

Towson University
Department of Chemistry

PROMOTION, TENURE, REAPPOINTMENT AND MERIT DOCUMENT

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INTRODUCTION

This document provides guidelines for evaluating all full-time faculty, to include tenured and tenure-track faculty members, clinical faculty and full-time lecturers. The document provides guidance for making recommendations for tenure, promotion, reappointment, third year review, five-year comprehensive review and merit of tenured and tenure-track faculty members. The document also provides guidance for making recommendations for merit of lecturers and clinical faculty members. The Promotion, Tenure, Reappointment and Merit (PTRM) document must be approved by the tenured and tenure-track faculty of the Department of Chemistry each academic year at a faculty meeting held prior to the first Friday in December.

No preconceived scheme can detail the handling of every circumstance that arises in evaluating faculty, and the Promotion, Tenure, Reappointment and Merit (PTRM) Committees are charged to follow these procedures as closely as possible. Committee members should deal with exceptions not covered by this document according to their best judgment, and suggest any modifications of procedure to improve the fairness of the PTRM process as it applies to the Department of Chemistry.

General information regarding University System of Maryland (USM) policy on evaluation, promotion, tenure, and permanent status may be found in:

- a. The Board of Regents [University System Policy on Appointment, Rank, and Tenure of Faculty](#)
- b. The [Towson University Policy on Appointment, Rank and Tenure of Faculty](#)
- c. The [Towson University Policy on the Appointment, Rank and Promotion of Lecturers](#)
- d. The [Towson University Policy for Clinical Faculty Evaluation, Reappointment, Promotion and Merit](#)
- e. The Jess and Mildred Fisher College PTRM document, part of the [FCSM Promotion and Tenure Policies](#)

I. STATEMENT OF STANDARDS AND EXPECTATIONS FOR FACULTY

A. UNIVERSITY, COLLEGE, AND DEPARTMENT POLICY DOCUMENTS

Faculty members will abide by the policies outlined in the following documents:

1. The Towson University [Faculty Handbook](#) especially those sections which concern faculty rights and responsibilities, contractual policies, and policies for promotion, tenure, merit and review.
2. The [policies and procedures of the FCSM PTRM Committee](#), including the Annual Report (Annual Review) and Annual Workload Plan (Annual Plan).
3. The Department of Chemistry policies and procedures for Promotion, Tenure, Reappointment and Merit set forth herein.

B. UNIVERSITY AND FCSM EXPECTATIONS

Faculty members will observe the following general University and Fisher College of Science and Mathematics expectations:

1. Excellence in teaching.
2. Professional growth and scholarly activity.
3. Service to the Department, the College, and the University.

C. FACULTY PERFORMANCE EVALUATION

Recommendations for Reappointment, Third-Year Comprehensive Review, Promotion, Tenure, Comprehensive Five-Year Review and Merit will be based on an overall performance evaluation based on materials submitted in the evaluation portfolio.

The quality of all activities (teaching, scholarship, and service) will be assessed by the appropriate department committees. All Reappointment, Third-year Review, Promotion, Tenure, Comprehensive Five-Year Review and Merit recommendations will be based on the procedures in the Towson University Department of Chemistry Promotion, Tenure, Reappointment and Merit (PTRM) Document. Procedural details for these evaluations are presented separately in subsequent sections of this document.

All recommendations will be conveyed in writing to the faculty member, inclusive of any department chairperson recommendation and a record of the vote count in accordance with required deadlines. The recommendations must include written specifics justifying the decisions of the PTRM Committee and the Chairperson based on the file of the candidate, including minority viewpoints. Non-reappointment recommendations will be delivered in person by the department chairperson or sent by certified mail to the faculty member's last known address or delivered via confidential electronic file delivery system.

A prerequisite for a robust evaluation process is the cooperation of the department Chairperson and faculty members to produce the Annual Workload Plan across the department that are equitable, and that seek to meet both individual professional goals and departmental goals. The department Chairperson will invite faculty members to meet individually during the spring semester each year to discuss goals and expectations. Those discussions will help to shape the Annual Workload Plan for the next academic year that will be written by each faculty member.

The faculty member's Evaluation Record, inclusive of the written recommendation of the department chairperson will be forwarded by the department PTRM Chairperson to the Dean's office no later than the second Friday in November.

D. CONFIDENTIALITY AND REMOTE PTRM DELIBERATIONS

Confidentiality: All deliberations pertaining to evaluation of all full-time faculty for annual evaluations, reappointment, merit, tenure, promotion, third-year review and five-year comprehensive review shall be confidential. In this document, the term "faculty" will be used to include all full-time faculty (tenured, tenure-track, clinical and lecturers). In those cases where policies or guidelines pertain to a sub-group of faculty members, that sub-group will be clearly specified.

Remote PTRM Deliberations: The department may use web-based remote deliberations and electronic PTRM voting procedures at the discretion of the PTRM chair. The PTRM chair may decide to conduct voting procedures using hardcopy or electronic ballots (but not both). Electronic ballots shall be provided using software that allows members of the PTRM committee to cast a vote by secret ballot. Each electronic ballot will be dated and signed by the voting

member's TU ID number. Electronic Ballots will be forwarded to the FCSM Dean by the PTRM Chairperson. Any voting procedures must be secure, follow the balloting process articulated in the Towson University Policy on Appointment, Rank and Tenure of Faculty, and allow for record retention in accordance with USM records retention policies.

II. TENURE-TRACK FACULTY

A. PROBATIONARY PERIOD

The probationary period refers to the first five years (or the years prior to the mandatory tenure-review year as specified in the faculty member's contract) of a tenure-track faculty member's position at Towson University.

First-year tenure-track faculty should expect to be re-appointed unless they fail to meet their contractual obligations, or their teaching performance is deemed grossly inadequate and without significant potential for improvement. First-year tenure-track faculty will sign the Department Promotion and Tenure Disclosure Form within 10 business days of receipt of the Department Promotion and Tenure Document, and will sign the SENTF (Standards and Expectations for New Tenure-Track Faculty) document by the First Friday in September.

Tenure review will occur in the "mandatory tenure-review year" as specified in the faculty member's contract, unless otherwise agreed to in writing by the university and the faculty member. Typically, the "mandatory tenure-review year" will be the faculty member's sixth year of continuous, full-time service, and a faculty member must receive a tenure review no later than the sixth year of continuous full-time employment. However, a faculty member may request review for tenure and promotion prior to the mandatory tenure-review year if they have demonstrated outstanding performance in teaching/advising or scholarship or university/civic/professional services, validated at the national level, and satisfactory or better performance in other performance categories. A faculty member reviewed for tenure prior to the mandatory tenure-review year and denied at the department or college level may withdraw their application for tenure before submission to the next level. However, an application cannot be withdrawn after the Provost's decision. The withdrawal must be set forth in writing directed to the department PTRM committee, in which event the next tenure and promotion review will occur in the mandatory tenure-review year specified in the original faculty contract.

B. MENTORING AND RESOURCE COMMITTEE

Tenure-track faculty will be assigned a Mentoring and Resource Committee during their first semester at Towson University. The appointment, composition, and responsibilities of the Mentoring and Resource Committee are described in Section VII.A.

C. CRITERIA FOR REAPPOINTMENT AFTER THE FIRST PROBATIONARY YEAR

A tenure-track faculty member must show significant progress in fulfilling the expectations in the areas of teaching, scholarly activity, and service that are outlined in Section I.B, the faculty member's letter of appointment, and Annual Workload Plan.

D. PROCEDURES FOR REAPPOINTMENT AND ANNUAL EVALUATION

All tenure-track faculty members will be evaluated annually during the probationary period. Deliberations concerning reappointment of tenure-track faculty are the responsibility of the Department Promotion, Tenure, Reappointment and Merit (PTRM) Committee. The composition of the Promotion, Tenure and Reappointment Committee is described in Section VII.B.

All tenure-track faculty members will have their class(es) visited by a minimum of two peer observers each year. The visitors should be tenured faculty members of the Chemistry Department or designees of the PTRM committee and must include, whenever possible, at least one peer observer from the faculty member's area of specialization. Program Directors may conduct one of the class visitations for faculty associated with the following programs: Environmental Science and Studies; Forensic Science; and Molecular Biology, Biochemistry and Bioinformatics. Tenured faculty members from other departments may be designated by the PTRM committee to conduct one of the class visitations for a tenure-track faculty, when appropriate as determined by their area of specialization.

Each faculty member must submit the names of proposed peer visitors to the PTRM Assistant Chairperson by the third Friday in September for Fall semester observations, and by the third Friday in February for Spring semester observations for approval by the PTRM Committee. Each faculty member is responsible for making sure that the schedule of the suggested visitors is compatible with their teaching schedule prior to submitting names to the PTRM Assistant Chair. If no visitors are selected, the PTRM Assistant Chairperson in consultation with the PTRM Chairperson will assign them. The PTRM Assistant chairperson will notify the PTRM committee about the peer assignments and solicit feedback as necessary. For first-year tenure-track faculty members only, both visits must occur in the first semester.

Each faculty member will also receive teaching feedback from students. Towson University provides students with the opportunity to provide feedback on their courses. Course Evaluations are administered by the Office of Institutional Research at Towson University and are conducted in a manner that assures confidentiality. All courses are evaluated, including online courses, hybrid courses and traditional courses taught during the academic year, the minimester and the summer. Faculty receive an email from the Office of Institutional Research when their Course Evaluation Reports can be accessed (typically a few weeks after submitting final grades).

First year faculty will prepare and submit to the Department Chairperson by the third Friday in January a portfolio containing the following materials:

1. SENTF (Standards and Expectations for New Tenure-Track Faculty) document.
2. Curriculum vitae.
3. Syllabi of all courses taught during the first semester.
4. Peer evaluations of teaching.
5. Student Evaluations (if available)

The Department Chairperson will review the materials submitted, meet with the candidate to discuss the review and make a recommendation for reappointment or non-reappointment by the first Friday in February. If the Chairperson's recommendation is for reappointment, the Chairperson will notify the candidate, Department PTRM committee, Dean and Provost. Should the Chair's recommendation be for non-reappointment, the Chairperson will forward all

documentation to the Department PTRM committee, which will convene to review the documentation and vote in accordance with standard PTRM procedure. The PTRM committee will notify the candidate, Department Chairperson, Dean and Provost of their recommendation by the third Friday in February.

Following the first year, tenure-track faculty will prepare and submit a **Reappointment/ Annual Evaluation portfolio** (required for the Faculty Annual Report by the FCSM Promotion and Tenure Committee and/or the University policies for Appointment, Rank and Tenure) as follows:

1. Summary of major activities and accomplishments.
2. Signed Annual report and Annual Workload Plan for the evaluation period, and the Annual Workload Plan for the subsequent academic year.
3. Curriculum vitae.
4. Syllabi of all courses taught during the evaluation period.
5. Peer and student evaluations (including a review of the quantitative ratings and the written comments) of teaching and grade distributions.
6. Documentation of scholarship and service.

In addition, all examinations for all courses taught during the evaluation period must be available upon request.

Faculty may include any additional materials they deem to be appropriate, such as copies of papers and books published where the author has identified an affiliation with Towson University, and other documentation of achievements in teaching, scholarly activity and service.

For faculty associated with interdisciplinary programs, the Department PTRM Committee Chairperson will request formal input on the faculty member's contribution to the interdisciplinary program in the areas of teaching, scholarship and service from the director of that program.

The PTRM Committee will review evaluation materials, applying the guidelines in Section I when considering a tenure-track faculty member for reappointment. Deliberations for each faculty member will be conducted separately. Voting shall be by secret ballot; each ballot will be dated and signed by the voting member's TU ID number. *Ballots will be forwarded to the FCSM Dean by the PTRM Chairperson.*

To provide tenure-track faculty with additional feedback from departmental colleagues, the PTRM Committee Chairperson will request professional comments from the PTRM Committee on the tenure-track faculty member's performance based on the faculty member's Annual Evaluation Portfolio. The PTRM Chairperson will prepare a reappointment letter, with vote count, summarizing the PTRM Committee's comments, and present it to the tenure-track faculty member. The recommendation will contain reference to each category evaluated including teaching, scholarship and service and will be submitted to the Department Chair no later than the second Friday in October.

All reappointment recommendations, accompanied by a justification of the recommendation, will be conveyed in writing to the faculty member, inclusive of any written statement by department chairperson and a record of the vote count no later than the fourth Friday in October. Non-reappointment recommendations shall be delivered in person by the department chairperson or sent by certified mail to the faculty member's last known address or delivered via

confidential electronic file delivery system. The committee's recommendation for reappointment will be forwarded to the Dean.

The Mentoring and Resource Committee will discuss the PTRM committee's recommendations presented in the reappointment letter with the tenure-track faculty member. The reappointment letter and any written responses by the evaluated faculty member become part of the Department PTRM files.

E. THIRD-YEAR COMPREHENSIVE REVIEW FOR TENURE-TRACK FACULTY

Tenure-track faculty members will undergo a 'Third-Year Comprehensive Review' conducted by the Department PTRM Committee at the conclusion of the fall semester of the faculty member's third year at Towson University. The review period for the third-year review is the first two years and the fall semester of the third year. The third-year review will be conducted 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*, Addendum A. The purpose of the review is to provide advisory and mentoring support for the tenure-track faculty member.

The faculty member will prepare a portfolio containing the materials described in detail in the [FCSM PTRM document](#) Sections V and VI, and containing the following materials:

1. A narrative summary of major accomplishments describing how the faculty member has met and integrated teaching, research and service expectations based on their workload agreement for the period under review.
2. Completed and signed Annual Reports and Annual Workload Plans from the previous two years.
3. Current Curriculum vitae.
4. Syllabi of all courses taught in the previous two years.
5. Peer and student evaluations (including a review of the quantitative ratings and the written comments) of teaching for the previous two years and the Fall semester of the current year
6. Summary of scholarly activity and accomplishments
7. Evidence of service
8. Any other relevant supporting documents.

The third-year comprehensive review will be evaluated according to the following three-level scale:

- I. *Superior progress*. Requirements include excellence in teaching/advising, excellence in scholarship, and meeting department standards in service.
- II. *Satisfactory progress*. Requirements include progress towards excellence in teaching and scholarly productivity with satisfactory service as determined by the department. This ranking indicates that the department has determined that progress towards tenure is satisfactory, but improvements are needed.
- III. *Not satisfactory progress*. This evaluation requires change by the faculty across one or more dimensions. This essentially means that continuance on this performance trajectory is unlikely to result in a favorable tenure decision.

The Department PTRM Committee will review evaluation materials, applying the guidelines in Section I and above when considering a tenure-track faculty member for the Third-year Review. Deliberations for each faculty member will be conducted separately. Voting shall be by secret ballot; each ballot will be dated and signed by the voting member's TU ID number. *Ballots will be forwarded to the FCSM Dean by the PTRM Chairperson.*

The Department PTRM Committee will prepare a written report indicating the faculty members' progress towards tenure and promotion. The evaluation must include an indication of whether or not the faculty member's work to date is leading towards a positive tenure and promotion decision. In addition, the evaluation will provide guidance for improvement in the event of satisfactory or unsatisfactory ratings. The written report will become part of the faculty member's file at the department level, and will be shared with the Dean. The report will not be forwarded to either the College PTRM committee or the Provost. The written report will be discussed with the faculty member in a meeting with the Department Chairperson, Department PTRM Committee Chairperson and the faculty member's Mentoring and Resource committee. *The faculty member being reviewed will sign a statement indicating that they have read, but do not necessarily agree with, the evaluation.*

F. TENURE AND PROMOTION

1. General information

By the third Friday in September of the Academic Year preceding the Academic Year in which a faculty member intends to submit material for tenure and promotion, the faculty member will notify the Department Chairperson of their intention. By the fourth Friday in September of the Academic Year preceding the Academic Year in which a faculty member is to undergo review for tenure and promotion, the department chairperson will notify all members of the department of those intentions and will confirm those intentions to the Dean and the Provost.

2. Criteria

A tenure-track faculty member must fulfill the expectations in the area of teaching, scholarly activity and service that are outlined in Section I.B, and in the faculty member's letter of appointment. The following specific criteria should also be fulfilled unless modified by the letter of appointment:

- a. The faculty member must have shown their effectiveness as a teacher. Effectiveness may be demonstrated by, but not limited to, such evaluation tools as student evaluations, faculty class visitation reports, and appraisal of course materials.
- b. The faculty member must have successfully initiated an area of scholarship that is appropriate to their discipline and the departmental needs. Areas of scholarship include laboratory and theoretical research, applied studies, and research in the area of teaching.

The faculty member must actively involve undergraduate students and/or graduate students in aspects of their chosen area of scholarship.

The faculty member must have written and submitted grant proposals to external granting agencies and should have obtained some external funding.

The faculty member must have published papers and made public presentations. Papers must be published in peer-reviewed journals; presentations should include some at local, regional, national, or international meetings. Additional evidence of scholarship includes university-approved patents, books/book chapters and conducting workshops. The work must have been predominantly performed at Towson University.

- c. The faculty member must have contributed effectively to the Department in terms of service. In addition, the faculty member is encouraged to make service contributions to the College, University, Profession and Community.
- d. The faculty member must have demonstrated high standards of humane, ethical and professional behavior.

3. Procedures for Granting Tenure and Promotion

The candidate will submit a portfolio consistent with the requirements of the [FCSM PTRM Document](#) and the [TU Faculty Handbook](#).

Deliberations concerning tenure are the responsibility of the Department PTRM Committee. The composition of the PTRM Committee is described in Section VII.B. The PTRM Committee will review each tenure-track faculty member's portfolio, applying the guidelines in Section I and the criteria of Section II.F.2 when considering a tenure-track faculty member for tenure and promotion. Faculty members may request consideration for early tenure and promotion. Such requests must be made in writing to the PTRM Committee Chairperson.

Faculty members being considered for tenure and promotion will be evaluated by the PTRM Committee. Deliberations for each faculty member will be conducted separately. Voting shall be by secret ballot; each ballot will be dated and signed by the voting member's TU ID number. *Ballots will be forwarded to the Provost.* The department PTRM Committee will prepare a written report, with vote count, for each recommendation. The recommendation should be submitted to the department chair by the second Friday in October.

All recommendations, accompanied by a justification of the recommendation, will be conveyed in writing to the faculty member, inclusive of any written statement by the department chairperson and a record of the vote count no later than the fourth Friday in October. Negative recommendations shall be delivered in person by the department chairperson or sent by certified mail to the faculty member's last known address or delivered via confidential electronic file delivery system.

The faculty member's Promotion and Tenure portfolios (the full portfolio and Provost's portfolio) will be forwarded to the FCSM Dean by the Department PTRM Committee Chairperson. The portfolios will include the written recommendation of the Department PTRM Committee, and the written recommendation of the Department Chairperson.

4. Faculty Associated with Interdisciplinary Programs

The Department PTRM Committee Chairperson will request formal input on the faculty member's contribution to the Interdisciplinary Program in the areas of Teaching, Scholarship and Service from the Director of that program.

5. Granting of Tenure and Promotion

Recommendations for promotion and tenure are made by the PTRM Committee. The department chairperson also makes a separate recommendation. These recommendations are forwarded to the FCSM PTRM Committee for deliberations at the college level. Because the promotion to Associate Professor is usually (but not always) concurrent with the awarding of tenure, we treat these as one and the same. In unusual cases, there may be justification for tenure without promotion, but that is not considered here.

III. TENURED FACULTY

A. PROCEDURES FOR ANNUAL EVALUATION

All tenured faculty will prepare and submit a Faculty Annual Report for evaluation at the end of each academic year. The following materials are required by university policy:

1. Signed Annual Workload Plan and Annual Report or Chairperson's Annual Report for the evaluation period.
2. Curriculum vitae
3. Syllabi of all courses taught during the evaluation period.
4. Student evaluations (including a reflection of the quantitative ratings and the written comments) of teaching.
5. Grade Distributions for all courses taught during the evaluation period
6. Documentation of scholarship and service
7. Peer evaluations (if conducted) during the evaluation period

In addition, the Department requires the following:

1. Summary of major activities and accomplishments.
2. Signed Annual Workload Plan for the academic year following the evaluation period.

In addition, all examinations for all courses taught during the evaluation period must be available upon request.

Faculty members may include any additional materials they deem to be appropriate, such as copies of papers and books published where the author has identified an affiliation with Towson University, and other documentation of achievements in teaching, scholarly activity and service.

For faculty members associated with interdisciplinary programs, the PTRM chairperson will request formal input on the faculty member's contribution to the interdisciplinary program in the areas of teaching, scholarship and service from the director of that program.

B. COMPREHENSIVE FIVE-YEAR REVIEW

All tenured faculty will undergo a five-year comprehensive review. Tenured faculty will submit a portfolio consistent with the requirements of the FCSM Promotion, Tenure, Reappointment and Merit Document. The portfolio will include a comprehensive summary of teaching, scholarship and service covering the five years under review, and will include a statement outlining goals and expected career development plans in the areas of scholarship, teaching and service for the upcoming five-year period.

As part of the review process, two class visitations will be made by tenured faculty chosen by the faculty member undergoing the comprehensive review. These classroom visitations may take place anytime during the academic year preceding the Fall semester when the comprehensive review is due. The peer evaluations will be included in the portfolio.

Faculty members being evaluated for a comprehensive five-year review will be evaluated by the PTRM Committee. Deliberations for each faculty member will be conducted separately. Voting shall be by secret ballot; each ballot will be dated and signed by the voting member's TU ID number. *Ballots will be forwarded to the Dean.*

All recommendations will be conveyed in writing to the faculty member, inclusive of any department chairperson's statement and a record of the vote count no later than the fourth Friday in October. The faculty member's evaluation portfolio, inclusive of the department PTRM committee's written recommendation with record of the vote count, and the written recommendation of the department chairperson, are forwarded by the department PTRM chairperson to the Dean's office by the second Friday in November.

Negative recommendations shall be delivered in person by the department chairperson or sent by certified mail to the faculty member's last known address or delivered via confidential electronic file delivery system. A negative comprehensive review will be followed by 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. This written plan will be developed by the faculty member and approved by the chairperson and the Dean by the third Friday in June of the academic year in which the negative review occurred. The plan will be signed by the faculty member, Chairperson and Dean. The plan will be implemented in the fall semester following approval of the plan. Evidence of improvement must be clearly discernible in evaluation portfolio materials submitted in the next annual review process. Lack of evidence of discernible improvement may result in a formal warning, sanction or termination. Two (2) consecutive annual reviews indicating the faculty member has not met minimum expectations will occasion an immediate comprehensive review. This review will be in addition to those otherwise required by policy.

C. PROMOTION FROM ASSOCIATE PROFESSOR TO FULL PROFESSOR

1. Criteria

For promotion from Associate to Full Professor, a tenured faculty member must fulfill the expectations in the areas of teaching, scholarly activity and service that are outlined in Section I.B and the faculty member's letter of appointment. The following specific criteria should also be fulfilled unless modified by the letter of appointment:

The faculty member must demonstrate a **sustained commitment** to excellence in teaching, scholarship, and service and an outstanding record in teaching and scholarship. The faculty member must have developed as an exemplary teacher, as evidenced by significant contributions in course, curriculum and laboratory development, and peer and student evaluations of their teaching.

The faculty member must have demonstrated an ongoing research program actively involving undergraduate and/or graduate students. The faculty member's scholarly contributions must be rated highly by external reviewers.

The faculty member must have continued to write and submit grant proposals to external granting agencies and should have obtained external funding.

The faculty member must demonstrate a sustained program of recognized scholarship and must have published papers and made public presentations. Papers must be in peer-reviewed journals and presentations should include some at local, regional, national or international meetings. Faculty should demonstrate a substantial refereed publication record that may include successful textbook authorship and demonstrates a sustained commitment to peer-reviewed scholarly activity. Activities from the faculty's tenure review year will be considered.

The faculty member must have made significant service contributions and a leadership role in service. These should include service in more than one of the following: Department, College, University, Profession, and Community and the service should be relevant and effective.

The faculty member must have demonstrated high standards of humane, ethical and professional behavior.

The faculty member, through their contribution to scholarship, service and teaching must have gained recognition at the regional, national or international level.

If the faculty member has published books or book chapters or conducted workshops or obtained patents that have been approved by the University, these must also be considered in evaluating a faculty member for promotion.

2. Procedures for Promotion to Full Professor

Consideration for promotion will be made at the written request of the faculty member. Such requests must be made in writing to the Department Chairperson by the third Friday in September in the academic year prior to the academic year in which they wish to be considered.

The candidate will submit a portfolio consistent with the requirements of the FCSM Promotion, Tenure, Reappointment and Merit Document and the Faculty Handbook. Under separate cover, the portfolio must include letters of evaluation from external reviewers, according to the guidelines in the FCSM PTRM Document and as approved by the Faculty Senate.

As part of the review process, all peer teaching evaluations that were conducted during the review period should be included in the portfolio. A minimum of two class visitations will be included, with at least one conducted within the last two years.

The PTRM Committee will review each tenured faculty member's portfolio, applying the guidelines in Section I and the criteria of Section III.C.1 of this document when considering a tenured faculty member for promotion.

Deliberations for each faculty member will be conducted separately. The faculty member under consideration will be absent for that discussion and voting. Voting for promotion will be by secret ballot; each ballot will be dated and signed by the voting member's TU ID number. *Ballots will be forwarded to the Provost.*

The PTRM Committee Chairperson together with the department chairperson will notify the faculty member of the PTRM Committee's decision. If the faculty member under review is the department chairperson, a second faculty member will be appointed by the Department Promotion and Reappointment Committee to jointly convey to the chairperson of the promotion decision.

All recommendations, accompanied by a justification of the recommendation, will be conveyed in writing to the faculty member, inclusive of any written statement by the department chairperson, and a record of the vote count no later than the fourth Friday in October. Negative recommendations shall be delivered in person by the department chairperson or sent by certified mail to the faculty member's last known address or delivered via confidential electronic file delivery system.

The faculty member's Promotion portfolio (the full portfolio and Provost's portfolio) will be forwarded to the FCSM Dean by the PTRM Chairperson. The portfolio will include the written recommendation of the PTRM committee, and the written recommendation of the department chairperson.

3. Faculty associated with Interdisciplinary Programs

The Department PTRM Committee Chairperson will request formal input on the faculty member's contribution to the interdisciplinary program in the area of teaching, scholarship and service from the director of that program.

IV. LECTURERS AND CLINICAL FACULTY

A. PROCEDURES FOR ANNUAL EVALUATION

All lecturers and clinical faculty members will prepare and submit a Faculty Annual Report portfolio for evaluation at the end of each academic year. The following materials are required:

1. Summary of major activities and accomplishments.
2. Annual report and Annual Workload Agreement for the evaluation period, and the Annual Workload Agreement for the subsequent academic year.
3. Curriculum vitae.
4. Syllabi of all courses taught during the evaluation period.
5. Peer evaluations (if conducted) and student evaluations (including a review of the quantitative ratings and the written comments) of teaching.
6. Grade distributions for all courses taught during the evaluation period
7. Any other relevant supporting documents.

In addition, all examinations for all courses taught during the evaluation period must be available upon request.

Faculty may include any additional materials they deem to be appropriate, such as copies of papers and books published where the author has identified an affiliation with Towson University.

B. STUDENT EVALUATIONS

Each faculty member will also receive teaching feedback from students. Towson University provides students with the opportunity to provide feedback on their courses. Course Evaluations are administered by the Office of Institutional Research at Towson University and are conducted in a manner that assures confidentiality. All courses are evaluated, including online courses, hybrid courses and traditional courses taught during the academic year, the minimester and the summer. Faculty receive an email from the Office of Institutional Research when their Course Evaluation Reports can be accessed (typically a few weeks after submitting final grades).

C. PEER EVALUATION

Lecturers and clinical faculty members will be evaluated according to the procedure stipulated in the department evaluation document and summarized below.

Lecturers/clinical faculty members appointed for the first time will be evaluated by two peer observers in the **first** semester of their current appointment. Thereafter, they will have their class(es) visited by a minimum of two peer observers each year. After promotion to Lecturer II or to Associate Clinical Professor, two class visitations over a period of five years are required, unless a more frequent visitation schedule is warranted by the decision of the PTRM Committee in consultation with the Department Chairperson and the Course Coordinator of the area (or, if the candidate is the Course Coordinator, a senior faculty of the area) in which a faculty member will be teaching.

The peer evaluators will be tenured or tenure-track faculty members of the Chemistry Department or designees of the PTRM committee, and whenever possible, at least one peer observer should teach in the faculty member's area of specialization. Lecturer II, Lecturer III, Associate Clinical Professor or Full Clinical Professors in the Department of Chemistry and full-time faculty at the aforementioned ranks from other departments may be designated by the PTRM committee to conduct one of the class visitations for faculty, when appropriate as determined by their area of specialization. Each lecturer/clinical faculty member must submit the names of suggested peer visitors to the PTRM Assistant Chairperson by the third Friday in September for Fall semester observations or by the third Friday in February for Spring semester observations for approval by the PTRM Committee. Each lecturer/clinical faculty member is responsible for making sure that the schedule of the suggested visitors is compatible with their teaching schedule prior to submitting names to the PTRM Assistant Chair. If no visitors are selected, the PTRM Assistant Chairperson in consultation with the PTRM Chairperson will assign them. The PTRM Assistant chairperson will notify the PTRM committee about the peer assignments and solicit feedback as necessary.

D. REAPPOINTMENT OF LECTURERS

The decision to re-appoint a Lecturer after the term of the faculty member's contract remains within the discretion of the University. Initial contracts will be for one academic year. Subsequent contracts may be for longer terms, not to exceed three years. After three consecutive years, a Lecturer may be eligible for a three-year contract with a recommendation from the department chairperson and college dean. Final approval must then be given by the Provost.

E. PROMOTION TO LECTURER II

1. Criteria

For promotion from Lecturer to Lecturer II, a faculty member must meet the following criteria:

1. The faculty member must have a record of at least six years of teaching full-time at an accredited university.
2. The faculty member must have a documented record of teaching excellence, as evidenced by student evaluations, peer evaluations and reflections on teaching.
3. The faculty member must have a sustained record of scholarship activities, commensurate with workload identified in Annual Plans. Scholarly activities may include activities to maintain or enhance teaching currency, curriculum and laboratory development, professional development activities, presentations of scholarly work at conferences, investigation activities, and other scholarly endeavors.
4. The faculty member must have a sustained record of service activities, commensurate with workload identified in Annual Plans

2. Procedures for Promotion to Lecturer II

In order to be considered for promotion, faculty members will submit the following materials to the Chairperson by the 3rd Friday in June:

1. Cover Sheet. The cover sheet should include the candidate's name, highest degree, present rank, department, date of appointment at Towson University, number of years of credit for prior service, dates for leaves of absence (with the purposes of the leaves indicated), dates of previous promotions, the candidate's area of specialization within the discipline and proposed rank (lines not applicable should be omitted).
2. Curriculum Vitae
3. Annual Plans (Annual Workload Plans) since the time of hire as full-time faculty)
4. Annual Reviews (Annual Reports since the time of hire as full-time faculty)
5. Documentation of Teaching Excellence. This section should include all available student evaluations since the time of hire as full-time faculty, all available peer evaluations since the time of hire as full-time faculty (a minimum of two peer evaluations), a reflection of teaching, and any other documentation of teaching excellence. The reflection of teaching should describe the candidate's interpretation of student and peer evaluations, any changes made in response to student and peer feedback, and a description of how the faculty has grown as a teacher.
6. Summary of Major Accomplishments. This summary statement should describe how the candidate has met the teaching, scholarship, and service expectations required for promotion to Lecturer II. (A typical summary is about two pages in length.)

F. PROMOTION TO LECTURER III

1. Criteria

For promotion from Lecturer II to Lecturer III, a faculty member must meet the following criteria:

1. The faculty member must have a record of at least ten years of teaching full-time at an accredited university.
2. The faculty member must have a documented record of teaching excellence, as evidenced by student evaluations, peer evaluations and reflections on teaching.
3. The faculty member must have a sustained record of scholarship activities, commensurate with workload identified in Annual Plans. Scholarly activities may include activities to maintain or enhance teaching currency, curriculum and laboratory development, professional development activities, presentations of scholarly work at conferences, investigation activities, and other scholarly endeavors.
4. The faculty member must have a sustained record of service activities, commensurate with workload identified in Annual Plans

2. Procedures for Promotion to Lecturer III

In order to be considered for promotion, faculty members will submit the following materials to the Chairperson by the 3rd Friday in June:

1. Cover Sheet. The cover sheet should include the candidate's name, highest degree, present rank, department, date of appointment at Towson University, number of years of credit for prior service, dates for leaves of absence (with the purposes of the leaves indicated), dates of previous promotions, the candidate's area of specialization within the discipline and proposed rank (lines not applicable should be omitted).
2. Curriculum Vitae
3. Annual Plans (Annual Workload Plans since the last promotion)
4. Annual Reviews (Annual Reports since the last promotion)
5. Documentation of Teaching Excellence. This section should include all available student evaluations since the last promotion, all available peer evaluations since the last promotion (a minimum of two peer evaluations), a reflection of teaching, and any other documentation of teaching excellence. The reflection of teaching should describe the faculty interpretation of students and peer evaluations, any changes made in response to student's and peer's feedback, and a description of how the faculty has grown as a teacher.
6. Summary of Major Accomplishments. This summary statement should describe how the candidate has met the teaching, scholarship, and service expectations required for promotion to Lecturer III. (A typical summary is about two pages in length.)

G. REAPPOINTMENT OF CLINICAL FACULTY

Clinical faculty will be evaluated annually for reappointment. Reappointment of Clinical faculty is contingent upon departmental need and evidence of clinical/professional excellence as reflected in the faculty member's performance in teaching, service and scholarship. Deliberations concerning reappointment of clinical faculty are the responsibility of the PTRM committee, except for positive reappointment recommendations in the first year, which are not deliberated on by the PTRM committee. Clinical faculty submit an evaluation portfolio at the end of each academic year, including the following:

1. Summary of major activities and accomplishments
2. Completed and signed Annual Report and Annual Workload Plan
3. Curriculum Vitae

4. Syllabi of courses taught
5. Peer evaluations (if conducted) and student evaluations (including a review of the quantitative ratings and the written comments) of teaching.
6. Grade distribution for courses
7. Documentation of scholarship and service

First year Clinical faculty submit a CV, peer teaching evaluations, student evaluations (if available) and any other relevant documentation to the department chair by the third Friday in January. The department chair will review all relevant documentation, meet with the faculty to discuss the review and make a recommendation by the first Friday in February. The department chair will relate the reappointment or non-reappointment decision to the clinical faculty, the department PTRM committee, the dean and the Provost. Should the department chair recommend non-reappointment, the PTRM committee will review all relevant documentation and make a recommendation by the third Friday in February. The PTRM committee will relate its decision for reappointment or non-reappointment to the clinical faculty, the department chair, the dean and the Provost.

Clinical faculty may request to be considered for three-year contracts after three consecutive positive annual reviews by both the department chair and the PTRM committee. Requests for consideration of a three-year contract must be made by the fourth Friday in September in the year prior to beginning the three-year contract. The Clinical faculty submits a summative portfolio including all the materials listed above (Annual Report, CV, syllabi, peer and student evaluations, grade distributions, documentation) for the past three years and a reflective comprehensive summary analyzing the previous three years of work in the areas of teaching scholarship and service.

Three-year contracts are granted upon approval of the Provost and require a positive recommendation by the department chair, the department PTRM committee and the dean. To request a subsequent three-year contract, the clinical faculty must submit a summative portfolio by the second Friday in January during the second year of the three-year appointment.

H. PROMOTION OF CLINICAL FACULTY

For promotion from Assistant to Associate Clinical Professor or from Associate Clinical Professor to Clinical Professor, the faculty member must meet the minimum number of years in rank. The minimum number of years in rank is six years full-time University teaching for Associate Clinical Professors and a minimum of ten years for Clinical Professors. Review will normally occur no earlier than the sixth-year in a Clinical Faculty position.

The candidate will submit a portfolio consistent with the requirements of the FCSM Promotion, Tenure, Reappointment and Merit Document and the Faculty Handbook. The PTRM Committee will review the faculty member's portfolio, applying the guidelines in Section I. Deliberations for each clinical faculty member will be conducted separately. Voting for promotion will be by secret ballot; each ballot will be dated and signed by the voting member's TU ID number. Ballots will be forwarded to the Provost.

The PTRM Committee and the Department Chair both make recommendations regarding the promotion. If the department level recommendation is favorable, the college PTRM committee and the dean make recommendations regarding the promotion. If either or both the College PTRM committee and the dean's recommendation are favorable, the portfolio is forwarded to

the provost. The president makes a decision regarding the promotion upon the recommendation of the Provost.

V. MERIT

The Faculty Annual Report portfolios for evaluation at the end of each academic year will be used for merit evaluations. The following materials are required by university policy:

1. Annual Workload Plan or Chairperson's Annual Workload Plan
2. Annual report or Chairperson's Annual Report for the evaluation period
3. Curriculum vitae.
4. Syllabi of all courses taught during the evaluation period.
5. All available student evaluations (including a reflection of the quantitative ratings and the written comments) of teaching for the evaluation period.
6. Peer evaluations (if conducted) during the evaluation period
7. Grade distributions for all courses taught during the evaluation period
8. Documentation of scholarship and service

In addition, the Department requires the following:

1. Summary of major activities and accomplishments.
2. Signed Annual Workload Plan for the academic year following the evaluation period.

In addition, all examinations for all courses taught during the evaluation period must be available upon request.

Criteria for Merit or No-Merit, should be based primarily on their job expectations by a comparison of the faculty member's Annual Workload Plan and Annual Report that apply to the evaluation period.

Each faculty member will be rated in the areas of teaching, scholarship and service by the Department Chairperson, using the Annual Merit Evaluation Form for Full-Time Faculty as the instrument to evaluate for merit decision. The Department Chairperson is evaluated by the Dean. Faculty/Chairpersons must receive "Meets Departmental Standards" in all categories to receive a decision of merit.

A. CRITERIA FOR MERIT RANKINGS

Each faculty member will be evaluated in each of the areas of teaching, scholarship and service as meeting Departmental Standards or performing below Departmental Standards. To receive a merit recommendation, ratings in all areas should meet Departmental Standards.

Recommendations for performance below departmental standards merit will be based on the following guidelines:

- A. Criteria for ratings below Departmental Standards:
 1. Failure to meet, in substance, the expectations of the faculty member's Annual Workload Plan of the academic year under review.
 2. Refusal to file a complete and fully signed Annual Workload Plan by its effective due date for the subsequent academic year.

3. Consistent failure to meet assigned classes on a regular basis during the academic year unless approved by the Department Chairperson and FSCM Dean.
4. Consistent failure to schedule appointments with advisees on a regular basis during the academic year unless approved by the Department Chairperson and FSCM Dean
5. Overwhelmingly negative student evaluations or peer evaluations
6. Failure to attend on a regular basis: departmental faculty meetings and/or departmental committee meetings and/or meetings arranged by course coordinators unless specifically exempted in the Annual Workload Plan or approved by the Department Chairperson and/or the FSCM Dean.

B. PROCEDURES FOR MERIT

Merit recommendations will be made by the Department Chairperson or the Dean using the Annual Workload Plan and Annual report or Chairperson's Annual Report for the evaluation period submitted by the faculty member on May 31 or the next business day after May 31 if that date falls on a weekend or holiday. The Department Chairperson will apply the criteria detailed in Section V.A of this document in making their recommendations. The Department Chairperson will decide a faculty member's merit by the first workday in July. The Dean will decide the Department Chairperson's merit. The Annual Merit Evaluation Form for Fulltime Faculty and Chairpersons will be used as the instrument to evaluate for merit decision. Faculty may appeal the Chairperson's merit decision by submitting a written rebuttal to the departmental PTRM committee by the second Friday in September, as described in section VI of this document. The annual review for merit must be completed by the fourth Friday in October.

All recommendations, accompanied by a justification of the recommendation (including cases of an overall negative rating in any category), will be conveyed in writing to the faculty member, inclusive of any Department Chairperson's statement for inclusion in the faculty member's portfolio by the fourth Friday in October. The faculty member's Merit portfolio is forwarded to the FCSM Dean along with the departmental recommendation. The merit recommendation for the Department Chairperson will be made by the Dean of the College by the first workday in July and forwarded to the Provost.

C. FACULTY ASSOCIATED WITH INTERDISCIPLINARY PROGRAMS

The director of the faculty member's interdisciplinary program will meet with the Department Chairperson and the faculty member to help shape the faculty member's Annual Workload Plan. The director will provide input in the determination of the faculty member's Merit recommendation.

D. FACULTY ON FULL-ACADEMIC YEAR SABBATICAL OR OTHER UNIVERSITY APPROVED LEAVE

Faculty who are on University approved leave for an entire academic year, are encouraged, but not required to submit an Annual Report. Faculty on sabbatical are required to submit an annual report. Faculty/Chairpersons on sabbatical, FMLA, or other leave during the year under review will only be rated on categories relevant to their duties as agreed upon in their Annual Workload Plan for the year under review. Faculty who are on approved leave can expect to be rated as Satisfactory unless their Annual report supporting their leave indicates that another ranking is more appropriate.

VI. APPEALS

A. PROMOTION, TENURE, REAPPOINTMENT AND 5-YEAR REVIEW

Appeals of departmental negative recommendations for promotion, reappointment, tenure, or comprehensive five-year review decisions shall be made in writing and delivered in person or by certified mail or via confidential electronic file delivery system to the appropriate body (see below) within 21 calendar days from the date that the negative judgment is delivered in person or from the postmarked date of a certified letter or the submission date of the confidential electronic file delivery system.

The reappointment evaluation process includes the department PTRM recommendation, the Department Chairperson recommendation, if any, the dean's recommendation, and the Provost's final decision. The tenure and promotion evaluation processes include a recommendation from the department PTRM committee, an independent evaluation from the Department Chairperson, a recommendation from the college PTRM committee, an independent evaluation from the dean, a recommendation from the Provost, and the President's final decision. The comprehensive 5-year review evaluation portfolio submitted to the Office of the Provost includes recommendations from the department PTRM committee, the Department Chairperson and the Dean.

There are 3 types of appeals:

1. Substantive appeals refer to perceived errors in judgement by the Department PTRM Committee or Chairperson regarding the evaluation of the faculty member's performance. The next higher level will serve as the appeals body. Appeals must be made in writing, clearly stating the grounds for appeal, and must be accompanied by supporting documents. Appeals of department recommendations will be copied to the Department Chairperson and the Department PTRM Chair.
2. Procedural appeals refer to alleged errors in the procedure followed in the review, recommendation, and notification process. Appeals must be made in writing, clearly stating the alleged procedural errors, and must be accompanied by supporting documents. Procedural appeals of department recommendations will be made to the University PTRM Committee, with a copy to the Department Chairperson, the Department PTRM Chair and the Dean. Appeals must be submitted in person or by certified mail or via confidential electronic file delivery system to the dean, the Provost or UPTRM Chair. Recommendations of the UPTRM Committee may be appealed to the President, whose decision is final.
3. Appeals alleging unlawful discrimination in race, color, religion, age, national origin, gender, sexual orientation and disability shall follow specific procedures described in [Towson University Policy 06-01.00](#)

B. FIRST YEAR FACULTY

First-year faculty may appeal a decision of "no-reappointment" to the University President. Faculty can begin preparing their appeal to the President upon receiving a non-reappointment decision from the department PTRM committee on the third Friday in February. Faculty are notified of the dean's and provost's reappointment decisions by March 1st. Faculty can appeal

to the President within 10 business days of receiving a notification of “no-reappointment” by the President.

C. MERIT

Faculty may appeal a decision of “no merit” by submitting a written rebuttal of the Department Chairperson’s decision along with the Annual Merit Evaluation Form and the Department Chairperson’s rationale to the Department PTRM Committee, with a copy to the Department Chairperson, by the second Friday in September. The PTRM Committee Chairperson should inform the Department Chairperson of the committee’s review timeline. The Department Chairperson may provide the PTRM Committee with written comments regarding the negative decision but may not participate in the Committee deliberations. The faculty under consideration may not participate in the Committee deliberations. A decision of “no merit” will be reviewed 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.

Chairpersons may appeal a decision of “no merit” by submitting a written rebuttal of the Dean’s decision to 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.

VII. COMMITTEE STRUCTURES

A. MENTORING AND RESOURCE COMMITTEE

The Mentoring and Resource Committee for each incoming tenure-track faculty member will consist of at least two tenured faculty members, who volunteer or are assigned by the Chairperson of the Department. If there are no tenured faculty members in the incoming tenure-track faculty member’s course area, a third senior tenure-track faculty member may be assigned to the committee by the Chairperson of the Department. After the first year, the composition of the Committee may be changed by the Chairperson of the Department or at the request of either the tenure-track faculty member or members of the Mentoring and Resource Committee.

The Mentoring and Resource Committee for each incoming lecturer and clinical faculty member will consist of at least two full time faculty members, who volunteer or are assigned by the Department Chairperson. The faculty mentors should have held full-time faculty positions in the department for at least 5 years. If there are no faculty members with 5 years of full-time faculty experience in the incoming faculty member’s course area, a third faculty member with fewer years of experience may be assigned to the committee by the Department Chairperson. After the first year, the composition of the Committee may be changed by the Department

Chairperson or at the request of either the incoming faculty member or members of the Mentoring and Resource Committee.

The Mentoring and Resource Committee will provide support and mentorship to new Faculty members during the pre-tenure, probationary period. The Committee will meet at the end of the new faculty member's first month (usually September) to discuss the role of the committee and offer orientation information. Agenda topics for this first meeting will include, the role of the Committee in providing support to the new faculty member, University/College/Department promotion, tenure, reappointment and merit procedures, a timeline of important dates and milestones, and suggested goals for the first year. The Committee will meet after the new faculty member's second semester (usually Spring) to discuss the challenges encountered during the first two semesters, PTRM procedures, Annual Review submission, and updated goals and accomplishments. The Committee will meet in subsequent spring terms to review updated goals and accomplishments, and to provide advice on progress toward tenure. The Committee will provide a written mentoring report after a meeting to summarize the mentoring discussion, when requested by either the incoming faculty member or members of the Mentoring and Resource Committee. The Committee may provide recommendations for visitors to promote that an appropriate sampling of tenured faculty perform class visitations throughout the new faculty member's probationary period. The Committee will advise on Merit and Reappointment evaluations at the new faculty member's request. The Committee will advise on the feedback from the faculty member's third-year review.

In the event of a vacancy on the Mentoring Committee, the Department Chairperson will choose a replacement in consultation with the New Faculty member and the remaining members of the Mentoring Committee.

B. PROMOTION, TENURE, REAPPOINTMENT AND MERIT COMMITTEE

The Promotion, Tenure, Reappointment and Merit (PTRM) Committee will consist of all tenured department faculty; the Chairperson of the Department will serve as a non-voting *ex-officio* member. The PTRM Committee is chaired by the PTRM Chairperson who is elected by the full-time faculty and serves a three-year term. The PTRM Committee will evaluate tenure, tenure-track, clinical and lecturer faculty members for reappointment, promotion to associate clinical professor, promotion to full clinical professor, promotion to lecturer II, promotion to lecturer III, third-year review, tenure, promotion to associate professor, five-year comprehensive review, and promotion to full professor.

Committee members who are being evaluated for promotion or five year comprehensive review may not participate in the discussions related to their own review. The PTRM Committee Assistant Chairperson will assume the duties of the PTRM Committee Chairperson if the latter is unable to discharge them due to illness, etc.

Committee members who are absent for promotion, tenure and/or reappointment deliberations may not vote by proxy (Examples: on sabbatical, conference attendance, medical absence). Committee members on sabbatical, or other approved leave, may vote if they have reviewed the portfolio, and are present for all deliberations and meetings pertaining to the faculty member under review.

A vote may be delayed to a subsequent meeting at the discretion of the PTRM Committee Chairperson. For passage, motions will require a quorum and a positive majority of votes cast by

members present at the meeting. (A quorum is defined as two-thirds of committee members. Members on leave (with the exception of those who have attended all deliberations and reviewed the portfolio) are not counted for the purposes of defining a quorum. The majority is based on the total number of eligible voting members on the committee present for the meeting.) In the case of a tie vote, the motion fails.

Since all tenured faculty in the department are members of the PTRM committee, a departure of a PTRM committee member does not create a vacancy but reduces the number of voting members. Thus, in the event of a departure of a PTRM committee member the number of faculty needed to reach quorum will be recalculated.

C. PTRM COMMITTEE CHAIRPERSON

The PTRM Committee Chairperson will be a tenured faculty member of the Department and will be elected by the tenured and tenure-track Chemistry Department faculty for a term of three years at the final faculty meeting of the spring semester. The Chairperson of the Department will be neither the PTRM Committee Chairperson nor Assistant Chairperson. In the event of a long-term leave of absence of the incumbent PTRM chairperson, an acting PTRM Committee Chairperson will be elected.

The PTRM Committee Chairperson will schedule the Tenure Committee and the Promotion and Reappointment Committee meetings, and chair all meetings in matters related to promotion and tenure. In the absence of the PTRM Committee Chairperson, the PTRM Committee Assistant Chairperson will chair the meeting. The PTRM Committee Chairperson will compile reports of PTRM Committees, forward the evaluation portfolios to the Dean's Office, and forward the ballots to the Provost's Office. The PTRM Committee Chairperson will prepare a detailed schedule of all promotion and tenure related deadlines for the entire academic year and distribute it to faculty members at the beginning of the academic year. The PTRM Committee Chairperson is responsible for the Third Year Review of tenure-track faculty.

In the event of premature vacancy of the PTRM Committee Chairperson, the Assistant Chairperson will serve as Acting PTRM Committee Chairperson for the remainder of the academic year and an Acting PTRM Committee Assistant Chairperson will be elected (see below). A new PTRM Committee Chairperson will be elected at the final faculty meeting of the spring semester.

D. PTRM COMMITTEE ASSISTANT CHAIRPERSON

The PTRM Committee Assistant Chairperson will be a tenured faculty member of the Department and will be elected by the tenured and tenure-track Chemistry Department faculty for a term of three years at the final faculty meeting of the spring semester. The Chairperson of the Department will be neither the PTRM Committee Chairperson nor Assistant Chairperson. In the event of a long-term leave of absence of the incumbent PTRM Assistant Chairperson, an acting PTRM Committee Assistant Chairperson will be elected. The Department Chairperson is responsible for organizing this election and the Acting PTRM Committee Assistant Chairperson will be elected by the tenured and tenure-track Chemistry Department faculty.

The PTRM Committee Chairperson will schedule the Tenure Committee meetings and the PTRM Committee Assistant Chairperson will chair the PTRM Committee meetings in the absence of the PTRM Committee Chairperson. The PTRM Committee Assistant Chairperson will bring faculty

nominations for peer classroom visitors to the PTRM Committee for approval, and advise faculty of promotion and tenure deadlines.

E. DUTIES OF THE CHAIR OF THE DEPARTMENT

The Chairperson of the Department will ensure that the deliberations and actions are in compliance with University and College PTRM procedures, and that they meet the deadlines in the Towson University Permanent Promotion and Tenure Calendar. The Chairperson will maintain PTRM records in Department (with assistance of PTRM Committee Chairperson), check faculty evaluation portfolios for completeness, correct formatting (these responsibilities may be delegated to the PTRM Committee Chairperson), and convey the portfolios to PTRM Committee. The Chairperson will meet with each faculty to negotiate the Annual Workload Plan, and after annual departmental evaluation, to discuss the outcome of the committee deliberations. The Chairperson will write independent evaluation letters for candidates for promotion and tenure, and will complete merit evaluations as described in section V (Merit).

VIII. CALENDAR

Below is a summary important dates (The FCSM Calendar of important dates can be found as part of the FCSM [Promotion & Tenure Policies](#))

A. The First Friday in May

Formation of Department and College Promotion, Tenure/Reappointment, and Merit (PTRM) Committees.

B. May 31st

All fulltime faculty submit their Annual Workload Plan and Annual Report for the year under review to the Department Chairperson.

In the event that May 31st falls on a weekend or holiday, the deadline will be the first business day after May 31st.

C. The Third Friday in June

1. All faculty submit evaluation portfolios to the Department Chairperson
2. Faculty submit a list of at least (3) names of any additional faculty to be included on department PTRM committee (if necessary) to the department chairperson and Dean.
3. Candidates for Professor submit their electronic files for external evaluators to the Dean's office.

D. August 1st (USM mandated)

Tenure-track faculty in the third or later Academic Year of service must be notified in writing of non-reappointment prior to the third or subsequent Academic Year of service if the faculty member's appointment ends after the third or subsequent Academic Year.

E. The First Friday in September

Department chairperson approval of the list of additional faculty members to be considered for inclusion in the department PTRM committee.

F. The Third Friday in September

1. Final date for faculty to add information to update their evaluation portfolios for work completed before June 1
2. College PTRM Committee approval of faculty to be added to a department's PTRM Committee (if necessary).
3. First-year faculty members must finalize the Statement on Standards and Expectations for New Tenure-track Faculty (SENTF) with Department Chairperson.
4. Faculty notify department chairperson of intention to submit materials for promotion and/or tenure in the next academic year.

G. The Second Friday in October

1. Department PTRM Committee's recommendations and vote count on faculty members are submitted to the Department Chairperson.
2. College PTRM documents are due to the University PTRM Committee if changes have been made since last approved.

H. The Fourth Friday in October

1. Department chairperson's written evaluation for faculty considered for reappointment in the first through fifth years, promotion, tenure, and comprehensive five-year review is added to the faculty member's evaluation portfolio and conveyed to the faculty member.
2. The department chairperson will place their independent evaluation into the evaluation portfolio.
3. The department PTRM committee's report with recommendations and vote count and the department chairperson's evaluation are distributed to the faculty member.

I. The Second Friday in November

The faculty member's evaluation portfolio, inclusive of the department PTRM committee's written recommendation with record of the vote count, and the written recommendation of the department chairperson, are forwarded by the department PTRM chairperson to the Dean's office.

J. The First Friday in December

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

K. December 15 (This deadline is mandated by the USM)

Tenure-track faculty in the second or any subsequent year of the probationary period must be notified by the President in writing of non-reappointment for the next academic year.

L. The First Friday in January

The FCSM PTRM Committee reports with vote counts and recommendations for faculty reviewed for tenure and/or promotion are submitted to the Dean.

M. The Third Friday in January

1. The college PTRM committee's report with vote counts and the Dean's recommendation for tenure and/or promotion are conveyed in writing to the faculty member. Faculty members may appeal a negative judgment. See Section VI for appeal procedures.
2. The college committee's recommendation concerning faculty members appealing their departmental (PTRM) recommendation delivered to candidate and department chairperson. Faculty may appeal a negative judgment from the college committee. See page VI for appeal procedures.
3. First year faculty members submit evaluation portfolio to Department Chairperson.
4. All documentation for the third-year review of tenure-track faculty is submitted by the faculty member to the department chairperson

N. The First Friday in February

The Department Chairperson's recommendations on the reappointment of first year faculty are submitted to the Department PTRM Committee, the faculty member and the Dean. Positive recommendations are also forwarded to the Provost. For negative recommendations, the faculty member's evaluation portfolio is forwarded to the PTRM Committee and the Dean.

O. The Second Friday in February

1. All promotion, tenure/reappointment, and merit recommendations delivered to the Provost.
2. Department documents concerning promotion, tenure/reappointment, and merit (with approval form signed by all current faculty members) delivered to the chairperson of the University PTRM Committee, if any changes have been made. All changes must be indicated with redline (for additions) or strikeout (for deletions), submitted in triplicate. Department not electing to change their documents do not need to report.

P. The Third Friday in February

The PTRM Committee's recommendations on the reappointment of first year faculty are submitted to the Department Chairperson, the faculty member, the Dean and the Provost. Negative recommendations are forwarded to the President by the Provost.

Q. The Fourth Friday in February

1. Dean's recommendations on the reappointment of first year faculty are submitted to the Department Chairperson, the faculty member, the Department PTRM Committee and the Provost.
2. The Provost makes a recommendation concerning the reappointment of first year faculty members to the President before March 1.

R. March 1 (This deadline is mandated by the USM)

Deadline by which tenure-track faculty in their first year of appointment must receive notification by the president of the university should the decision have been made to terminate their appointment. Otherwise, appointments of first-year tenure-track faculty are automatically renewed.

S. The First Friday in March

Faculty under third-year review must be provided with written and face-to-face feedback on their performance toward tenure.

T. The Second Week of March

First year faculty can present an appeal to the President regarding Non-Reappointment recommendations within 10 business days of receiving the President's notification of Non-Reappointment.

U. The Third Friday in March

1. Provost's decisions given to all faculty members recommended for tenure and/or promotion. Faculty members may appeal a negative decision. See Section VI for appeal procedures.
2. The Provost's decision concerning faculty appeals of their college PTRM committee's recommendations is delivered to the appellant. Faculty members may appeal a negative decision. See Section VI for appeal procedures.

IX. APPENDICES

Appendix I

DEPARTMENT PROMOTION AND TENURE DISCLOSURE FORM

NAME: _____

RANK: _____

DATE OF APPOINTMENT: _____

By signing below, the faculty member certifies that they have received and read a copy of the Department Promotion and Tenure document, which contains the Standards and Expectations for Tenured and Tenure-Track Faculty.

Signatures

Faculty Member: Date

Chair of the Department Date

Dean of the College of Science and Mathematics Date

Appendix II

CLASS VISITATION REPORT

Course Title: _____

Course No.: _____

Semester/Year: _____

Meeting Times: _____

Name of instructor: _____

A. Accuracy of content

Technical Terminology (appropriate use of)

Nomenclature (correct/current use of)

Use of symbols and structures (accuracy, clarity, conforms to conventions)

Other

B. Level of content

Quantitation (course appropriate handling of)

Other

C. Clarity of delivery

Use of media (competence with chosen format)

Legibility/Visibility

Voice (projection/pacing)

Other

D. Overall Effectiveness

Class interaction

Other

E. Miscellaneous

Date of Visit:

Time of Visit:

Name of Visitor:

Signature:

I have read this visitation report.

Instructor's Signature

Date

Appendix III

Annual Merit Evaluation Form for Full-Time Faculty

Evaluation of: _____

Academic Rank/Department: _____

The categories below evaluate the faculty's accomplishments during the period of June 1, 20__ through May 31, 20__.

	Below Departmental Standards	Meets Departmental Standards
Leadership (chairpersons only)		
Teaching and Advising		
Research, Scholarship, and Creative Activities (if applicable)		
Service to Department, College, University, Community (as applicable)		

NOTE: To receive a merit recommendation, all ratings must be in "meets departmental standards."

Merit recommendation:

Merit: _____

No Merit: _____

Evaluator: _____

Printed Name

Signature

Date

Evaluator Remarks: