

University Policies and Procedures

02-01.00 - TOWSON UNIVERSITY POLICY ON APPOINTMENT, RANK AND TENURE OF FACULTY (PP. 28-29)

IV. Promotion, Tenure, Reappointment, Merit, Comprehensive Review Committee Structure, Policies, and Procedures

A. University Promotion, Tenure, Reappointment and Merit Committee

1. As a standing committee of the University Senate, the composition and responsibilities of the university Promotion Tenure/Reappointment and Merit Committee are referenced in the —Constitution and By-Laws of the University Senate|| (<http://www.towson.edu/senate/constitution.asp>).

2. The university PTRM committee shall be composed of eight (8) tenured faculty members, one (1) member elected from each of the degree-granting colleges, one (1) appointed by the University Senate, and a Provost designee (ex officio without voting privileges) who will serve three-year terms. University PTRM committee members shall not serve concurrently on their college PTRM committee.

3. By the second Friday in September, the committee shall hold a meeting for the purpose of electing, by simple majority vote, a chairperson, who shall notify the Member-at-Large of the Executive Committee of the University Senate of the names of the committee members and the chairperson.

4. A quorum shall be a simple majority of the voting members.

5. Duties and Procedures

a. Oversee the system of faculty evaluations by establishing the PTRM calendar and university standards and guidelines for faculty evaluation;

b. Develop and recommend to the University Senate policies, procedures, and standards relating to all aspects of faculty evaluation, including promotion/tenure, reappointment, merit, comprehensive review, and third-year review;

c. Review the petition of a faculty member who has alleged a procedural error in cases of promotion, tenure, reappointment, comprehensive review or merit. Transmit findings and recommendations related to faculty petitions to the Provost to be placed in the faculty member's summative portfolio and to forward same to the faculty member, the

chairs of department and college PTRM committees, department chairperson, and the dean.

d. Receive all PTRM procedure documents from departments and colleges if such documents have been revised either substantively and/or editorially;

e. Receive all PTRM procedure documents from departments and colleges for cyclic three-year review and notify the department chair and dean if documents are not received;

f. Approve department and college PTRM procedures including evaluative procedures and all exceptions from university-wide procedural standards.

g. For any PTRM procedure documents that are not in compliance with university guidelines and standards, notify the chairs of the appropriate department and college PTRM committees, the department chair, the dean and the Provost at end of the academic year;

h. Submit an annual report to the University Senate by the date stipulated in the Senate by-laws.

University Promotions and Tenure Committee

- To administer the system of faculty evaluation by implementing the provisions set forth in the document "Towson University Policy on Faculty Evaluation."
- To establish guidelines for standards by which departments will evaluate their members and to oversee the standards for promotion throughout the University.
- To review departmental evaluative procedures and to approve all exceptions from University-wide procedural standards.
- To review the petition of a faculty member who has alleged that inadequate consideration has been given to that faculty member's recommendation for non-reappointment, promotion, or increment and to request reconsideration by the relevant committees if, in the Committee's judgment, adequate consideration was not given to the faculty member's qualifications.

- To define standards for merit consideration and/or increment and to establish policies governing the allocation of such increments should the University develop a merit system other than that it now employs.