
DEPARTMENT OF BIOLOGICAL SCIENCES
POLICIES AND PROCEDURES OF THE PROMOTION, TENURE AND RETENTION COMMITTEE
AND
POLICIES AND PROCEDURES OF THE MERIT COMMITTEE

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DEPARTMENT OF BIOLOGICAL SCIENCES
POLICIES AND PROCEDURES OF THE PROMOTION, TENURE, AND RETENTION
COMMITTEE

(Adopted May 2, 2000, Modified April 28, 2017, Revised December 4, 2018)
Additional information concerning tenure policies and procedures may be obtained by reading the current
Towson University Faculty Handbook.

1. Preamble

- A. The basic statements of faculty requirements and expectations are established by the University of Maryland (USM) Board of Regents and are stated in the University System Policy on Appointment, Rank, and Tenure of Faculty and the University System of Maryland Policy on Faculty Workload and Responsibilities. Towson University (TU) statements include the TU Policy on Faculty Evaluation for Promotion, Tenure/Reappointment, and Merit and the TU Policy on Faculty Workload and Responsibilities
- B. Separate committees in the Department of Biological Sciences are responsible for tenure, promotion, and comprehensive review policies (Promotion, Tenure, and Retention Committee, hereafter PTR Committee) and for review of merit (Merit Committee).
- C. Confidentiality. All points of discussion and votes of the Committee should be treated as strictly confidential.

2. Tenure Committee Composition/Officers

- A. The PTR Committee of the Department of Biological Sciences shall be composed of all full-time tenured Biology faculty and the department chairperson will serve on the department PTR Committee as an ad hoc (non-voting) member and will prepare a separate evaluation.
- B. The Chairperson and Secretary shall be elected in alternate years for two-year terms by majority vote of the committee by the first Friday in May. The Chairperson and Secretary will have the same voting privileges as other committee members.
 - i. Duties of the Chairperson of the PTR Committee.
 - 1. Call and conduct meetings
 - 2. Ensure that policies of the department as well as those of the college and university are followed.
 - 3. Prepare appropriate forms for recommendation to the College Promotion/Tenure/Reappointment/Merit (PTRM) Committee.
 - 4. Appoint members of the PTR Committee to serve in subcommittees.
 - 5. Call for and present suggestions for changes to the tenure document.
 - 6. Conduct elections of officers of the PTR Committee.
 - 7. Coordinate classroom observations and subcommittees.
 - ii. Duties of the Secretary of the PTR Committee
 - 1. Record the outcomes of deliberations and votes.
 - 2. Maintain records of the tenure committee.
 - 3. Assist the Chairperson in duties so designated.
 - 4. Prepare and submit documents for annual approval by the department.

3. Procedure for meetings

- A. A quorum shall be three-fourths of the eligible PTR Committee members including the Department Chair. Faculty on leaves, sabbatical leaves or with assigned duties outside the department for a semester or year may choose to exempt themselves from voting. This decision must be in written form to the Secretary of the PTR Committee, and, without a letter to the contrary, faculty members on sabbatical leave can vote if they read the candidates folder.
- B. Policy votes shall be by simple majority of those present and voting. Tie votes will result in reopening discussion followed by subsequent vote. If after two votes a decision cannot be made, then the question will be tabled until the next meeting.
- C. Votes on acceptance of faculty five-year plans, reappointment, requests for consideration of an early tenure decision, tenure recommendations and promotion recommendations require a two-thirds majority vote of those present and voting. Any abstention needs to be approved by the Provost.
- D. Any member of the PTR Committee who cannot attend a meeting at which candidates are discussed may submit to the PTR Chairperson a written statement concerning the candidate(s). This statement should be documented as fully as possible and would be read at the meeting and destroyed immediately thereafter. No proxy or absentee votes may be counted.

4. Departmental Policies and Procedures Governing Evaluation of Tenure Track and Non-tenure Track Full-Time Faculty

A. Frequency

- i. The total number of probationary appointments for any tenure track individual will be as stipulated in the faculty member's letter of appointment.
- ii. The PTR Committee shall consider the desirability of granting reappointment and tenure, where appropriate, to tenure track and clinical faculty during their first and each subsequent year of service.
- iii. Under exceptional circumstances, a faculty member may request an early decision on tenure prior to the end of the probationary period. A faculty member who is being considered for tenure prior to his/her mandatory tenure review year, and any faculty member who is being considered for promotion, may withdraw from the evaluation process for promotion and/or tenure review at any time prior to submission of their portfolio to the Provost. A faculty member who is being considered for tenure during his/her mandatory tenure review year may not withdraw from the evaluation process.

B. Criteria for Tenure and Promotion

The Department of Biological Sciences recognizes the individuality of professional accomplishment by its faculty, and therefore it does not have a rigidly specific, quantitative set of standards for tenure and promotion. This is in line with the general criteria and standards for promotion and tenure as stated by the Fisher College of Science and Mathematics, which the Department adheres to (see FCSM Promotion and Tenure website). In addition to the FCSM Criteria for Promotion and Tenure, the following criteria are specific to faculty in Biological Sciences

- i. **Teaching-** This criterion concerns the individual's teaching effectiveness in the "normal" classroom situation, on field trips, in student project supervision and in any other activities related to teaching courses within the university. The individual should possess a comprehensive knowledge of pertinent subject material and have the ability to lecture, conduct discussions, answer questions, encourage independent thought, and direct laboratory experiences. Additionally, class preparation, reading, developing new courses and curricula, learning new or innovative methods and practices, grading assignments and exams are to be considered as components of teaching.
- ii. **Scholarship-**Evidence of scholarly growth includes not only increasing one's general knowledge of his/her field, but also conducting research and other creative activities and participating in professional organizations and/or meetings. Scholarly growth is not confined merely to learning; it must also be an exercise of the methodology of one's chosen discipline; that is, such growth will almost certainly yield tangible evidence in the form of publications, exhibits, lectures, and other products. Research and scholarly expression need not be only the highly original kind which advances knowledge; such critical and analytic activities as writing of book reviews or review essays should be encouraged, as well as the compilation of the results of current research into a paper or book which can be used for instruction. In

one of these ways -- original research or expression, critical analysis, or synthesizing existing data -- the good teacher should give evidence that he/she is functioning as a scholar.

- iii. **Service**-Service includes activities to the institution, discipline, and community relating to the faculty disciplinary expertise.

C. Criteria for Promotion for Clinical Faculty

Candidates for appointment or promotion to the rank of clinical associate professor and above are expected to demonstrate accomplishment and competence in teaching and service to the department, college, university, and profession. Furthermore, for promotion to clinical full professor, they are expected to have established a record for making significant contributions appropriate to the rank and discipline and commensurate with their experience. The standard minimum number of years in a rank is five. Candidates may be considered for early promotion to a higher rank with sufficient documentation of evidence for meeting the criteria for that rank. In appropriate cases, candidates may be granted credit based on service elsewhere. To qualify for credit, such service must have been either in a similar full-time capacity with faculty status at an institution of higher learning, or other relevant professional service which the Provost deems acceptable for this purpose. At the time of the initial appointment, the clinical faculty member will be informed in writing of the exact number of years comprising their credit.

As outlined above, a positive recommendation for promotion is based primarily on demonstrated excellence in teaching and strong service. Promotion must consider the candidate's potential for continued professional development and future contributions to the teaching and clinical service goals of the department.

i. Criteria for Promotion to Clinical Associate Professor

Promotion from the rank of Clinical Assistant Professor to Clinical Associate Professor may be considered after five years of service as a Clinical Assistant Professor. The appointee must also have demonstrated excellent teaching ability and scholarly or service accomplishments. Promotion to the rank of Clinical Associate Professor is based on evidence which may include:

- excellence in teaching
- creativity and innovation in teaching
- scholarship that contributes to the body of knowledge in one's specialty
- pedagogical research
- institutional, public or professional service
- demonstrated grant or project activities
- community outreach

ii. Criteria for Promotion to Clinical Professor

In general, promotion to Clinical Professor recognizes achievement as an outstanding practitioner-educator. Generally, promotion to the rank of Clinical Professor may be considered after five years of service as a Clinical Associate Professor. In addition to the qualifications required of a clinical associate professor, the appointee shall have demonstrated a degree of excellence in teaching sufficient to establish an outstanding reputation among colleagues. The appointee shall also have demonstrated extraordinary scholarly competence and leadership in the profession. Promotion to the rank of Clinical Professor is based on evidence that may include:

- sustained excellence in teaching
- distinctive creativity and innovation in teaching
- professional recognition in the specific discipline
- scholarly contributions within the discipline
- exemplary institutional, public, or professional service
- recognized leadership in one's field
- demonstrated grant or project activities

- evidence of national recognition may include, but is not limited to, invited lectures at scientific and professional meetings; invited chapters in textbooks; honors and awards from national or international organizations; service on editorial boards or as a reviewer for professional/scientific publications; consultantships and elected or appointed leadership positions in professional organizations

D. Methods of Evaluation for Reappointment of Clinical and Tenure-Track Faculty

- i. **Creation of subcommittee.** At the beginning of the first semester of a clinical or tenure-track faculty member's appointment, a subcommittee will be formed and charged with the responsibility of guiding and evaluating that faculty member. This subcommittee will consist of two permanent PTR Committee representatives (or promoted CAPs) chosen by the PTR Committee Chairperson in consultation with the Chair of the Department for their ability to evaluate and direct the newly appointed individual's professional development. The two permanent members will alternate years serving as Subcommittee Chair. In addition to the Subcommittee, a senior member of the faculty will likewise be selected to mentor the newly appointed individual on an informal basis.
 1. *Modification of the subcommittee due to absence.* In the event that a permanent member of a subcommittee would be unable to complete his/her responsibilities as a co-chair for the duration of the subcommittee, a new permanent member will be appointed following the procedures above. Examples of events that would initiate such a change might include an administrative appointment, retirement, or severance. Should a permanent member be away on sabbatical leave for a defined term, the Chairs of the PTR Committee and the Department will appoint a temporary replacement.
 2. *Modification of the subcommittee by request of the tenure-track faculty member.* The tenure-track faculty member may ask for a change in the permanent members of the subcommittee with a written request to both the Department Chair and Chairperson of the PTR Committee. This request must be detailed and the specifics of the request will remain confidential. The Department Chair and the PTR chairperson will consult to determine if changing composition of the subcommittee is warranted, and, if so, they shall select a new permanent member. The Department Chair will explain the generalities of the change to the outgoing member of the subcommittee without providing any specifics of the written request.
- ii. **Requirements and Expectations of Tenure-track Faculty.** The Subcommittee will meet with a newly appointed faculty member to explain and discuss the Statement of Standards and Expectations for New Tenure-Track Faculty (SENTF - available on the FCSM Promotion & Tenure website). This will be submitted to the department chair by the third Friday in September and forwarded to the Dean as required. Once the required signatures are obtained, this form will be placed in the faculty member's permanent tenure file and a copy provided to the faculty member.
- iii. **Development of five-year plan for Tenure-track faculty.** The Subcommittee will be charged to work with the newly appointed Tenure-track faculty member to develop a specific five-year professional development plan. This plan must contain specific goals appropriate to institutional, departmental, and individual needs regarding teaching, service, and scholarship, and must contain benchmarks that indicate achievement of goals. (For example, a specific goal might be the development of a research program that involves undergraduate and graduate students, and benchmark indicators might be publication of peer-reviewed papers in area of specialty, presentations at scientific meetings, and receipt of extramural funding.) This plan must be developed by the end of the third Friday in April of 1st full year and will be subject to approval by the Promotion and Tenure Committee as a whole.

- iv. **Development of three-year plan for CAP faculty.** The Subcommittee will be charged to work with the newly appointed CAP faculty member to develop a specific three-year professional development plan. This plan must contain specific goals appropriate to institutional, departmental, and individual needs regarding teaching, service, and scholarship, and must contain benchmarks that indicate achievement of goals. This plan must be developed by the end of the third Friday in April of 1st full year and will be subject to approval by the Promotion and Tenure Committee as a whole.
- v. **Classroom observation.** The Chair of the PTR Committee will determine which tenured and promoted CAP faculty will participate in classroom teaching observations in a given semester. Observation in the classroom of the newly appointed faculty member shall be arranged by the Subcommittee Chair, to be completed by the third Friday in October. The Subcommittee Chairs and the TT or CAP faculty member will mutually agree upon the time and dates of the observations. In any event, the TT or CAP faculty member must be given an advance notice of at least one week. Each subcommittee Chair will normally participate in one observation with at least one additional tenured or promoted CAP faculty present at each visit. Following the classroom observation, each observer will prepare a separate written report evaluating faculty performance (Peer Evaluation form located on FCSM website). Evaluation should include examination of course materials such as syllabus, exams, etc. Following the classroom observation, the subcommittee will meet with the newly appointed faculty member to discuss the classroom observation report that will be provided to the Promotion and Tenure Committee.
- vi. **Report to the PTR Committee.** The tenure subcommittee will report to the PTR as a whole on the newly appointed faculty member by the dates established by the University Calendar (See Appendix X-Important Dates). The PTR will discuss and vote to approve the newly appointed faculty member's five-year plan in the spring or second semester following appointment. Approval will require acceptance by two-thirds of all committee members present and voting. Upon approval, the five-year plan will be used to evaluate the newly appointed faculty member throughout their probationary period, and cannot be altered without mutual approval of the faculty member and two-thirds of the PTR Committee. In the event the PTR Committee does not approve the five-year plan, the tenure subcommittee will work with the newly appointed faculty member to develop a revised five-year plan to be brought to the PTR Committee by the start of the following semester. The approved five-year plan will be added to the candidates permanent tenure file.
- vii. **Spring classroom observation.** A newly appointed faculty member must be observed in the classroom in each of the first two semesters of their appointment. In the second semester, at least two new representatives of the tenure committee will replace the faculty mentor and the rotating member(s) on the tenure subcommittee. Observations and evaluation will be conducted as described previously.
- viii. **Annual Review.** In the second year of a tenure-track or CAP faculty member's appointment, and every year thereafter during the probationary period, the tenure subcommittee will conduct an annual review of that faculty member's progress. Committee members will examine the Annual Report of the probationary faculty member from the previous year and compare this with the goals and benchmarks stated in the five-year plan. Additional material supporting the Annual Report may be included in this review. The subcommittee chair may schedule a meeting of the subcommittee with the tenure-track faculty member to aid in gathering information. The subcommittee must prepare a written report detailing their assessment of the probationary faculty member's professional development. The classroom observation results from the previous spring should be included in this report. This annual review must be completed and forwarded to the PTR Committee by the dates established by the University Calendar (See Appendix X- Important Dates)

- ix. **PTR Committee assessment and reappointment decision.** The subcommittee will present its annual review to the PTR Committee as a whole by the dates established by the University Calendar (See Appendix X-Important Dates). The written report will be discussed, and either approved or modified, as deemed appropriate by PTR Committee. The final version must be acceptable to two-thirds of the PTR committee present and voting. Following acceptance of the written report, the PTR Committee will vote on the reappointment of the tenure-track faculty member following the voting guidelines stated in VI D below. A two-thirds majority positive vote of those voting is necessary to recommend reappointment. The final version of the report will be provided to the probationary faculty member. The Chairs of the subcommittee will meet with the faculty member to explain the position of the PTR Committee. The probationary faculty member, the chairperson of the PTR Committee, the Chairs of the tenure subcommittee, and the Departmental Chair, must all sign this final version of the annual review. The signed annual review will be added to the candidate's permanent tenure file. The recommendation for reappointment will be recorded on the DSR form to be submitted to the College PTRM Committee, by the second Friday in November.
- x. **Non-reappointment.** Negative recommendations at any level 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 to the faculty member's last known address by the administrator at the appropriate level no later than the date on which reports are to be distributed to the faculty member according to the university PTRM calendar. 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. The Provost has responsibility for conveyance of any decision rendered by the Provost.
- xi. **Appeals.** The process for appeals of the PTR Committee follow those of the FCSM, and are outlined in the FCSM Promotion and Tenure website.
- xii. **Continued classroom observation.** Tenure-track and clinical faculty must be observed in the classroom, each year, throughout their probationary period. In addition, the new faculty member must be observed in any new course he/she teaches. The Chair of the tenure subcommittee will arrange for classroom observations as described previously (see #4 above). Observations will take place during the spring semester unless a new course is offered initially in the Fall semester. Each spring, the non-permanent members of the tenure subcommittee will be replaced so that every member of the PTR Committee has the opportunity to participate in a probationary faculty member's evaluation.
- xiii. **Third-year review:** At the conclusion of the Fall semester during a candidate's third year at Towson University, the department PTR Committee shall conduct a Third Year Review of tenure-track and CAP faculty. The purpose of the review is to serve an advisory and mentoring function for the faculty member. The review will be done in concert with the Guidelines for Development of Departmental Standards and Expectations for Teaching, Scholarship and Service, as described in the Towson University Faculty Handbook. Candidates will be evaluated on three primary dimensions: Teaching, Scholarship and Service. As noted below, department committee evaluations of a candidate's interim progress will become part of the faculty member's file at the department level and shared with the Dean; however, it will not be forwarded to either the college PTRM committee or the provost.
1. **Dossier:** At the conclusion of the Fall semester during a candidate's third year at Towson University, TT and CAP faculty should prepare a dossier of activities for evaluation by the

department's PTR committee according to the instructions in the FCSM Promotion and Tenure webpages.

2. Third-year evaluation: The PTR committee will assess the third year review candidate and will produce a clear statement of progress toward tenure or promotion. All documentation is due to the Chair of the PTR Committee by the dates established by the University Calendar. The committee's evaluation will be presented to the candidate both in writing and in a face to face meeting with the department Chair and the Chair of the PTR Committee. This feedback also will be shared with the Dean. The faculty member should receive feedback related to teaching, scholarship and service in detail deemed sufficient by the department. A three-level scale provides a guideline for evaluation:
 - a. *Superior progress*. Performance in teaching, scholarship and service, that projects excellent progress towards tenure.
 - b. *Satisfactory progress*. Developing towards excellence in teaching and scholarly productivity with satisfactory service. The department has determined that progress towards tenure is satisfactory but improvements may be needed.
 - c. *Unsatisfactory progress*. Change by the faculty across one or more dimensions is necessary. This means that continued performance at this level is unlikely to result in a favorable tenure decision.

5. Tenure Recommendation Procedures

- A. Tenure review will follow the calendars of the University committees
- B. The tenure review normally occurs in the penultimate year of the probationary period. The department may, in exceptional circumstances and at the request of the tenure track faculty, make a tenure recommendation earlier than the normal tenure review date.
- C. Prior to the meeting at which the ballot will be cast, the candidate's dossier containing annual reports and observer evaluations from his/her years of probation will be made available to PTR Committee members. Faculty Tenure/Promotion dossiers must be submitted to the Department Chair or designees by the third Friday in June. However, faculty may update their dossier until the third Friday in September, regarding work done prior to June 1.
- D. Votes will be cast in the form of a closed ballot, signed with the Towson University ID number, and dated by the voting member, and tallied by the committee secretary. The committee chair shall forward a signed, dated report of the results of the vote and the committee's 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 with the tenure and promotion file for three (3) years following the faculty member's termination or resignation from the university. To be recommended for tenure within the Department of Biological Sciences, at least two-thirds of the PTR Committee members present must approve the recommendation.
- E. In the event of a decision not to recommend tenure, notice shall be delivered in person or sent by certified mail to the faculty member's last known address by the administrator at the appropriate level no later than the date on which reports are to be distributed to the faculty member according to the university PTRM calendar. 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. The Provost has responsibility for conveyance of any decision rendered by the Provost.
- F. Appeals of the final decision of the PTR Committee follow the process outlined in the FCSM Promotion and Tenure Guidelines.

6. Promotion Recommendation Procedures

- A. The Calendar of the promotions process follows the dates established by the University.
- B. Documents required are outlined in the Fisher College of Science and Mathematics (FCSM) Promotion & Tenure Guidelines online.

- C. Letters of Evaluation for Promotion to Professor, but not for Full Clinical Professor.

Letters of evaluation from external reviewers will be solicited from outside the University pursuant to the Guidelines approved by the Faculty Senate. In general, external evaluators should not be current or former mentors, students or collaborators within the past five years, nor should they pose other significant potential conflicts of interest. Candidates may also submit names of those persons that they prefer NOT be asked to write an evaluation. The external evaluation will address the candidate's scholarship as it relates to the candidate's promotion to Professor. The letters will remain confidential and will not be made available to the faculty member. These letters will not be included in the faculty evaluation portfolio, but will be forwarded under separate cover to each subsequent level of review.

The procedure is detailed on the FCSM Promotion and Tenure Guidelines website.

7. Comprehensive review

A. Selection of faculty for review

- i. Faculty are to be reviewed five years after being granted tenure and at least every fifth year thereafter.
- ii. CAPs are to be reviewed three years after being granted promotion and every three years thereafter.
- iii. Faculty are to be reviewed in the event that, when evaluating the faculty member for merit, an Unsatisfactory rating was given in the same area (i.e., teaching, service or scholarship) two consecutive years. The review is made in the year following the second unsatisfactory evaluation.
- iv. Schedule for reviews will be updated by the Chair of the PTR Committee yearly and made available to faculty.

B. Documents used in evaluation

- i. Faculty up for comprehensive review will submit a dossier in a single three-ring binder, as indicated in the FCSM Promotion and Tenure Guidelines.
- ii. The PTR Committee will add to the dossier their evaluation of teaching based on the observation that they will make.

C. Procedure

- i. The Chair of the PTR Committee appoints two or three PTR Committee members to serve on a subcommittee for the comprehensive review of a faculty member.
- ii. The subcommittee arranges for and makes classroom observation of faculty, prepares a teaching evaluation, reviews the dossier provided by faculty, and prepares a written comprehensive evaluation of performance in the areas of teaching, scholarship, and service. This evaluation must clearly indicate whether the subcommittee finds performance in these areas "acceptable" or "unacceptable" and must contain a detailed, written explanation of why the faculty member's performance is being evaluated as such.
- iii. The written evaluation is read and discussed by full PTR Committee and amended as appropriate.
- iv. The full committee then votes, by secret ballot, as to whether they Approve or Disapprove of the written recommendation. A majority of committee members must agree to send the written evaluation to the College in its current form. In the event that such a majority is not obtained, further discussion, revision of the written recommendation, and voting will ensue until such majority is reached.
- v. As per TU Policy, all votes regarding comprehensive reviews taken by any committee shall be by secret ballot, signed with the Towson University ID number, dated by the voting member, and tallied by the committee secretary. The committee chair shall forward a signed, dated report of the results of the vote and the committee's recommendations to the next level of review. The secret ballots shall not be included in the faculty evaluation portfolio, but shall be sent under separate cover to the Provost, to be preserved with the tenure and promotion file until three (3) years following the faculty member's termination or resignation from the university. No committee member shall abstain from voting unless the Provost authorizes such abstention based for good cause, including an impermissible conflict of interest.
- vi. Committee members disapproving of the majority's evaluation may singly or collectively prepare their own evaluation or a rebuttal to the majority's evaluation and add it to the faculty member's dossier alongside the majority evaluation.

- vii. The Chair and/or Secretary of the PTR Committee will provide a copy of each written evaluation (including minority evaluations/rebuttal) to the faculty member. The committee will also report, in writing, the number of committee members that voted to Approve or Disapprove of the majority's evaluation (i.e., the size of the majority). All written evaluations are to be signed by the faculty member and returned to the PTR Committee secretary or designee. Specifically, the faculty member will sign and date a statement indicating that s/he has read the evaluation. This signature is not intended to indicate agreement with the evaluation. Failure to sign shall not prevent any document from being forwarded to the next evaluation level.
- viii. If a majority of faculty members deem a faculty member's performance in any area (teaching, service, or scholarship) "unacceptable", then this will be considered a negative evaluation. Negative evaluations must be delivered in person by the department chairperson or sent by certified mail to the faculty member's last known address. A negative evaluation that is not overturned on appeal, automatically triggers the development of a written professional development plan to remediate the faculty member's failure to meet minimum expectations as noted in the comprehensive review. Details are provided in the University's PTRM policies and procedures document.
- ix. In the event that the faculty member under review wants to challenge, rebut, or appeal the committee's evaluation, they must follow procedures outlined in the FCSM Promotion and Tenure Guidelines.

	Annual Review	Annual Review:First Year Faculty	3rd Year Review	Promotion/ Tenure Review	Five Year Comprehensive Review
Notice of Intent to submit Materials for promotion				to Chair: 3rd Friday in September for following year. Chair notice to PTRM, Dean and Provost 4th Friday in September for following year.	
Review Materials Due to the Chair	3rd Friday in June	2nd Friday in December	3rd Friday in January	3rd Friday in June	3rd Friday in June remediation plan (if necessary): 3rd Friday in June of Following year
Notice of non-reappointment Due to Faculty	August 1 or December 15 (2nd year only)	3rd Friday in January	August 1	August 1	August 1
Last day to update materials completed before June 1st	3rd Friday in September	SENTF Form: 3rd Friday in September		3rd Friday in September	3rd Friday in September
Dept. PTRM Review Due to Chair	2nd Friday in October	1st Friday in January		2nd Friday in October	2nd Friday in October
Dept. Review Due to Faculty	4th Friday in October	3rd Friday in January	1st Friday in March	4th Friday in October	4th Friday in October
Dept. Review due to Dean	2nd Friday in November	3rd Friday in January	No date specified 2nd Friday in March?	2nd Friday in November	2nd Friday in November
Dept. Review Due to FCSM PTRM	1st Friday in December			1st Friday in December	1st Friday in December
FCSM Review Due to Dean				1st Friday in January	
Dean's Review Due to Faculty	2nd Friday in February			3rd Friday in January	
FCSM PTRM due to University	2nd Friday in February			2nd Friday in February	

FCSM Review due to Provost	2nd Friday in February	1st Friday in February		1st Friday in February	2nd Friday in February
Binder Contents	AR/CAR, Curriculum Vitae, Syllabi, Teaching (Course Evals & Grade Dist.), Scholarship, Service, Peer Review* , Narrative Statement/Reflective Summary*	SENTF Form/AR, Curriculum Vitae, Syllabi, Teaching (Course Evals. & Grade Dist.), Scholarship, Service, Peer Review* , Narrative Statement**	AR/CAR, Curriculum Vitae, Syllabi, Teaching (Course Evals. & Grade Dist.), Scholarship, Service, Peer Review, Narrative Statement	AR/CAR, Curriculum Vitae, Syllabi, Teaching (Course Evals. & Grade Dist.), Scholarship, Service, Peer Review, Narrative Statement	AR/CAR, Curriculum Vitae, Syllabi, Teaching (Course Evals. & Grade Dist.), Scholarship, Service, Peer Review, Narrative Statement

- **PREAMBLE**

- a. The basic statements of faculty requirements and expectations were established by the University System of Maryland (USM) Board of Regents and are stated in the University System Policy on Appointment, Rank, and Tenure of Faculty and the University System of Maryland Policy on Faculty Workload and Responsibilities. Towson University (TU) statements include the TU Policy on Faculty Evaluation for Promotion, Tenure/Reappointment, and Merit and the TU Policy on Faculty Workload and Responsibilities
- b. Separate committees in the Department of Biological Sciences are responsible for tenure, promotion and comprehensive review policy (PTR Committee) and for merit (Merit Committee).

- **RESPONSIBILITIES**

- a. The Merit Committee shall evaluate faculty for merit.
- b. The Merit Committee shall evaluate existing policy and documents and make recommendations for change to the faculty of the Department of Biological Sciences.

- **MERIT COMMITTEE MEMBERSHIP**

- a. Composition and Terms
 - i. The Departmental Merit Committee will be composed of seven full-time faculty (tenured faculty or promoted clinical faculty) and the Departmental Chair, who will serve as a non-voting member. At least three new individuals must be elected to the committee each year. Faculty will generally serve a two- year term, although some faculty may serve a one-year term if this is needed to allow for the election of three (3) new individuals any particular year. New terms begin immediately upon election of new committee members at a spring meeting of faculty. After completing their term, faculty will be ineligible for election to the committee, if possible, for a period of two years.
- b. Eligibility requirements
 - i. Ineligible faculty members include:
 1. those who have served on the committee within the previous two years
 2. those whose current promotion decision is under appeal
 3. those who will be on sabbatical during the fall semester of the coming academic year
 4. the PTR Committee chair in the upcoming fall semester
 5. lecturers
 - ii. Selection
 1. Election for members shall be by the tenured, tenure-track, and clinical faculty who were evaluated by the Committee the previous year. Prior to the election, the current committee chair will query faculty members eligible for election, asking if any individuals wish to identify themselves prior to the vote as individuals willing to serve on this committee.
 2. One ballot listing the eligible faculty will be cast anonymously. Each faculty member will vote for as many individuals as are required to put seven individuals on the committee. Individuals receiving the most votes shall be elected.
 3. If there is a tie among faculty for the final position, additional ballots listing only the tied eligible faculty will be cast until clear winners are determined.
 4. The committee secretary will keep a record of the number of votes received for each eligible faculty member. If at any time an elected committee member becomes ineligible or unavailable for service, they will be replaced by the individual receiving

the next most number of votes in the previous election. In the event that two or more potential alternates have identical vote totals, individual(s) will be selected by coin flip or some other random procedure.

- **GENERAL PROCEDURES**

- a. Election of Officers

- i. Immediately following selection of the committee, the committee shall meet and elect a chair and a secretary. Co-chairs are permitted.
 - ii. Election shall be by nominations from within the committee.
 - iii. Nominees who accept nomination shall be elected upon a simple open, majority vote of the entire committee.
 - iv. If no nominations occur, or no nominee accepts a nomination for either the committee chair or secretary position, the Departmental Chair shall be informed and s/he will appoint committee members to the open position(s).

- b. Duties

- i. Chair or Co-chairs of Merit Committee
 - 1. Ensure that the calendar, policies and procedures of the committee are followed.
 - 2. Schedule and preside over all meetings of the committee.
 - 3. Distribute materials describing evaluation procedure and documents required from faculty.
 - 4. Assign to committee members specific duties and responsibilities such as subcommittees and writing recommendations.
 - 5. Conduct, with the aid of the secretary, elections for the new committee.
 - ii. Secretary of Merit Committee
 - 1. Maintain a record of all decisions of the committee.
 - 2. Responsibility to maintain evaluation portfolios (hereafter called a dossier) from each faculty member to be evaluated.
 - 3. Assist the committee chair in preparing and distributing the Report to Faculty Member on Performance and Merit regarding the outcome of deliberations.

- c. Organization of meetings

- i. Quorum
 - 1. Personnel decisions
 - a. For deliberations of faculty dossiers and votes on Merit, all voting members of the Merit Committee must be present. In the event of an immediate and unexpected emergency, one individual may be absent from a meeting if postponing the meeting makes it likely that the committee cannot complete its work by the required deadlines. If that individual is certain or likely to miss more than one meeting of the committee, they must be replaced by another individual following procedures described above.
 - b. Committee Members will be absent when their own files are discussed and a quorum shall be five of its members.
 - 2. Voting
 - a. All votes shall be by secret ballot, dated and signed with the Towson University ID number of the voting committee member and tallied by the committee chair or designee (e.g., secretary). The committee chair shall forward a signed, dated report of the results of final votes to the next level of review. The secret ballots shall not be included in the faculty evaluation portfolio, but shall be forwarded to the Provost's office as per University's PTRM policies and procedures.
 - 3. Confidentiality
 - a. All discussions and votes are confidential. Points of discussion and vote results will not be shared outside of the Committee.

- d. Evaluation and Revision of Policies for Merit

- i. Three Year Review

1. Every three years the Merit Committee will conduct a complete review of the merit policies with input from the faculty.
2. The document, whether or not revisions have been made, will be distributed to all tenured, tenure-track, and clinical faculty who were evaluated by the Committee the previous year, at least ten (10) business days prior to the first Tuesday in December.
3. The document will be presented to faculty for discussion, revision, and approval by a simple majority vote at the December department meeting. With the exception of faculty who are on leave from the department, the signature of each tenured, tenure-track, or clinical faculty member who was evaluated by the Committee the previous year on the Approval Form will signify that s/he has voted on the documents.
4. The revised policies will be submitted to the FCSM PTRM committee for approval.
5. The Committee may, in any year, call for specific revisions.

- **MERIT REVIEW**

- a. Tenured/tenure-track and clinical faculty will submit to Departmental Chairperson or designee the following documents, which form the evaluation portfolio or dossier. Documents should be saved as individual .pdf files and submitted electronically to administrative staff as requested to meet the June deadline as specified in the ART.
 - i. Annual Report (AR) I and II for the academic year under review.
 - ii. Annual Report (AR) II for the coming year. Faculty must also submit a signed, printed version of the ARII by the deadline.
 - iii. Narrative summary of activity and accomplishments in the areas of teaching, scholarship, and service (optional). The narrative summary is limited to two single spaced pages using a 12 point font and may:
 1. ensure the committee does not overlook key activities and accomplishments
 2. draw the committee's attention to what the faculty member believes to be their most noteworthy activity or accomplishment
 3. provide the faculty member a chance to respond directly to concerns raised in previous years' merit evaluation.
 4. be used to assist faculty up for tenure, promotion, and comprehensive review in preparing the required multi-year narrative summaries.
 - iv. An up-to-date curriculum vitae
 - v. Syllabi from all courses taught, which include desired learning outcomes. Quantitative and qualitative student evaluation summaries will be uploaded by administrative staff.
 - vi. Administrative staff will upload grade distributions for all courses in the form of a frequency histogram, including W grades. Faculty may also provide known or suspected reasons for unusual grade distributions.
 - vii. Supporting/corroborating documentation (dated, where appropriate) for accomplishments and activities listed in the AR only if necessary. This should include copies of any peer evaluations completed during the year in review.
- b. Lecturers will submit to the Departmental Chairperson or designee the following documents, which form the evaluation portfolio or dossier. Documents will be saved as individual PDF Documents (.pdf files) and submitted electronically to administrative staff as requested to meet the June deadline as specified in the ART.
 - i. Annual Report (AR) I and II for the academic year under review.
 - ii. Annual Report (AR) II for the coming year; faculty must also submit a signed, printed version of the ARII by the deadline
 - iii. An up-to-date curriculum vitae.
 - iv. Syllabi from all courses taught, which include desired learning outcomes. Quantitative and qualitative student evaluation summaries will be uploaded by administrative staff.
 - v. Administrative staff will upload grade distributions for all courses in the form of a frequency histogram, including W grades. Faculty may also provide known or suspected reasons for unusual grade distributions

- vi. Narrative: A written narrative up to two pages in length explaining the documentation is optional for faculty to submit
- c. Procedures
- i. The Committee will review, independently, each tenure-track/tenured and clinical faculty member's merit dossier. The Department Chair will evaluate the dossiers of lecturers and visiting faculty. The effort as well as the accomplishments and effectiveness (hereafter referred to collectively as "performance") of each faculty member in the areas of teaching, service and scholarship will be discussed. One individual, selected in advance by the committee chair, will serve as the "lead" and will begin the discussion by providing the committee with an overview of the record of the faculty member under review. Two additional committee members will be assigned to each faculty member under review to assist the lead in the discussion and writing of the report. To the extent possible, leads will be individuals from the same department area as the faculty member under review.
 - ii. Following the discussion the faculty member's effort and performance in the areas of teaching, scholarship and service will be rated as follows:
 - UNSATISFACTORY: Does not meet minimum expectations (used especially when performance or lack thereof is detrimental to the institution and/or its students).
 - ACCEPTABLE: Meets minimum/basic expectations satisfactorily.
 - COMMENDABLE: Performance is noteworthy and goes beyond basic expectations.
 - SUPERIOR: Superior performance, that which is truly outstanding.
 - iii. Each committee member will relay their ratings in a closed ballot to the committee secretary who will tally and report the results. If the vote does not result in a consensus of at least five committee members as to the level of effort/performance (i.e., category above), discussion and voting will continue until such 5/7 consensus is reached (4/6 if a merit committee member is being considered).
 - iv. Following the guidelines below, a second vote will then be taken to determine whether an individual is meritorious and, if so, at what level.

Not meritorious: Any unsatisfactory rating will result automatically in a merit ranking of "not meritorious." Likewise, if no rating exceeds acceptable in any of the three areas, the resulting merit ranking will be "not meritorious".

Excellent (Base Merit plus one Performance Merit): Superior in at least one area and Commendable in remaining area(s).

Satisfactory (Base Merit): All other contingencies
- The above are guidelines. Each committee member will, in a closed ballot, indicate to the committee Secretary which of the above three categorizations they feel is appropriate for the person under evaluation. The Secretary will tally and report the results. If the vote does not result in a consensus of at least five committee members as to category, discussion and voting will continue until such 5/7 consensus is reached (4/6 if a merit committee member is being considered).
- (v) Any committee member may call for further discussion of any aspect of a faculty member's effort and performance at any time prior to the second Friday in October, when evaluation reports are due to the chair. In general, reconsiderations will be conducted after the initial review of all faculty has been completed, especially when additional discussion is anticipated.
- D. The chair and/or secretary of the Merit Committee will provide each faculty member with a "Report to Faculty Member on Performance and Merit" (also known as the FCSM Merit Form) which summarizes the Committee's evaluation of the faculty member's performance in each area, and indicates the level of merit for which the faculty member will be recommended. Vote totals for the latter will also be reported. This report will also contain a written summary of why the faculty member was evaluated as

shown. Evaluations of “Not Meritorious” shall be delivered in person by the department chairperson or sent by certified mail to the faculty member’s last known address.

- E. Reports to Faculty are to be signed by faculty members and returned to the Merit Committee secretary or designee. The faculty member shall sign a statement indicating that s/he has read, but not necessarily agreed with the evaluation. However, failure to sign shall not prevent the documentation from being forwarded to the next evaluation level.
- F. Challenges, Rebuttals and Appeals
 - i. Faculty should immediately inform the Merit Committee chair if their evaluation contains factual inaccuracies (e.g., incorrect quantitative evaluation scores, incorrect identification of paper/grant status, incorrect counts of number of students supervised in research, etc.) or omissions (i.e., substantial and important activity or accomplishments not mentioned). After checking the dossier to confirm, the committee chair can make the requested minor revisions to the evaluation and provide the revised copy to the faculty member.
 - ii. In the event that a faculty member wishes to challenge or rebut the final committee recommendation and/or any written administrator evaluation, s/he may follow the appeals procedures outlined in the FCSM Merit Guidelines.
- b. Evaluation of first-year faculty
 - i. First-year faculty are not eligible for a ranking of Excellent until their second year at TU, i.e. after completing at least one semester of teaching. First year faculty will be ranked as “Satisfactory.”
- c. Special Instructions for Chairpersons and Program Directors
 - i. When describing activities in the area of service, chairpersons and program directors must clearly indicate which activities are normally expected for the person in their position and which, if any, activities go above and beyond these expectations. Chairpersons and program directors should not expect the committee to scrutinize the Annual Faculty Workload Agreement to make this judgment themselves.
 - ii. Chairpersons and program directors should also indicate their expectations (agreed to with the Dean) with regards to both teaching load and amount/nature of scholarship so that the committee can better discern the level of effort and performance in these areas

When evaluating a faculty member’s accomplishments and effectiveness, please refer to:

<https://www.towson.edu/about/administration/senate/committees/ptrm.html>

Notes:

- Faculty who supervise students in research should describe their efforts in some detail. This can be done in the AR or the Narrative Summary.
- Activities such as pedagogical research, participation in teaching workshops, and extensive, quality efforts to supervise students in research can help faculty earn a Commendable or Superior rating in the area of Teaching. However, such activities will not compensate for poor performance in the classroom.
- To be rated higher than Acceptable in the area of Teaching, individuals must do more than simply teach their courses and earn reasonable or even high marks on quantitative and qualitative student evaluations. Effort beyond this of some type is required. At the very least, faculty must demonstrate a concerted effort to keep their courses up to date.

TENTATIVE SCHEDULE OF FIVE YEAR COMPREHENSIVE REVIEWS OF
DEPARTMENT OF BIOLOGICAL SCIENCES' FACULTY

<i>2018</i>	Beauchamp	Bulmer	Ghent	Scully	Silldorff
<i>2019</i>	Hearn	Hemm	Nelson	Seigel	
<i>2020</i>	Beck	Fath	Gough	LaPolla	Shepard
<i>2021</i>	Ehrlich	Haines	Masters	Tsuji	Winters

Note: Teaching observations required for the comprehensive review will be completed in the spring semester of the year shown.