress towards completion of the degree.

C. Methods of evaluation of teaching

1. Student evaluations

Student evaluations of instruction are a required part of the evaluation of faculty. Such an evaluation must be recognized for what it is: one kind of evaluation, and to be considered only in concert with all other measures of teaching effectiveness.

Student evaluations shall be conducted in such a manner to assure confidentiality of the student.

Tenured and tenure-track faculty shall be evaluated for all courses taught. This includes all on-load, off-load, on-line, traditional classroom, and hybrid courses taught during the academic year, minimester, and summer terms.

2. Peer Evaluation

All tenure-track faculty members must be evaluated at least once annually by at least two members of their tenure committee. It is the responsibility of the Peer Evaluations Coordinator of the P&T Committee to make arrangements for peer evaluations.

Peer Evaluation includes

- a. Classroom observations of graduate and undergraduate classes. Evaluators should strive over time to visit each of the different classes taught by those being evaluated.
- b. Studio and/or lab observation (e.g. rehearsals, workshops)

3. Serving as peer reviewer

Standard for **tenure and promotion to Associate Professor:**

- A. **Merit Committee:** each faculty member's merit committee will be the same as his or her tenure committee.
- B. **Voting:** each member of a faculty member's merit committee will review the faculty member's P&T materials and register a secret vote for one of the three categories: no merit, base merit, or base merit plus one. The outcome will be determined by adding the value of the votes using the following system:

No merit	= 0
Base merit	= 1
Base merit plus one	= 2

The sum will be divided by the number of people on the committee, the product determining the level of merit to be awarded. When the product is less than half, the figure is rounded down to the next lower number; when the product is half or more, the figure is rounded up to the next higher number.

C. **First-Year Faculty**

First-year faculty be considered for annual merit based on their work during the previous P&T cycle (June 1st – May 31st), although no Workload Agreement will ordinarily be in place. The merit committee may also consider substantiated positive or negative indications of the new faculty member's work from June 1st through November 1st of the current P&T cycle. (New faculty members must be informed of all P&T recommendations by the second Friday in November.)

D. **Calendar and Appeals**

The merit process shall follow the Towson University Promotion, Tenure/Reappointment, and Merit Calendar.

Appeals of departmental decisions shall follow the policies laid out in the Towson University Policy on Appointment, Rank, and Tenure of Faculty

- A. Excellence in teaching.
- B. Professional growth and

IV. Overall Performance Evaluation

An overall performance evaluation, supported by the Faculty Annual Report, peer evaluations, and student evaluations will be the basis for all recommendations of merit increments, reappointment, promotion, and tenure. The quality of all activities -- teaching, scholarship, and service -- is assessed by the department committees and the college committee in arriving at recommendations. Guidelines for the annual evaluation are outlined in the Department of Theatre Arts' statement of "Standards and Expectations for Reappointment, Merit, Tenure, Promotion, and Comprehensive Review of Faculty" (attached). The following will be considered in this evaluation:

- A. Excellence in teaching, as evidenced by peer evaluations (including classroom observations and related instructional activities; review of syllabi, textbooks, examinations, and other materials; review of grading standards and procedures), student evaluations, and advising activities, as they are part of the teaching process.
- B. Scholarly activity and professional growth.
- C. Service to the department, the college, the university, and (where appropriate) to the profession and/or the community.

V. Probationary Period

The probationary period shall be that stipulated in the faculty member's letter of appointment. Normally, and unless stated otherwise in the letter of appointment, the probationary period shall be six years at the rank of Assistant Professor.

The department may in exceptional circumstances make a tenure recommendation earlier than the normal tenure review date. Any recommendation for promotion prior to the normal tenure review date must be accompanied by a recommendation for tenure, and follow the guidelines in the University's ART document.

VI. Specific expectations of new faculty members

Each newly appointed faculty member is asked to complete certain assignments related to the area(s) of specialization in which he/she was hired. The specific expectations for your first year of employment are noted below. In subsequent years, this document will be replaced by the Annual Faculty Workload Expectations document (AFWE).

A. Identification

Name:
Rank:
Date of appointment:
Area(s) of specialization:

B. Assignments

1. Teaching

A

- D. **The Second Friday in October:** Department PTRM committee's reports with recommendations and vote count on all faculty members are submitted to the department chairperson.
- E. **The Fourth Friday in October:** 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. The department chairperson will place his/her independent evaluation into the evaluation portfolio. The department PTRM committee's report with recommendations and vote count and the department chairperson's evaluation are distributed to the faculty member.
- F. **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.
- G. **November 30th:** All documentation to be used as part of the consideration process must be included in the evaluation portfolio.
- H. **The First Friday in December:** Department PTRM documents are delivered to the college PTRM committee if any changes have been made.
- I. **The Second Friday in December:** First-year tenure-track faculty submit an evaluation portfolio for the fall semester to the department chairperson. December 15 (USM mandated date)
- J. **The First Friday in January:** The department PTRM committee reports with recommendations and vote count on all first-year tenure-track faculty are submitted to the department chairperson.
- K. **The Third Friday in January:** The department PTRM committee and chairperson recommendations