## The FCSM Promotion and Tenure Committee Mission Statement

The FCSM PTRM Committee consists of one representative from each department elected by the FCSM at large. The FCSM Dean is an ex officio non-voting member of the Committee. The primary obligation of the Committee is to review the submitted files to ensure fairness and equity to faculty members who are being evaluated for promotion and tenure. The FCSM PTRM Committee is advisory to the FCSM Dean on other performance evaluations.

In accordance with the Strategic Plan of the University, the FCSM PTRM Committee aims to maintain a highly qualified faculty that balances the tripartite responsibilities of teaching and advising, scholarly activity, and service. In order to implement this objective, the Committee will evaluate the files of the candidates according to Towson University policies for faculty evaluation, which are in accordance with the Boyer Model of Scholarship (see Appendix A). The Committee will then make recommendations to the Provost.

As part of its duties, the Committee will fully investigate appeals from departmental recommendations and, if it deems appropriate, will attempt to resolve such disputes before a final decision and vote is taken.

## II. Policies and Procedures of the FCSM PTRM Committee for Promotion, Tenure, and Five-Year Comprehensive Review

## A. General

- The FCSM PTRM Committee will review faculty files in the context of its Mission Statement and the
- All matters considered by the Committee pertaining to individual faculty members shall be held in strict confidence.
- all voting members must be present at all meetings.
- During deliberation, any voting Committee member may request reconsideration and a revote on tenure, promotion, or reappointment decisions at any time.
- The entire Committee shall review all outgoing correspondence. This correspondence must include , including minority viewpoints.
- The FCSM PTRM Committee shall review its PTRM document every three (3) years and submit evidence of such review to the FCSM Dean and the University PTRM Committee.
- All votes regarding tenure, promotion, reappointment, merit, and/or comprehensive reviews taken by any committee and/or the department shall be by secret ballot, signed with the Towson University ID number, and dated by the voting member, and tallied by the committee chair. The recommendations to the next level of review. The secret ballots shall not be included in the faculty evaluation portfolio, but shall be forwarded under separate cover to the Provost, to be preserved resignation from the university. No committee member shall abstain from a vote for tenure or promotion unless the Provost authorizes such abstention based on good cause, including an impermissible conflict of interest.


## B. Tenure and Promotion

- Each Committee member individually will examine the materials submitted by each department for faculty members recommended for tenure and/or promotion, and will decide whether to support or deny the recommendations.
- During meetings of the full Committee, each Committee member will contribute to an open discussion of each candidate. Following the discussion, the Committee will vote to support or deny the departmental recommendation concerning the candidate. A simple majority (at least 3 out of the possible 5) is required. The voting shall follow the guidelines mentioned in IIA above concerning the secret ballot, signed with the Towson University ID number and dated by the voting member. Votes will be tallied by the committee chair who shall forward a signed, dated report of the results
he secret ballots shall not be included in the faculty evaluation portfolio, but shall be forwarded under separate cover to the Provost, to be preserved with the tenure and promotion file until three (3) years following the faculty
ion from the university. No committee member shall abstain from a vote for tenure or promotion unless the Provost authorizes such abstention based on good cause, including an impermissible conflict of interest.
- The recommendations of the department, of the FCSM PTRM Committee, and of the Dean of FCSM, will be forwarded, together with all pertinent files, to the Provost. All the recommendat3 $\operatorname{Tm0} \mathrm{G}[()] \mathrm{TJ} 3(\mathrm{c})-8 . \mathrm{B}^{-}$
apply to all departments within the FCSM that reflects the nature and mission of the College. This outline attempts to reconcile these different views.
B. Tenured and Tenure-Track Faculty

1. Tenure and Promotion to Associate Professor

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## IV. Materials to be submitted by each Department for Promotion and/or Tenure Recommendations

## A. Summary Sheet

Departmental Promotion and /or Tenure Recommendation Summary Form containing a list of all Faculty members being recommended for promotion and/or tenure, the recommended promotion

Tab A.2. Summary of Major Accomplishments. A statement written by the faculty member is required for all promotion and/or tenure recommendations. This concise summary should highlight accomplishments of special merit and should include a statement in which the candidate describes how he or she has met the teaching, scholarship, and service expectations of the FCSM and University. (A typical summary is two or three pages in length.)

Tab A.3. Recommendations. The written recommendation of the department rank committee and/or tenure

Within each relevant tab/file, provide copies of articles, book reviews, etc., listed in paragraphs a through d, above. For books, provide photocopies of the cover, title page, table of contents, etc., within the tabs/files. In the case of articles, books, monographs, book reviews, abstracts, and reports accepted for publication but not yet published, provide copies of letters of acceptance, agreements and contracts. In the case of works submitted and under review, documentation showing that the submission has been received and is being considered is required.

Tab C.2. Presentations at Professional Meetings: A list of presentations at professional meetings should be provided. This should include the title and date of the presentation, and the name and location of the meeting. DOCUMENTATION: Provide either official acceptance letters or photocopies of the meeting agenda listing the presentation title, presenter and authorship.

Tab C.3. Awards and Grants: List scholarships, fellowships, travel awards, personal development grants, grants funded by or submitted to local agencies, and grants from national agencies. DOCUMENTATION: Provide official letters of award indicating the amount and period of the award, and the precise role of the candidate and any other co-principal or co-investigator in the research or required activities funded.

Tab C.4. Science Education and Mathematics Education Workshops: List professional development workshops and other activities or workshop or activity. The list should include dates of service, and documentation should be provided.

Tab C.5. Significant Professional Services: List memberships on editorial boards, activities as referee for scholarly journals, activities as referee for granting agencies, memberships on evaluation panels, preK-12 curriculum development, and services as critic, juror, and/or consultant for professional organizations. Include only those professional service activities may be included within Section D). Documentation verifying the activity should be provided.

Tab C.6. Recognition by National, Scholarly, and Professional Associations: List and include titles of honors, awards, fellowships, and internships. A copy of the award letter or other documentation should be provided.

Tab C.7. General Recognition Within One's Discipline: List requests for colloquium presentations or workshops, and any other general recognition. Copies of invitation letters or official programs should be

Tab D.3. Support of Local, State, National, or International Organizations: List consultantships, memberships on advisory boards, and offices held, and include dates of service.

Tab D.4. Assistance to Colleagues: List official or unofficial mentorship of colleagues, consultation about educational problems, reviews of manuscripts, collaboration on research projects, and contributions to programs in other concentrations, departments, or schools.

Tab D.5. Significant Community Participation: List lectures, speeches, presentations, and short courses presented in the community and include dates.

Tab D.6. Meritorious Public Service: List assistance to governmental agencies and development of community, state, or national resources and include dates.

Tab D.7. Contributions to Professional Associations: List organizational offices held or contributions to professional organizations and include where appropriate dates of term, and method of selection (e.g., by appointment, by election).

Tab D.8. Service or Leadership Roles Associated with Stipends and/or Course Releases: List any categories of service for which a course release and/or stipend was received.

## VI. Additional Evaluation Materials for Third Year Review of Faculty

The review period for the third year review is the first two years and the fall semester of the third year. Evaluation portfolio materials for third year review of faculty must include the above items in Section V, with these modifications:

- Syllabi of all courses taught during the review period should be included
- Student and peer/chairperson evaluations of teaching and advising during the review period should be included (Approved departmental peer observation forms can be found in Appendix )
- The Summary of Major Accomplishments (Tab A.2) should describe how the candidate has met and integrated teaching, scholarship and service expectations based on his/her workload agreements for the period under review.

Note: Third year reviews do not include the preparation of a Provost's Evaluation Portfolio.

## VII. Instructions for the Provost's Evaluation Portfolio

A summative evaluation portfolio should also be prepared to be forwarded to the Provost. The documents required will be limited to the following in the exact order. These files/folders will be

Section I one recent peer-reviewed publication or description of a comparable creative activity. Section II

- Curriculum Vitae

Section III
Report (CAR I \& II) Forms arranged from most recent to the time of last promotion or year of hire.
A. Negative Recommendations

Negative recommendations at any level regarding the promotion, tenure, reappointment and/or the comprehensive five-year review shall be delivered in writing in person or sent by certified mail or via FDS to
/email 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 except for merit appeals. The merit appeals process has its own timeline and process as listed below. 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 or FDS, 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. Appeals

1. All appeals shall be made in writing. The timeframe for appeals at all levels is twenty-one (21) calendar days
recommendations shall be copied to the FCSM Dean, the FCSM PTRM Committee, the
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. The chair of the department PTRM committee will make the letter available to the full committee.
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

## C. No Merit Appeals

Faculty may appeal a deci
Committee, with a copy to the Department Chairperson, by the second Friday in September. The Department Chairperson may provide the department PTRM Committee with written comments regarding the negative decision but should not participate in the Committee deliberations. The faculty under consideration will not participate in the Committee del
by the Department PTRM committee only if the faculty member submits a rebuttal.
The Department PTRM Committee will submit a written decision to the Dean, with a copy to the faculty member and the chairperson, by the fourth Friday in September. The Dean will review the materials submitted by the PTRM Committee, the Department Chairperson and the faculty and will submit a decision to the Provost Budget Office (positive recommendations) or to the Provost. In the event of a negative decision by the dean, the Provost will review the materials submitted by the chairperson, the faculty, the PTRM committee and the dean. The Provost decision shall be final.
the Provost, with a copy to the dean, by the second Friday in September. The Provost will review the materials submitted by the Dean and the Chairperson. The Provost decision shall be final.

Positive outcomes of the appeal process will be relayed to the PBO and retroactive pay the faculty member by the fourth Friday in October. The Dean relays this to the PBO in the case of a faculty member and the Provost in the case of the chairperson.

## XII. Important Dates

## The Third Friday in September in the academic year prior to an evaluation

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

The Fourth Friday in September in the academic year prior to an evaluation
Department chairperson notifies department faculty, Dean, intention to be reviewed for promotion and/or tenure in the next academic year.

## First Monday in April in the academic year prior to an evaluation

Candidates for promotion to Professor will submit a list of five potential external reviewers to the Chair of their department.

## The Third Friday in May

Formation of College Promotion, Tenure/Reappointment, and Merit (PTRM) Committees and election of chair for upcoming cycle.

Third Monday in May in the academic year prior to an evaluation

Chair will identify five additional external evaluators and forward the list of 10 (including the five named by office to identify three external evaluators.

May 31 ${ }^{\text {st }}$

The Fourth Friday in September

## E. Third Year Review Forms

- Department Third Year Review Ballot (pdf)
- Department Third Year Review Summary (pdf)
F. Five Year Review Forms
- Department Five Year Comprehensive Review Ballot (pdf)
- Department Five Year Comprehensive Review Summary (pdf)
G. Chairperson's Annual Report (CAR) form (docx)
H. FCSM Faculty Annual Report (AR) form (docx)
I. Standards and Expectations for New Tenure-Track Faculty (SENTF) form (docx)


## XIV. Appendices

## Appendix A. The Boyer Model of Scholarship

of Boyer
the Professoriate, the author of scholarship which constitute

Boyer takes issue with the assumptions we make about what constitutes scholarship. People assume a linear cause-and-effect relationship between scholarship that moves from research, to publication, to application to con
mission to parse out the $f$

DISCOVERY: This element of scholarship is purely investigative, in search of new information. At the core of scholarship, it is

INTEGRATION: This element of scholarship is what happens when scholars put isolated facts into perspective, --
Closely related to discovery, integration draws connections and examines contexts often in an interdisciplinary and interpretive way. Boyer sees integration as a growing trend in universities, where disciplines are converging
possible to interpret what's been discovered in ways that provide a larger, mo
APPLICATION: This element of scholarship is the most practical in that it seeks out ways in which knowledge argues t

## Appendix B. FCSM Election Procedures

## I. PURPOSE

This document applies to the election of
A. members of the College P\&T Committee,
B. at-large delegates to the College Council,
C. College representative(s) to the

1. University P\&T Committee
2. University Senate;
and to
D. any special balloting that may be required from time to time (e.g., changing the College constitution or name).

This will be reviewed by the FCSM Council at least every two years.

## II. THE ELECTORATE

For the elections of offices dealing directly with promotions and tenure, the electorate shall be all full-time tenured and tenure-track faculty. For all other elections, the electorate shall be all full-time tenured and tenure-track faculty members and other full-time faculty.
III. THE FCSM ELECTION COMMITTEE (FCSMEC)
A. The FCSM Election Committee will consist of three members. All committee members must be tenured or on tenure track, to be appointed by the Chair of the College Council. The three members must be from three different departments.
B. Members shall serve 3 -year staggered terms.
C. The Chairperson of FCSMEC will be the member with the longest tenure on the committee unless the members unanimously agree otherwise.

## IV. RESPONSIBILITIES

A. The FCSMEC shall be responsible for seeing that the rules of eligibility for election to the University and College P\&T Committees, as defined respectively in the Faculty Handbook and in the FCSM Constitution and Bylaws are met. However, the FCSMEC is not the final interpreter and arbiter; those duties belong to the University P\&T Committee and the College Council.
B. The FCSMEC, in cooperation with the Office of the Dean of FCSM, shall keep a current record of the full-time faculty in the College, with rank and tenure status including (de facto tenure) at the time elected service would begin.
C. The FCSMEC is responsible for conducting elections according to the following procedures.

## V. ELECTION PROCEDURES


e. the requirements for eligibility for each open position (If there is an election for any member(s) of the FCSM P\&T Committee, a statement should be included that anyone expecting to be recommended for a promotion during the three-year term of office should not allow him/herself to be nominated for FCSM P\&T); and
f. the current roster of those in various departments from which any candidate is sought.
2. Nomination ballots usually will be submitted electronically.
3. The ballots shall allow a member of the electorate to nominate up to two people for each open position.
4. For each open position, all receiving the two highest number of nominations will stand for election. Thus, after
willingness to serve. Should some nominee(s) be unable to stand for election, the committee will proceed through the list of nominees in (descending) order until those willing and having the two highest number of nominations are determined.

## B. ELECTION PHASE

1. Election ballots usually will be submitted electronically.
2. The ballots shall allow a member of the electorate to cast only one vote for each open position.
3. The entire FCSM Elections Committee will review the results of the election.
4. The Chairperson of the FCSM Elections Committee will disseminate the results of the election (usually via an email) to the FCSM electorate.

CHEMISTRY DEPARTMENT:

## CLASS VISITATION REPORT

Course Title: Course No.:

Semester/Year: Meeting Times:

Name of instructor: $\qquad$
A. Ac0.0000092 $061279 \mathrm{reW}{ }^{*} \mathrm{nBT} / \mathrm{F} 2$ 9ff1 $00133.84 \mathrm{DW}^{*} \mathrm{nc}{ }^{*} \mathrm{ny} 609880\left(\_\right) 9 c^{*} \mathrm{non}$

COMPUTER \& INFORMATION SCIENCES DEPARTMENT: CLASSROOM VISITATION RECORD

Class visited: $\qquad$
Instructor: $\qquad$
Date of visit: $\qquad$
Signature of visitor: $\qquad$
Please rate the following statements on a scale of 1 to 5.
5 VERY GOOD
4 GOOD
3 FAIR
2 POOR
1 VERY POOR
Please write n/a on any statement that does not apply.

1. Organization of lesson. Score: $\qquad$
Comments
2. Knowledge of course material. Score: $\qquad$
Comments
3. Clarity of presentation. Score: $\qquad$
Comments
4. Motivation of students. Score: $\qquad$
Comments
5. Student participation. Score: $\qquad$
Comments
6. Student rapport. Score: $\qquad$
Comments
7. Degree of helpfulness to students. Score: $\qquad$
Comments $\qquad$
Additional comments:

## MATHEMATICS DEPARTMENT:

## TOWSON UNIVERSITY <br> MATHEMATICS DEPARTMENT

Classroom Visitation
Class visited: $\qquad$
Instructor: $\qquad$

Date of visitation: $\qquad$
Signature of visitor: $\qquad$

| 1. Organization of the lesson. | Very <br> Poor | Poor | Fair | Good | Very <br> Good | NA |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| 2. Knowledge of the subject. |  |  |  |  |  |  |

Comments:

Signature Date

## PHYSICS, ASTRONOMY \& GEOSCIENCES DEPARTMENT:

## CLASSROOM VISITATION REPORT

Evaluation of teaching by faculty colleagues is intended to promote improvement of teaching as well as to gather evidence of teaching effectiveness. The following guidelines should be considered when planning and participating in this process.

1. The date of the visit shall be arranged at least one week in advance of the class period.
2. All visits will be conducted by members of the PDTC. Two faculty members if possible will visit a class period together.
3. The visited and visiting faculty members will meet at least one day prior to the class period so that the visited member may discuss philosophy and objectives for the course and provide a syllabus, etc., to any visitor.
4. Within one week after the visit, an open and professional post-visit conference will be held to discuss the observations made by the visiting faculty members. At this time each visitors proposed Report (see below) will be discussed.
5. Within two weeks after the visit, each visiting faculty member will have completed and placed the Classroom Visitation Report, signed by both visitor and visited, into the visited P\&T folder. The vtiQq0.00000912 0612792 reW*nBT/F5 9 Tf1
D. EXTERNAL EVALUATION GUIDELINES FOR PROMOTION TO PROFESSOR

Approved by the FCSM PTRM Committee

