## DEPARTMENT OF PHYSICS, ASTRONOMY \& GEOSCIENCES

PROMOTION, TENURE, REAPPOINTMENT and MERIT DOCUMENT
Approved May 8, 2023
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This document describes the standards, procedures, and processes of the Department of Physics, Astronomy \& Geosciences (PAGS) in reappointment, tenure, promotion, comprehensive review, and merit, under the guidelines set forth in the Towson University Policy on Appointment, Rank and Tenure of Facuintment,
2. Department members should recognize that scholarship takes many forms (see FCSM PTRM document, section III.B.) depending upon discipline and scholarly focus. Scholarship is not limited to basic or applied research in a discipline.

## Service

1. One of the prices of freedom is the assumption of onerous administrative and decision-making responsibilities. Each department member is expected to share in the day-to-day, mundane, routine, irksome tasks necessary to the functioning of the department. This means attending announced meetings, performing agreed-to responsibilities and even, once in a while, going along with a procedure not to one's liking. Faculty should come prepared to meetings and meetings should be run in an efficient manner.
2. Similarly, each department member is expected to share in the governance of the college and university. Service on college and university committees, accepting nomination to elected posts, voting in elections, and attendance at hearings on matters of concern are all ways of participating.
3. The basic levels of fulfillment of service to the discipline and University are described in the University ART document, section III.B.

Milieu, Tenor, Tone

1. Each department member is expected, normally and with tolerance of eccentricities, to contribute to and exemplify a general sense of personal worth, commitment to principle, and the notion that what occurs in the Department of Physics, Astronomy \& Geosciences at Towson University is important.
2. Department members should encourage in students and colleagues the desire to work to high standards.

## Other

1. Each department member's work at Towson will be their primary professional responsibility.
2. Tenure will not be considered for any person without a terminal degree.
3. Each new faculty member shall be assigned a mentor who will assist and/or advise in PTRM matters or other professional concerns.

## Confidentiality

All deliberations pertaining to annual faculty evaluations, reappointment, merit, tenure, promotion,

## II. Department of Physics, Astronomy \& Geosciences PTRM Governance Structure

The department PTRM governance structure consists of a Department Promotion, Tenure, and Reappointment Committee (DPTRC) and a PTRM Executive Committee.

## A. Department Promotion, Tenure, and Reappointment Committee

The duty of determining recommendations for reappointment (second-year faculty and beyond), third year review, tenure, promotion, and comprehensive (five year) review for the Department of Physics, Astronomy \& Geosciences will be conducted by the Department Promotion, Tenure, and Reappointment Committee (DPTRC).

## Composition

The DPTRC consists of all faculty members, regardless of rank, who have de facto or de jure tenure. The department chairperson shall serve on the DPTRC as a non-voting member.

## Duties of DPTRC Chairperson

The Chair of the DPTRC shall:

1. Be responsible for coordinating the department procedures for reappointment, third year review, tenure, promotion, and comprehensive review by:
a) Identifying the non-tenured faculty under review and helping assure that the DPTRC meets reappointment, third year review, promotion to associate professor, and tenure procedures and deadlines,
b) identifying the tenured faculty under review and helping assure that the DPTRC meets comprehensive review and promotion to full professor procedures and deadlines,

## B. PTRM Executive Committee

The Promotion, Tenure, Reappointment, and Merit (PTRM) Executive Committee oversees all PTRM activities in the department.

## Composition

The PTRM Executive Committee shall be composed of an Executive Committee Chair, the DPTRC chair, the DPTRC secretary, and the department chair.

## Duties of the Executive Committee Chairperson

1. Work with department PTRM committee chairpersons to ensure deadlines and responsibilities are met.
2. Coordinate communication across department PTRM committees.
3. Serve as a liaison with the college and university PTRM committees.
4. Before the first Friday in May, supervise an election meeting for all PTRM chair and secretary positions for the upcoming year.
5. After the first Friday in May and before the end of the academic year, meet with the newly elected committee chairs and the department chair to schedule PTRM meeting dates for the upcoming year.

## Duties of the Executive Committee

1. The Executive Committee shall review the department PTRM document every three (3) years, as required by the UPTRM, and submit evidence of such review to the dean of the college and the university PTRM committee.
2. Outside the 3-year review cycle, revisions can be made to the department PTRM document on an as-needed basis.
3. Revisions of the department PTRM document will be submitted to all tenured/tenure track faculty for approval by majority vote.
4. The Executive Committee shall formally respond to changes and/or recommendations resulting from the review by the college or university PTRM committee and submit a revised copy for approval.
5. The Executive Committee helps clarify department PTRM procedures, when necessary. If further clarification is needed, the Executive Committee shall contact the department representative on the FCSM PTRM committee or the college representative on the University PTRM Committee, as appropriate.

## C. Elections

effectiveness as noted in the TU ART and FCSM PTRM documents. The means by which the Department of Physics, Astronomy \& Geosciences generates these reports for tenured/tenure-track faculty members and lecturers is as follows:
a) The chair of the DPTRC, in conjunction with the department chair, will help arrange visitations.
b) All visits will be conducted by tenured members of the department.
c) The date of the visit shall be arranged at least one week in advance of the class period.
d) The visited and visiting faculty members will communicate 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 and materials relevant to the class, to all observers.
e) For each classroom visit, the visiting faculty member should fill out the Classroom Visitation Report in Section VIII of this document.
3. In accordance with the ART, each faculty member is expected to submit a PTR portfolio by the

The Review Procedure

1. For each faculty member, a presenter shall be designated by the DPTRC chairperson. Where possible, the presenter should be the faculty mentor or a member of the discipline. The choice of presenter is subject to veto by either party for justifiable reasons.
2. 

they will prepare a cumulative PTRM portfolio covering the full period of appointment for review by the DPTRC.
3. portfolio is
review procedures, know what documents are required, and to request the presenter's help when clarification is needed.
4. The DPTRC will review the PTRM portfolio of the faculty member and convene a meeting to discuss progress toward tenure.
5. The faculty presenter will draft a letter summarizing the recommendations and major points discussed by the DPTRC. The letter will be submitted to the committee for approval or revision, and then sent to the faculty member to check for factual accuracy. If the300003 780.000075 t 68301118.82557.

Duties and Role of the faculty presenter

1. The faculty presenter will attempt to communicate with the faculty member as early as possible in the fall semester of the review period to discuss the preparation of the review materials, in order to make a strong portfolio. The presenter communicates again with the faculty member as early as possible the following spring semester in order to attain a complete understanding of the documents to be presented once the portfolio is complete.
2. The faculty presenter shall
3. It is the responsibility of the individual who is being recommended to submit the cumulative PTRM portfolio to the department chairperson by the third Friday of June, as specified in the University ART calendar. (Note: the faculty member should make a back-up copy of any file material for that individual's private file.)
4. Faculty being considered for promotion to full professor are not eligible to vote during their own deliberations but should participate in (and vote) in the deliberations of other faculty up for promotion to full professor.

Duties and Role of the faculty presenter

1. The faculty presenter will attempt to com to12 $0612792 \mathrm{reW}^{*} \mathrm{nBT} / \mathrm{F} 111.04 \mathrm{Tf} 1001427.51684 .46 \mathrm{Tm} 0 \mathrm{~g} \mathrm{n}$
department chair.
The Third Friday in September Faculty notify department chair of intention to submit materials for promotion and/or tenure in the next academic year.

Final date for faculty to add information to update their PTR portfolio for work that was completed before June 1.

The Fourth Friday of September Department chairperson notifies department faculty, dean, and reviewed for promotion and/or tenure in the next academic year.

The Second Friday in October Reports with recommendations and vote count on all faculty members are submitted to the department chairperson.

The Second Friday in November The portfolio, inclusive of the the written recommendation of the department chairperson, are

1. The faculty member will assemble all necessary documentation specified in the University ART and FCSM PTRM documents to support the recommendation. All forms and documentation should be checked for completeness and accuracy.
2. It is the responsibility of the individual who is being recommended to submit the cumulative PTRM portfolio to the department chairperson by the third Friday of June, as specified in the University ART calendar. (Note: the faculty member should make a back-up copy of any file material for that individual's private file.)

Duties and Role of the faculty presenter

1. The faculty presenter will attempt to communicate with the faculty member as early as possible in the fall semester of the review period to attain a complete understanding of the documents to be presented.
2. The presenter shall facilitate the DPTRC
take notes of major issues and points of that discussion. After deliberations are complete, the presenter will produce a draft of the Fisher College of Science and Mathematics Promotion-Tenure
then to be distributed among the committee members for review and possible revision.
3. After the approval of the committee, the faculty presenter will present the DPTRC evaluation letter to the faculty member prior to the deadline so the letter can be checked for factual accuracy. If there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate and revote before continuing the process. After any factual corrections, the final version of the letter will be submitted to the DPTRC chair and delivered to the faculty member by the faculty presenter.

## Duties of the Members of the DPTRC

1. The DPTRC shall review the PTRM portfolios containing all the documents assembled for the committee's use.
2. They shall, through discussion of the submitted PTRM portfolio, provide comments and relevant information necessary to help the presenter formulate the approved Fisher College of Science and Mathematics Departmental Promotion-Tenure Recommendation Form.
3. They shall vote on a recommendation concerning tenure for each full-time faculty member of the department going up for tenure. A vote shall be considered to be decisive (conclusive) when the motion is supported by a majority of the committee members.
a) A tie vote will result in re-opening the case for further discussion and a new vote on motion to recommend. In the case of a second tie vote, a recommendation will be made in favor of promotion
4. They shall decide upon and implement any appropriate follow-up procedures, such as letters, conferences, or conditions to be met by the faculty member in question.

Timeline

The Third Friday in June

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

Final date for faculty to add information to update their PTR portfolio for work that was completed before June 1.

The Fourth Friday of September
Department chairperson notifies department faculty, dean, and reviewed for promotion and/or tenure in the next academic year.

The Second Friday in October DPTRC reports with recommendations and vote count on all faculty members are submitted to the department chairperson.
All faculty members submit an evaluation portfolio to the department chair.

The Second Friday in November
portfolio, inclusive of the DPTRC

The Review Procedure

1. For each faculty member, a presenter shall be designated by the DPTRC chairperson. Where possible, the presenter should be a member of the discipline. The choice of presenter is subject to veto by either party for justifiable reasons.
2. The faculty member under review shall assemble all PTRM portfolio materials for the Five-Year Comprehensive Review as described in Section I B 3.d of the University ART document. The portfolio should be presented to the department chairperson by the third Friday of June.
3. 

portfolio is lves with the review procedures, know what documents are required, and to request the presenter's help when clarification is needed.
4. The DPTRC will review all materials and convene a meeting to discuss the portfolio. The committee then makes a recommendation (positive or negative) for each faculty member up for comprehensive review. The department recommendation will be determined by secret vote in accordance with criteria specified in the FCSM PTRM document. A vote shall be considered to be decisive (conclusive) when the motion is supported by a majority of the committee members.
a) A tie vote will result in re-opening the case for further discussion and a new vote on motion to recommend. In the case of a second tie vote, a recommendation will be made in favor of a positive recommendation.
5. The faculty presenter will draft a letter summarizing the recommendations and major points discussed by the DPTRC. This letter will address all topics outlined in the University ART document. The letter will be submitted to the committee for approval or revision, and then submitted to the faculty member to check for factual accuracy. If there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate and revote before continuing the process.
6. After any factual corrections, the final version of the letter will be submitted to the DPTRC chair, included in the faculty member s PTRM portfolio, and delivered to the FCSM dean for review and potential follow-up discussions.
7. Faculty being considered for comprehensive review are not eligible to participate (or vote) in their own deliberations but should participate in (and vote) in the deliberations of others.
8. In the case of a negative review, as stated in the ART:
a) A negative comprehensive review shall be followed by the development of a written
vi. 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 FCSM College

The Third Friday in May
Faculty are provided a checklist to determine whether their merit portfolios contain the required merit documents.

May 31
A form is signed by each faculty member and the department chair indicating whether or not the

## The Second Friday in October

1. The reports of the PTR committees, with recommendations and vote count on all faculty members, are submitted to the department chairperson.
2. In the case of an appeal of a no merit decision, the dean will review the materials submitted by the faculty member, the chairperson, and the department PTR committee. The dean will notify the faculty member, the PTR committee chair, and the department chairperson of their decision. Positive decisions by the dean should be reported to the Provost Budget Office (PBO) and will result in retroactive payment to the faculty member.

## The Fourth Friday in October

1. 

aculty considered for reappointment in the second through fifth years, promotion, tenure, and comprehensive five-year review is added to the
2. The reports of the PTR committees, with recommendations and vote count and the department ributed to the faculty member. See Section V of the ART document for appeal procedures.
3.In the event of a negative merit decision by the dean, the faculty member, department chair, and $s$ by the provost will result in

## The Second Friday in November

recommendation with record of the vote count, and the written recommendation of the department

## The First Friday in December

Department PTRM documents are delivered to the FCSM PTRM committee if any changes have been made.

## December 15th (USM mandated date)

1. 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.
2. A tenure-track faculty member must be notified of non-reappointment following probationary years.

## The Third Friday in January

1. 
2. 

recommendation are conveyed in writing to the faculty member. See Section V of the ART document for appeal procedures.
3. All documentation for the third year review of tenure-track faculty is submitted by the faculty member to the department chairperson.

## VIII. Department PTRM Forms

The SENTF, AR, CAR, Classroom Visitation Report, and Merit forms are found below.

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ANNUAL REPORT (AR)
Part I
Reporting On Activities For Academic Year
June 1, 2012 - May 31, 2013
Name $\qquad$ Rank $\qquad$
Department of $\qquad$
Area of Specialization $\qquad$
Appointed to TU faculty: at rank $\qquad$ in year $\qquad$ .

Promotion History:
To rank $\qquad$ in year $\qquad$ ,
To rank $\qquad$ in year $\qquad$ , and
To rank $\qquad$ in year $\qquad$ .

## I. Formal Degrees

A. Highest degree earned, with date and name of granting institution. If received since June 1, 2012, attach proof.
B. If candidate for an advanced degree, indicate work completed since June 1, 2012 and present status. Corroborative material and/or transcript must be attached.
II. Teaching (percentage of workload: $\qquad$ \%)
A.

1. Attach evaluations from all of your teaching assignments for the fall, mini, spring, and summer terms from the course evaluation reports provided by the Office of Assessment (If your department or college uses an alternative or additional course evaluation survey that has been approved by the UPTRM, then you may also include those results). The course evaluation reports from the Office of Assessment will each include the course title and number, credit hours, number of students enrolled/responding, and response data for each item (median, mean, standard deviation, N ).
2. You may, if you wish, include a narrative statement on your teaching that includes your interpretation of the course evaluations and how you intend to use the results to inform and improve your teaching.
by the Office of Institutional Research (Fall data are sent in February and Spring data are sent in mid indicating the number of students in each grade category, or you may electronically insert the information by cutting and pasting the entire section from the report.

| Grade Dist <br> Course | A | $\mathrm{A}-$ | $\mathrm{B}+$ | B | $\mathrm{B}-$ | $\mathrm{C}+$ | C | $\mathrm{D}+$ | D | F | Total | W | O | Median | Mean |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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4. Attach syllabi for all courses listed (must contain all elements required for syllabi in Policies and Procedures for the Classroom: Course Syllabus).
B. Non-
C. Grants and Contracts

Information about the grant is given with the recommended citation described at the end of this AR Part I form.
D. Others

Correlation Statement. If your productivity did not match your projections for academic year 2012-2013, please explain.
IV. Service
(percentage of workload: $\qquad$ \%) [Indicate any of these activities which are part of your workload]

Recommended Formats for Listing Scholarship in

## ANNUAL REVIEW (AR)

## Part II

# Agreement On Faculty Workload Expectations For Academic Year June 1, 2013 - May 31, 2014 

I. Teaching
(percentage of workload: $\qquad$ \%)
A. List all of the regular classroom teaching assignments planned for the 2013-2014 academic year.
B. Non-classroom assignments which will be part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers) for the 2013-2014 academic year.
C. New instructional procedures which you plan to introduce this year (special projects, new courses and/or materials). Also include interdisciplinary, diversity, international and new technology projects, if appropriate.
D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

Institution:

Discipline:

Community:

SIGNATURES:
Faculty Member $\qquad$ Date $\qquad$

Chairperson of Department $\qquad$ Date $\qquad$

Dean of College $\qquad$ Date $\qquad$

## CHAIRPERSON'S ANNUAL REPORT (CAR)

## PART I

Reporting On Activities For Academic Year June 1, $20 \underline{12}$ - May 31, $20 \underline{13}$

Name
Rank $\qquad$
Department of $\qquad$
Area of Specialization $\qquad$
Appointed to TU faculty: at rank $\qquad$ in year $\qquad$
Promotion History:
To rank $\qquad$ in year $\qquad$ _,

To rank in year and
To rank $\qquad$ in year $\qquad$ ,
I.
2. You may, if you wish, include a narrative statement on your teaching that includes your interpretation

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V.

Community:

## Profession:

University (all levels):

SIGNATURES:

GENERAL OBSERVATIONS:


## STUDENT RESPONSE:

SUGGESTIONS FOR IMPROVEMENT:

DATE OE ROSI-VISIIATION CONFERENCE:
SUMMARY (BY VISITOR) OF POST-MEITMANM nantrofiniz

COMMFNTS BY VISITED FACIIITY MFMBER:



Annual Merit Evaluation Form for Fulltime Faculty
Evaluation of:
Academic Rank/Department:

