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3 **DEPARTMENT OF PHYSICS, ASTRONOMY & GEOSCIENCES**  
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5  
6 **PROMOTION, TENURE, REAPPOINTMENT and MERIT DOCUMENT**  
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8 Approved May 8, 2023

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14 This document describes the standards, procedures, and processes of the Department of Physics,  
15 Astronomy & Geosciences (PAGS) in reappointment, tenure, promotion, comprehensive review, and  
16 merit, under the guidelines set forth in the Towson University Policy on Appointment, Rank and Tenure  
17 of Faculty (ART). Any contradiction between this document and the ART or FCSM PTRM document  
18 shall be resolved in favor of those documents. All full-time faculty, tenured, tenure track, lecturer, and  
19 visiting, are covered, but the applicability of some items are limited by the terms of appointment.

20 **I. Department of Physics, Astronomy & Geosciences Standards and Expectations**

21 **Instruction**

- 22 1. Classes should be met and dismissed promptly. If class cancelations are necessary, the  
23 department chair and office staff must be notified in advance. Provision should be made for  
24 suitable alternate activities when classes cannot be met.
- 25 2. Laboratory sessions should have the instructor in attendance at all times when they are regarded  
26 as equivalent in contact hours to lecture or discussion meetings. Other kinds of arrangements  
27 should be made in advance of schedule preparation.
- 28 3. All materials submitted by students will be evaluated and made available to students in a timely  
29 manner. Final exams do not need to be returned, but must be retained for at least one year.
- 30 4. Instructors are obliged during the first week of classes to explain the system of evaluation that  
31 will be employed. Clear evaluation criteria should also be specified in the course syllabus,  
32 including course goals and learning outcomes, particularly for Gen Ed./Core courses.
- 33 5. Department members should show understanding and consideration for the activities of their  
34 colleagues. They should honor colleagues' scheduled meetings, equipment needs, requests for  
35 legitimate funds, and requests for support from non-teaching personnel.
- 36 6. Assisting students outside regular class meeting times is part of the teaching load.
- 37 7. Departmental or group standards for course work will be met, or formal approval for departure  
38 from them obtained prior to deviation. This is to be interpreted in the most liberal way possible.
- 39 8. Students and colleagues should be treated with elementary courtesy; appointments kept; insults  
40 avoided; etc.
- 41 9. Department members should actively attempt to improve the quality of teaching/learning in their  
42 own courses and in the department as a whole. A conscious effort should be made to uncover  
43 and resolve impediments to learning, both of an intellectual and a material sort. Department  
44 members are expected to continually improve both in scope and depth of one's own knowledge.
- 45 10. The statement concerning teaching effectiveness is in the University ART document, section  
46 II.C.2.

47 **Scholarship**

- 48 1. Commensurate with workload expectations, department members are expected to contribute to  
49 the advancement of knowledge in their disciplines. It is through the scholarship of the faculty that  
50 knowledge and skills within a discipline are enhanced or extended.

51 2. Department members should recognize that scholarship takes many forms ([see FCSM PTRM](#)  
52 [document, section III.B.](#)) depending upon discipline and scholarly focus. Scholarship is not  
53 limited to basic or applied research in a discipline.

#### 54 Service

55 1. One of the prices of freedom is the assumption of onerous administrative and decision-making  
56 responsibilities. Each department member is expected to share in the day-to-day, mundane,  
57 routine, irksome tasks necessary to the functioning of the department. This means attending  
58 announced meetings, performing agreed-to responsibilities and even, once in a while, going along  
59 with a procedure not to one's liking. Faculty should come prepared to meetings and meetings  
60 should be run in an efficient manner.

61 2. Similarly, each department member is expected to share in the governance of the college and  
62 university. Service on college and university committees, accepting nomination to elected posts,  
63 voting in elections, and attendance at hearings on matters of concern are all ways of participating.

64 3. The basic levels of fulfillment of service to the discipline and University are described in the  
65 University ART document, section III.B.  
66

#### 67 Milieu, Tenor, Tone

68 1. Each department member is expected, normally and with tolerance of eccentricities, to contribute  
69 to and exemplify a general sense of personal worth, commitment to principle, and the notion that  
70 what occurs in the Department of Physics, Astronomy & Geosciences at Towson University is  
71 important.

72 2. Department members should encourage in students and colleagues the desire to work to high  
73 standards.

#### 74 Other

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76 1. Each department member's work at Towson will be their primary professional responsibility.  
77

78 2. Tenure will not be considered for any person without a terminal degree.  
79

80 3. Each new faculty member shall be assigned a mentor who will assist and/or advise in PTRM matters  
81 or other professional concerns.  
82

#### 83 Confidentiality

84 All deliberations pertaining to annual faculty evaluations, reappointment, merit, tenure, promotion,  
85 third year review, and comprehensive review at all levels shall be confidential.  
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88 **II. Department of Physics, Astronomy & Geosciences PTRM Governance Structure**

89  
90 The department PTRM governance structure consists of a Department Promotion, Tenure, and  
91 Reappointment Committee (DPTRC) and a PTRM Executive Committee.

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93 **A. Department Promotion, Tenure, and Reappointment Committee**

94  
95 The duty of determining recommendations for reappointment (second-year faculty and beyond), third  
96 year review, tenure, promotion, and comprehensive (five year) review for the Department of Physics,  
97 Astronomy & Geosciences will be conducted by the Department Promotion, Tenure, and  
98 Reappointment Committee (DPTRC).

99  
100 Composition

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

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105 Duties of DPTRC Chairperson

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107 The Chair of the DPTRC shall:

- 108 1. Be responsible for coordinating the department procedures for reappointment, third year review,  
109 tenure, promotion, and comprehensive review by:
- 110 a) Identifying the non-tenured faculty under review and helping assure that the DPTRC meets
  - 111 reappointment, third year review, promotion to associate professor, and tenure procedures and
  - 112 deadlines,
  - 113 b) identifying the tenured faculty under review and helping assure that the DPTRC meets
  - 114 comprehensive review and promotion to full professor procedures and deadlines,
  - 115 c) assisting with the coordination of faculty classroom visits of tenure-track and tenured faculty,
  - 116 d) making sure needed forms and other materials are available,
  - 117 e) preparing the agenda and calling meetings of the DPTRC,
  - 118 f) reminding committee members to read the relevant sections of the department PTRM document,
  - 119 the FCSM PTRM document, and/or the ART document, and then answering questions about
  - 120 DPTRC procedures
  - 121 g) transferring all tenure, promotion, and comprehensive review portfolios to the Dean's office by
  - 122 the second Friday in November.
- 123
- 124 2. Act as liaison between the DPTRC, the department members, the College PTRM Committee, the
- 125 University PTRM Committee, the department chair, and any other concerned group.
- 126

127 Duties of the DPTRC Secretary

- 128 1. The DPTRC secretary will draft and distribute committee correspondence to faculty and the
- 129 department chairperson. The DPTRC secretary will also maintain a copy of all correspondences.
- 130 2. The DPTRC secretary will record and maintain meeting notes, decision outcomes, and action items
- 131 of the committee. This shall include voluntarily made signed statements from DPTRC
- 132 members.
- 133 3. The DPTRC secretary will create the signature forms that faculty must sign to indicate that they
- 134 have received and read the committee's promotion, tenure, reappointment, third year review, and
- 135 comprehensive review evaluation letters, and help to ensure that the forms are signed.
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**B. PTRM Executive Committee**

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

Composition

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

Duties of the Executive Committee Chairperson

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

Duties of the Executive Committee

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

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### C. Elections

By the first Friday in May, elections will be held to fill the positions listed in Table 1 for the upcoming year:

Table 1

<b>Position</b>	<b>Electing Body</b>
Chair of the Executive Committee	Full-time tenure or tenure track faculty
Chair of the DPTRC	Full-time tenure or tenure track faculty
Secretary of the DPTRC	Full-time tenure or tenure track faculty

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Note: A faculty member may serve as chair of more than one committee.

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Elections will be executed using the following procedure.

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1. Nominations shall be made from the floor. Absentees may be nominated and elected. All nominees should be tenured faculty. Every tenured member of the Department of Physics, Astronomy & Geosciences shall be expected to stand for election for these positions at the annual election held for this purpose, and serve if elected. *Exceptions:* 1) a department member who has held that position for the previous three years may withdraw from consideration; 2) faculty are not eligible to hold these positions during the year of their sabbatical or other official leaves of absences; 3) or other considerations in consultation with the department chairperson.
2. The membership of the department will elect, from those nominated, the positions for all committees by secret ballot. If a simple majority vote of those present is not received for each chair or secretary position, a run-off secret ballot shall occur between the top two candidates.
3. Votes will be counted by the Executive Committee chairperson and the PAGES department chairperson.
4. Faculty on sabbatical or on official leaves of absence will have full voting privileges provided that they have reviewed the materials and are present for the deliberations.
5. If an elected PTRM officer retires or is approved to go on leave, a special election shall be held as soon as possible to find a replacement.

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### III. Criteria and Methods for Faculty Evaluations

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The Department of Physics, Astronomy & Geosciences follows the criteria for teaching, scholarship and service evaluation set forth in Section III for Promotion and Tenure and IX for Merit of the FCSM PTRM Policies, Procedures, Criteria and Standards document. The statements below clarify the ways in which the Department of Physics, Astronomy & Geosciences manages and interprets the evaluation of faculty with respect to teaching, scholarship, and service beyond what is included in the Towson University Policy on Appointment, Rank, and Tenure of Faculty (a.k.a. TU ART Document) and the Fisher College of Science and Mathematics Promotion, Tenure/Reappointment, and Merit Committee Policies Procedures, Criteria, and Standards (a.k.a. [FCSM PTRM document](#)).

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#### Teaching

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1. Evaluations by departmental peers are required pieces of evidence to substantiate teaching

229 effectiveness as noted in the TU ART and FCSM PTRM documents. The means by which the  
230 Department of Physics, Astronomy & Geosciences generates these reports for tenured/tenure-track  
231 faculty members and lecturers is as follows:  
232

- 233 a) The chair of the DPTRC, in conjunction with the department chair, will help arrange  
234 visitations.
- 235 b) All visits will be conducted by tenured members of the department.
- 236 c) The date of the visit shall be arranged at least one week in advance of the class period.
- 237 d) The visited and visiting faculty members will communicate at least one day prior to the class  
238 period so that the visited member may discuss philosophy and objectives for the course and  
239 provide a syllabus and materials relevant to the class, to all observers.
- 240 e) For each classroom visit, the visiting faculty member should fill out the Classroom Visitation  
241 Report in Section VIII of this document.
- 242 f) Within one week after the visit, an open and professional post-visit conference will be held to  
243 discuss the observations made by the visiting faculty members. At this time, each visitor's  
244 proposed report will be discussed.
- 245 g) Within two weeks after the visit, each visiting faculty member will have completed the  
246 visitation process and placed the Classroom Visitation Report, signed by both visitor and  
247 visited, into the visited faculty member's PTRM portfolio. The visited faculty member will  
248 also receive a copy of this report.
- 249 h) Each non-tenure-track faculty member will be visited once each semester by one faculty  
250 member for the first three semesters they teach a course. The rate of future observations will  
251 then be determined based upon teaching performance.
- 252 i) Each tenure-track faculty member will be visited at least twice each year by two faculty  
253 members at a time. If possible the annual visits should occur in two different classes and be  
254 made by two different pairs of observers. After the third year review process, the DPTRC will  
255 determine whether the faculty member should continue on a cycle of two observations per  
256 year or change to a minimum of one observation per year.
- 257 j) Each tenured faculty member will be visited at least twice in every five year post tenure  
258 review period, preferably by two faculty members at a time. Faculty members should ensure  
259 that they have been visited at least one time in the two years prior to their application for  
260 promotion to Full Professor.

- 261
- 262 2. Evaluation by Students: The [FCSM PTRM document](#) specifies that the following are to be included  
263 as evidence to substantiate teaching effectiveness: qualitative comments and quantitative student  
264 evaluation scores, course syllabi, and copies of signed reports of peer observations of teaching.  
265 These documents must be included in all PTRM portfolios.  
266

### 267 Scholarship

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269 Each faculty member is expected to engage in a program of scholarly growth which should manifest  
270 itself in some form of measurable scholarship (see [FCSM PTRM document](#) for examples of forms  
271 of measurable scholarship). The type and amount scholarship produced should be appropriate to  
272 the practice of the faculty member's discipline within the context of their workload agreement  
273 (Annual Report Part II).  
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### 275 Service

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277 Each faculty member is expected to be actively engaged in service to the university (all levels),  
278 community, and discipline. The type and amount of service should be appropriate within the  
279 context of their workload agreement (Annual Report Part II).

280 **IV. Materials for Faculty Evaluation**

281  
282 Annual Report: Parts I and II.

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284 The Annual Report Part I (ARI) and Annual Report Part II (ARII) are the most important documents  
285 in the PTRM review process. Each faculty member's ARII describes the performance expectations  
286 for that faculty member for the upcoming academic year, and the ARI correlates the faculty member's  
287 actual performance with the performance expectations (described previously in the ARII) once the  
288 performance period is complete. *Note:* For first year faculty, the ARII is replaced by the SENTF.  
289

290 The ARII is to be prepared within the time period set forth by the University ART document. The  
291 faculty member will discuss their expectations for the coming year with the chair of the department.  
292 Agreement must be reached in each area of performance: teaching load, scholarship, and service.  
293 (Special considerations for teaching load may need to be discussed earlier when the fall schedule is  
294 being prepared.) The chair may make suggestions both as an advisor and to facilitate broader  
295 departmental goals. Over time, a faculty member's emphasis on teaching, scholarship, and service may  
296 shift, resulting in a different professional profile. Furthermore, the faculty member's profile may  
297 change because of the needs of the Department and University.  
298

299 Should the department chair and the faculty member be unable to reach an agreement on the ARII,  
300 then a special meeting with the group coordinator (or other senior member of that group agreed upon  
301 by faculty member and department chair) should be called to mediate the process. Should that effort  
302 prove fruitless, the dean of the college (who is a signatory to the ARII) shall arbitrate.  
303

304 At the end of the performance period, each faculty member prepares their ARI within the time period  
305 set forth by the University ART document.  
306

307 Preparing materials for PTRM review.

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309 Each faculty member will make available for review the ARI, ARII, and other supporting documents.  
310 In preparing the review materials, the faculty member must adhere to the same preparation guidelines  
311 that are used for a FCSM Promotion and Tenure Evaluation Portfolio. See the [Instructions for the  
312 Fisher College of Science and Mathematics \(FCSM\) Promotion and Tenure Evaluation Portfolio.](#)

- 313 1. Each year, every faculty member must prepare a merit portfolio that only includes documents  
314 pertinent to the previous year.
- 315 2. Faculty members who are undergoing a multi-year review (i.e., reappointment, promotion, tenure,  
316 third year review, comprehensive review) must also prepare a cumulative PTRM portfolio that  
317 includes all documents pertinent to the review period.  
318

319 **V. Evaluation of Faculty**

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321 **A. General Procedures**

- 322  
323 1. A quorum must be present at all committee meetings to conduct business. A quorum shall be 67%  
324 of the committee membership not on sabbatical or other approved leave.  
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- 326 2. PTRM votes are secret ballots cast in accordance with policies set forth by the University ART  
327 document. A majority vote (more than 50%) of the members present determines the outcome of  
328 the vote.  
329

- 330 3. In accordance with the ART, each faculty member is expected to submit a PTR portfolio by the  
331 third Friday in June. The only new information that can be added to the portfolio after the June  
332 deadline is new information that has become available about the previously completed work.  
333 Example: A journal article submitted before the June deadline is accepted for publication in  
334 August, so the PTR portfolio may be updated prior to the third Friday in September to reflect the  
335 article's acceptance.  
336
- 337 4. Certain letters and forms shall not be considered in future PTRM evaluations, and therefore shall  
338 not be included in PTRM portfolios. Specifically, faculty shall not include third year review letters,  
339 reappointment letters, or merit forms in their PTRM portfolios.  
340
- 341 5. Faculty who are absent from PTRM committee meetings may not vote by proxy, as stated in the  
342 ART.  
343
- 344 6. Votes are counted and announced during the PTRM meetings, immediately after the votes are  
345 complete. Example: Tenure votes conducted by the DPTRC are counted and announced during  
346 the committee meetings.  
347
- 348 7. Prior to the 2<sup>nd</sup> Friday in October, (i) drafts of all PTRM letters and forms should be examined for  
349 factual accuracy by the faculty under review, and (ii) factual inaccuracies should be reported by  
350 the faculty under review to the relevant committees.  
351
- 352 In accordance with the ART, for every type of PTRM evaluation, faculty members must sign a  
353 form stating that they have received and read the final written evaluation. This applies to  
354 reappointment letters, third year review letters, promotion and tenure recommendations, and  
355 comprehensive review letters. Signature sheets will be created by the DPTRC secretary, and kept  
356 in the department office, for this purpose.  
357
- 358 8. In cases where a PTRM committee chair needs clarification about a policy or procedure, the  
359 committee should contact the Executive Committee chair, who in turn will discuss the matter with  
360 the Executive Committee. If further clarification is required, the Executive Committee will contact  
361 either the department representative on the FCSM PTRM committee or the college representative  
362 on the UPTRM committee, as appropriate.  
363
- 364 9. For any PTRM evaluation, if there are dissenting or minority viewpoints, these must be expressed  
365 within the body of the committee's letter (for instance, in a separate paragraph) if the minority  
366 feels strongly that their views should be included. However, the letter as a whole should be  
367 weighted to be consistent with the tenor of the discussion and the distribution of the vote.  
368
- 369 10. Faculty should retrieve their PTRM portfolios from the department chair's office after the third  
370 Friday in March.  
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## 372 **B. Reappointment**

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### 375 The Review Procedures: First-Year Faculty

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377 For first-year faculty, the execution of the reappointment process is the responsibility of the department  
378 chair.  
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Timeline:

The Third Friday in January	First-year tenure-track faculty submit relevant reappointment documentation: SENTF, CV, syllabi, and student and peer evaluations.
The First Friday in February	Department Chair, after reviewing documentation and meeting with first-year tenure-track faculty member, makes a recommendation for reappointment or non-reappointment. If the decision is reappointment, Department Chair notifies faculty member and Dean. If the decision is non-reappointment, Department Chair notifies faculty member, Dean, and department PTRM committee and forwards all relevant documentation to the department PTRM committee and the Dean.
The Third Friday in February	If the chair made a non-reappointment decision: <ul style="list-style-type: none"><li>• If the department PTRM committee decision is reappointment, the committee notifies faculty member, Chair, and Dean.</li><li>• If the department PTRM committee decision is also for non-reappointment, the department PTRM committee notifies faculty member, Chair, Dean. The faculty member can begin to prepare their appeal to the President.</li></ul>
The Fourth Friday in February	Dean shares their reappointment recommendation with faculty member, Department Chair, Department DPTRM Committee, and Provost. Provost makes their recommendation to the President by March 1.
March 1	First year faculty must be notified of non-reappointment by written notification from the University President. If non-reappointment, the faculty member can present their appeal to the President.

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The Review Procedures: Faculty in their Second Year and Beyond

The Department Promotion, Tenure, and Reappointment Committee (DPTRC) is responsible for the reappointment of untenured faculty in their second year and beyond.

1. Tenure track faculty in their second year or beyond should update their cumulative PTR portfolio for work that was completed before June 1 by the third Friday in September. First year faculty should submit their PTRM portfolio to the chairperson by the second Friday of December.
2. Each faculty member's cumulative PTRM portfolio will be reviewed by all members of the DPTRC prior to the DPTRC meeting. Members of the committee may contact the faculty member regarding questions about their portfolio.

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3. The DPTRC will meet to discuss and evaluate the faculty member's teaching, scholarship, and service performance from the previous academic year (June 1 – May 31) and all previous years since their initial appointment date. Each faculty member being reviewed should be available during the meeting time to answer questions which may arise.
4. The DPTRC will vote using a secret ballot to make a recommendation regarding reappointment for a particular faculty member.
  - a) A tie vote will result in re-opening the case for further discussion and a new vote on motion to recommend. In the case of a second tie vote, a recommendation will be made in favor of reappointment.
5. One member of the DPTRC, appointed by the chair, shall draft a report of the committee's recommendation. The draft will be submitted back to the DPTRC for review, after which the report shall be reviewed by the faculty member for factual accuracy. If there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate and revote before continuing the process. After any factual corrections are made, the final version of the letter will be submitted to the DPTRC and delivered to the faculty member.

Timeline:

The Third Friday in June	All faculty members submit an evaluation portfolio to the department chair.
The Third Friday in September	Final date for faculty to add information to update their PTR portfolio for work that was completed before June 1.
The Second Friday in October	DPTRC reports with recommendations and vote count on all faculty members are submitted to the department chairperson.
The Fourth Friday in October	Department chairperson's written evaluation for faculty considered for reappointment in the second through fifth years is added to the faculty member's PTRM portfolio and conveyed to the faculty member.
The Second Friday in November	The faculty member's evaluation portfolio, inclusive of the DPTRC written recommendation with record of the vote count, and the written recommendation of the department chairperson, are forwarded by the DPTRC chairperson to the dean's office.

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**C. Merit**

Each tenure-line faculty member will be evaluated as having demonstrated one of two levels of performance merit during the previous academic year. The results of this evaluation will be used to determine the faculty member's merit-based salary adjustment for the following year. Lecturers and visiting assistant professors with multi-year appointments also receive merit recommendations.

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### The Review Procedure

1. Merit portfolios are due May 31.
2. Faculty members whose merit portfolios do not contain the following documents may receive a recommendation of “no merit”: completed AR/CAR/SENTF forms, curriculum vitae, course syllabi for the previous year, qualitative and quantitative student evaluations, and classroom visitation reports (if available for the previous year).
3. By the third Friday in May, faculty will be provided a checklist so that they can determine whether their merit portfolios include the required merit documents (see #2, above). By May 31, each faculty member is responsible for ensuring that a form is signed by the faculty member and the department chair indicating whether or not the faculty member’s merit portfolio contains the required documents.
4. Each faculty member’s merit portfolio will be reviewed by the department chair, in accordance with the university’s merit policy:  
<https://www.towson.edu/provost/academicresources/fulltimefacultymeritprocess.pdf>
5. Once the departmental merit recommendations for all faculty have been made, a single Department Merit and Reappointment Binder is prepared for the Dean’s Office in accordance with the [FCSM guidelines for Materials to be Submitted for Merit and Reappointment](#).

### Duties and Role of the faculty member

1. It is the faculty member’s responsibility to familiarize themselves with the review procedures and submit the merit portfolio to the department chair on time.
2. It is the responsibility of the faculty member to verify that the merit portfolio contains all required merit documents. By May 31, the faculty member is responsible for ensuring that a form is signed by the faculty member and the department chair indicating whether or not the faculty member’s PTRM portfolio contains the required documents.

### Timeline

The university timeline for merit shall be followed, including the appeals timeline:

<https://www.towson.edu/provost/academicresources/fulltimefacultymeritprocess.pdf>

## **D. Third Year Review**

The Department Promotion, Tenure, and Reappointment Committee (DPTRC) is responsible for third year review of all faculty in the Department of Physics, Astronomy & Geosciences. Evaluation for third year review shall be based on the standards and expectations for all faculty (Section I above) and those criteria, which are established in the University ART and [FCSM PTRM](#) documents.

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### The Review Procedure

1. For each faculty member, a presenter shall be designated by the DPTRC chairperson. Where possible, the presenter should be the faculty mentor or a member of the discipline. The choice of presenter is subject to veto by either party for justifiable reasons.
2. By the third Friday in January of the third year of a faculty member's appointment, they will prepare a cumulative PTRM portfolio covering the full period of appointment for review by the DPTRC.
3. It is the faculty member's responsibility for initiating and ensuring the PTRM portfolio is submitted on time. It is the faculty member's responsibility to familiarize themselves with the review procedures, know what documents are required, and to request the presenter's help when clarification is needed.
4. The DPTRC will review the PTRM portfolio of the faculty member and convene a meeting to discuss progress toward tenure.
5. The faculty presenter will draft a letter summarizing the recommendations and major points discussed by the DPTRC. The letter will be submitted to the committee for approval or revision, and then sent to the faculty member to check for factual accuracy. If there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate before continuing the process. After any factual corrections, the updated letter will be submitted to the DPTRC chair and delivered to the faculty member.
6. The faculty member will meet with the faculty presenter, the DPTRC chairperson, and the department chairperson to discuss the content of the recommendation letter. The discussion will be led by the DPTRC chairperson, with the department chair providing guidance on implementation of recommendations. The faculty presenter will be present in order to help mentor the faculty member going forward. Upon discussion, any changes agreed to by all parties may be made to the letter.
7. The letter will be submitted to the FCSM dean for review and potential follow-up discussions.

### Duties and Role of the faculty member

1. Each faculty member undergoing a third year review shall complete a cumulative PTRM portfolio that follows the Instructions for the Fisher College of Science and Mathematics Promotion and Tenure Evaluation Portfolio, including a narrative statement in which the faculty member describes how they have met and integrated teaching, research, and service expectations based on their workload agreements for the period under review. The included materials should address the previous two years and the fall semester of the current year.
2. It is the responsibility of the individual who is being reviewed to:
  - a) Assemble all the completed forms and necessary supporting documentation;
  - b) Check all forms and documentation for completeness and accuracy;
  - c) Give the final completed portfolio to the faculty presenter.
  - d) Participate in a follow-up meeting with their faculty presenter and the department chairperson to discuss the Committee's recommendations with regard to strengthening the tenure evaluation portfolio prior to the tenure decision.

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Duties and Role of the faculty presenter

1. The faculty presenter will attempt to communicate with the faculty member as early as possible in the fall semester of the review period to discuss the preparation of the review materials, in order to make a strong portfolio. The presenter communicates again with the faculty member as early as possible the following spring semester in order to attain a complete understanding of the documents to be presented once the portfolio is complete.
2. The faculty presenter shall facilitate the DPTRC’s discussion of the faculty member’s portfolio and take notes of major issues and points of that discussion. The DPTRC shall instruct the presenter of its wishes with respect to feedback to be given to the faculty member. The faculty presenter shall then draft a letter of feedback for the faculty member regarding the progress of the faculty member towards the tenure decision. This draft should be reflective of the committee’s comments. The draft is then to be distributed among the committee members for review and possible revision.
3. After the approval of the committee, the faculty presenter will present the DPTRC evaluation letter to the faculty member prior to the deadline so the letter can be checked for factual accuracy. After any factual corrections, the updated letter will be submitted to the DPTRC chair and delivered to the faculty member by the faculty presenter.
4. The faculty presenter will participate in a meeting with the faculty member and the department chair to discuss the faculty presenter’s summary letter and the overall evaluation of the faculty member’s portfolio by the DPTRC. Should some aspect of the faculty member’s evaluation portfolio be judged lacking by the committee, this will be clearly expressed to the faculty member in a constructive manner, for the purpose of encouraging that faculty member to improve their evaluation portfolio for the future tenure decision.
5. After meeting with the faculty presenter and department chair, the faculty member may request that changes be made to the summary letter prior to submitting the letter to the dean. If changes are agreed to by all parties, the faculty presenter will bring them to the attention of the DPTRC. If approved by the DPTRC, faculty presenter will make the changes to the evaluation letter, submit the final version to the DPTRC chair, and deliver it to the faculty member.

Duties of the members of the DPTRC

1. The DPTRC shall review the portfolios containing all the documents assembled for the committee's use.
2. DPTRC members shall prepare questions or additional comments suggested by their review and by any relevant personal knowledge and in the DPTRC meeting, help the faculty presenter formulate the letter of feedback for the faculty member.
3. DPTRC members shall decide upon and implement any appropriate follow-up procedures, such as letters, conferences, or conditions to be met by the faculty member in question.

Timeline:

The Third Friday in January      All documentation for the third year review of tenure track faculty is submitted by the faculty member to the department chairperson.

586 The First Friday in March Faculty under third-year review must be provided with written and  
587 face-to-face feedback on their performance toward tenure.  
588

589 **E. Promotion**

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591 Recommendations for promotion to associate professor and promotion to full professor shall be  
592 determined by the DPTRC. The criteria, procedures, and duties for both forms of promotion are  
593 similar. Therefore, the description below applies to both forms of promotion. When differences do  
594 occur, the description below will specify the information for each situation.  
595

596 Evaluation for promotion shall be based on the standards and expectations for all faculty (Section I  
597 above) and those criteria that are established in the University ART and [FCSM PTRM](#) documents.  
598

599 Faculty shall be evaluated for promotion as their cases warrant. Whenever recommendations for  
600 promotion are made, evaluations at the department and college levels will need to be comprehensive  
601 and supported with adequate data.  
602

603 The Review Procedure

- 604
- 605 1. For each faculty member, a presenter shall be designated by the DPTRC chairperson. Where  
606 possible, the presenter should be a member of the discipline. The choice of presenter is subject to  
607 veto by either party for justifiable reasons.  
608
  - 609 2. It is the faculty member's responsibility for initiating and ensuring the cumulative PTRM portfolio  
610 is submitted on time. It is the faculty member's responsibility to familiarize themselves with the  
611 review procedures, know what documents are required, and to request the presenter's help when  
612 clarification is needed.  
613
  - 614 3. The DPTRC will review all materials and present a recommendation for each faculty member up  
615 for promotion to associate or full professor.  
616
  - 617 4. For faculty members up for promotion to full professor, the DPTRC will formulate a written  
618 evaluation on the appropriateness of the source of the external letters (e.g., from a qualified faculty  
619 member at a peer institution) and an evaluation of the accuracy of the letters with respect to the  
620 candidates' accomplishments. In accordance with the protocol specified in the FCSM PTRM and  
621 University ART documents, the written evaluation of the external letters is confidential and will  
622 not be shared with the candidate, but will be added to the file containing the external letters for  
623 consideration by all subsequent reviewers.  
624
  - 625 5. Once the full evaluation has been completed, the department recommendation will be determined  
626 by secret vote of the DPTRC committee, in accordance with criteria specified in the FCSM PTRM  
627 document. All documents and supporting materials, after being finalized and signed, will then be  
628 submitted to the FCSM PTRM committee for further review and recommendation.  
629

630 Duties and Role of the faculty member

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- 632 1. The faculty member will assemble all necessary documentation specified in the University ART  
633 and FCSM PTRM documents to support the recommendation. All forms and documentation  
634 should be checked for completeness and accuracy.  
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2. It is the responsibility of the individual who is being recommended to submit the cumulative PTRM portfolio to the department chairperson by the third Friday of June, as specified in the University ART calendar. (Note: the faculty member should make a back-up copy of any file material for that individual's private file.)
3. Faculty being considered for promotion to full professor are not eligible to vote during their own deliberations but should participate in (and vote) in the deliberations of other faculty up for promotion to full professor.

#### Duties and Role of the faculty presenter

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

#### Duties of the members of the DPTRC

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

#### Timeline

The Third Friday in June                      All faculty members submit an evaluation portfolio to the

687		department chair.
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689	The Third Friday in September	Faculty notify department chair of intention to submit materials for promotion and/or tenure in the next academic year.
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692		Final date for faculty to add information to update their PTR portfolio for work that was completed before June 1.
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695	The Fourth Friday of September	Department chairperson notifies department faculty, dean, and Provost of any department faculty member's intention to be reviewed for promotion and/or tenure in the next academic year.
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699	The Second Friday in October	Reports with recommendations and vote count on all faculty members are submitted to the department chairperson.
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702	The Second Friday in November	The faculty member's PTRM portfolio, inclusive of the committee's written recommendation with record of vote count, and the written recommendation of the department chairperson, are forwarded by the DPTRC chair to the dean's office.
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**F. Tenure**

Recommendations for tenure shall be determined by the DPTRC.

Evaluation for tenure shall be based on the standards and expectations for all faculty (Section I above) and those criteria which are established in the University ART and [FCSM PTRM](#) documents.

Unless special arrangements have been made, faculty shall be evaluated for tenure in their sixth year of service. Whenever recommendations for tenure are made, evaluations at the department and college levels will need to be comprehensive and supported with adequate data.

The Review Procedure

1. For each faculty member, a presenter shall be designated by the DPTRC. Where possible, the presenter should be a member of the discipline. The choice of presenter is subject to veto by either party for justifiable reasons.
2. It is the faculty member's responsibility for initiating and ensuring the cumulative PTRM portfolio is submitted on time. It is the faculty member's responsibility to familiarize themselves with the review procedures, know what documents are required, and to request the presenter's help when clarification is needed.
3. The DPTRC will review all materials and present a recommendation for each faculty member up for tenure. The department recommendation will be determined by secret vote in accordance with criteria specified in the FCSM PTRM document. All documents and supporting materials, after being finalized and signed, will then be submitted to the FCSM PTRM committee for further review and recommendation.

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Duties and Role of the faculty member

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

Duties and Role of the faculty presenter

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

Duties of the Members of the DPTRC

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

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Timeline

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| The Third Friday in June       | All faculty members submit an evaluation portfolio to the department chair.                                                                                                                                                                       |
| The Third Friday in September  | Faculty notify department chair of intention to submit materials for promotion and/or tenure in the next academic year.<br><br>Final date for faculty to add information to update their PTR portfolio for work that was completed before June 1. |
| The Fourth Friday of September | Department chairperson notifies department faculty, dean, and Provost of any department faculty member’s intention to be reviewed for promotion and/or tenure in the next academic year.                                                          |
| The Second Friday in October   | DPTRC reports with recommendations and vote count on all faculty members are submitted to the department chairperson.                                                                                                                             |
| The Second Friday in November  | The faculty member’s PTRM portfolio, inclusive of the DPTRC written recommendation with record of vote count, and the written recommendation of the department chairperson, are forwarded by the DPTRC chair to the dean’s office.                |

**G. Comprehensive Five-Year Review (Post-tenure Review)**

The DPTRC is responsible for five-year comprehensive reviews of all faculty in the Department of Physics, Astronomy & Geosciences. Evaluation for five-year review shall be based on the standards and expectations for all faculty (Section I above) and those criteria, which are established in the University ART and [FCSM PTRM](#) documents. All tenured faculty shall be reviewed at least once every five (5) years. Comprehensive reviews are summative for a period of the preceding five (5) academic years.

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The Review Procedure

1. For each faculty member, a presenter shall be designated by the DPTRC chairperson. Where possible, the presenter should be a member of the discipline. The choice of presenter is subject to veto by either party for justifiable reasons.
2. The faculty member under review shall assemble all PTRM portfolio materials for the Five-Year Comprehensive Review as described in Section I B 3.d of the University ART document. The portfolio should be presented to the department chairperson by the third Friday of June.
3. It is the faculty member's responsibility for initiating and ensuring the PTRM portfolio is submitted on time. It is the faculty member's responsibility to familiarize themselves with the review procedures, know what documents are required, and to request the presenter's help when clarification is needed.
4. The DPTRC will review all materials and convene a meeting to discuss the portfolio. The committee then makes a recommendation (positive or negative) for each faculty member up for comprehensive review. The department recommendation will be determined by secret vote in accordance with criteria specified in the FCSM PTRM document. A vote shall be considered to be decisive (conclusive) when the motion is supported by a majority of the committee members.
  - a) A tie vote will result in re-opening the case for further discussion and a new vote on motion to recommend. In the case of a second tie vote, a recommendation will be made in favor of a positive recommendation.
5. The faculty presenter will draft a letter summarizing the recommendations and major points discussed by the DPTRC. This letter will address all topics outlined in the University ART document. The letter will be submitted to the committee for approval or revision, and then submitted to the faculty member to check for factual accuracy. If there are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate and revote before continuing the process.
6. After any factual corrections, the final version of the letter will be submitted to the DPTRC chair, included in the faculty member's PTRM portfolio, and delivered to the FCSM dean for review and potential follow-up discussions.
7. Faculty being considered for comprehensive review are not eligible to participate (or vote) in their own deliberations but should participate in (and vote) in the deliberations of others.
8. In the case of a negative review, as stated in the ART:
  - a) A negative comprehensive review shall be followed by the development of a written professional development plan to remediate the faculty member's failure to meet minimum expectations as noted in the comprehensive review. The written plan shall be developed by the faculty member and approved by the chair and the dean by the third Friday in June of the Academic Year in which the negative review occurred. The plan shall be signed by the faculty member, chair and dean.
  - b) The plan shall 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.

873 c) Two (2) consecutive annual reviews indicating the faculty member has not met minimum  
874 expectations shall occasion an immediate comprehensive review, which shall be in addition to  
875 those otherwise required by policy.  
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#### 877 Duties and Role of the faculty member

- 878
- 879 1. Each faculty member undergoing a five-year comprehensive review shall complete a cumulative  
880 PTRM portfolio, consisting of all materials specified in the University ART and FCSM PTRM  
881 documents. Each significant accomplishment during the review period should be documented and  
882 the portfolio should follow the format described in the FCSM PTRM document.  
883
  - 884 2. It is the responsibility of the individual who is being reviewed to:
    - 885 a) Assemble all the completed forms and necessary supporting documentation;
    - 886 b) Check all forms and documentation for completeness and accuracy;
    - 887 c) Give the final completed portfolio to the department chair. (Note the faculty member  
888 should make a back-up copy of any file material for that individual's private file.)
    - 889 d) In the case of a negative review, follow the professional development procedures listed  
890 in the ART (described above).

#### 891 Duties and Role of the faculty presenter

- 892
- 893 1. The faculty presenter will attempt to communicate with the faculty member as early as possible in  
894 the fall semester of the review period to attain a complete understanding of the documents to be  
895 presented.  
896
  - 897 2. The presenter shall facilitate the DPTRC's discussion of the faculty member's portfolio and take  
898 notes of major issues and points of that discussion. The DPTRC shall instruct the presenter of its  
899 wishes with respect to feedback to be given to the faculty member. The faculty presenter shall then  
900 draft a letter of feedback for the faculty member regarding the review decision. This draft should  
901 be reflective of the committee's comments. The draft is then to be distributed among the committee  
902 members for review and possible revision.  
903
  - 904 3. In the case of a negative review, this fact will be clearly expressed to the faculty member in a  
905 constructive manner, for the purpose of encouraging that faculty member to improve their  
906 evaluation portfolio for future evaluations.  
907
  - 908 4. After the approval of the committee, the faculty presenter will present the DPTRC evaluation letter  
909 to the faculty member prior to the deadline so the letter can be checked for factual accuracy. If there  
910 are substantial factual corrections made to the letter, the DPTRC may choose to reevaluate and  
911 revote before continuing the process. After any factual corrections, the final version of the letter  
912 will be submitted to the DPTRC chair and delivered to the faculty member by the faculty presenter.  
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#### 914 Duties of the members of the DPTRC

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- 916 1. The DPTRC shall review the portfolios containing all the documents assembled for the committee's  
917 use.  
918
  - 919 2. The DPTRC shall vote on a recommendation (positive or negative) for each faculty member up for  
920 comprehensive review.  
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923 3. DPTRC members shall prepare questions or additional comments suggested by their review and by  
924 any relevant personal knowledge and in the DPTRC meeting, help the faculty presenter formulate  
925 the letter of feedback for the faculty member.

926

927 Timeline

928 The Third Friday in June

All faculty members submit an evaluation portfolio to the department chair.

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930

931 The Third Friday in September

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

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935 The Second Friday in October

The DPTRC's reports with recommendations and vote count on all faculty members are submitted to the department chairperson.

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940 **VI. Appeal Procedures**

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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, sent by certified mail to the faculty member's last known address by the department chairperson, or sent via the university's secure file delivery service (FDS).

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1. All appeals shall be made in writing. The timeframe for appeals at all levels is twenty-one (21) calendar days beginning with the date that the negative judgment is delivered in person, the date of the postmark of the certified letter, or the date of the FDS message.

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2. There are three (3) types of appeals.

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a) Substantive appeals refer to perceived errors in judgment by either department PTRM committees or the department chairperson with regard to evaluation of the faculty member's performance.

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i. Merit appeals shall follow the university merit guidelines:

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<https://www.towson.edu/provost/academicresources/fulltimefacultymeritprocess.pdf>

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ii. The FCSM College PTRM committee shall serve as the appeals body for promotion and tenure. The University President shall serve as the appeals body for reappointment.

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iii. Appeals must be delivered by certified mail or in person to the appropriate body within twenty-one (21) calendar days of notification of the negative recommendation.

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iv. The appeal must be in writing, clearly stating the grounds for appeal and must be accompanied by supporting documents. The faculty member may supplement the evaluation portfolio under review with any statement, evidence, or other documentation they believe would present a more valid perspective on their performance.

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v. Appeals of departmental recommendations shall be copied to the department chair and the department PTRM chair.

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- vi. All challenge material shall be placed in the evaluation portfolio under review no later than five (5) business days before the evaluation portfolio is due to the FCSM College PTRM committee. All material placed in the file, including challenge material, shall become a part of the cumulative expansion of the evaluation portfolio and shall not be removed by subsequent levels of evaluators. The evaluation portfolio under review, with additions, will be forwarded to FCSM PTRM committee by the appropriate PAGES DPTRM committee chair.
  - vii. Within fifteen (15) business days of receipt of a formal appeal with attached materials, the recipient of the appeal (e.g. the FCSM College PTRM committee, the university PTRM committee, or the Provost) shall review the case and provide a written response to the substantive appeal. Copies of this letter will be provided to all parties who were copied on the original appeal letter.
  - viii. Recommendations made by the Provost may be appealed to the President whose decision is final.
- b) Procedural appeals relate to alleged errors in the procedures followed in the review, recommendation and notification process, and shall follow the procedures below.
- i. Procedural appeals shall be made to the University PTRM committee.
  - ii. The appeal must be in writing or via FDS, clearly stating the alleged procedural error(s). The appeal shall be accompanied by supporting documents and should be delivered by certified mail, FDS, or in person to the FCSM dean, Provost, or UPTRM chair within twenty-one (21) calendar days of having been notified of the negative recommendation.
  - iii. Appeals of department recommendations shall be copied to the department chair, the department PTRM chair, the FCSM dean and the university PTRM committee chair.
  - iv. Within fifteen (15) business days of receipt of a formal appeal with attached materials, the university PTRM committee shall review the case and provide a written response. Copies of this response will be provided to all parties who were copied on the original appeal letter.
  - v. Recommendations of the university PTRM committee may be appealed to the President whose decision shall be final. The chair of the university PTRM committee will monitor the appeal process.
- c) Appeals alleging unlawful discrimination in race, color, religion, age, national origin, gender, sexual orientation and disability shall follow the specific procedures described in Towson University policy 06-01.00 —Prohibiting Discrimination on the basis of Race, Color, Religion, Age, National Origin, Sex and Disability.
3. The President’s decision on reappointment, tenure, promotion and comprehensive five-year review shall be final. The Provost’s decision on merit shall be final.

**VII. PTRM Calendar**

**The First Friday in May**

The Department Promotion, Tenure, and Reappointment Committee (DPTRC) is formed (elections for membership on the college committee are already completed).

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**The Third Friday in May**

Faculty are provided a checklist to determine whether their merit portfolios contain the required merit documents.

**May 31**

A form is signed by each faculty member and the department chair indicating whether or not the faculty member's merit portfolio contains the required merit documents listed in the ART.

**The Third Friday in June**

1. All PTR portfolios must be submitted to the department chairperson or designee(s).
2. All faculty members with a negative comprehensive review must have final approval by chair and dean of the written professional development plan.
3. The PTRM Executive Committee shall review this document every three (3) years and submit evidence of such review to the dean of the college and the university PTRM committee.

**The First Business Day in July**

Department chair sends the dean all completed merit forms, and copies the faculty.

**The First Friday in September**

Department chair approves the list of additional faculty to be considered for inclusion in the department PTRM committees.

**The Second Friday in September**

To appeal the department chair's no merit decision, the faculty member will provide to the DPTRC (copying the department chair) the merit form, including the chair's rationale, and a written rebuttal of the chair's decision.

**The Third Friday in September**

1. Final date for faculty to add information to update their evaluation portfolio for work completed before June 1 unless the schedule for review is modified pursuant to Section III.D.4.a of the ART document.
2. First year faculty members must finalize the Statement on Standards and Expectations for New Tenure-Track Faculty (SENTF) with the department chairperson.
3. In the academic year preceding the academic year in which a faculty member intends to submit material for promotion and/or tenure, the faculty member shall notify the chair of the department of their intention.
4. Approval of non-department PTRM members, if any.

**The Fourth Friday in September**

1. Department chairperson notifies department faculty, dean, and Provost of any department faculty member's intention to be reviewed for promotion and/or tenure in the next academic year.
2. In the case of an appeal of a no merit decision, the DPTRC will render a written decision to the dean, copying the faculty member and the department chair.

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**The Second Friday in October**

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

**The Fourth Friday in October**

1. Department chairperson's written evaluation for faculty considered for reappointment in the second through fifth years, promotion, tenure, and comprehensive five-year review is added to the faculty member's evaluation portfolio.
2. The reports of the PTR committees, with recommendations and vote count and the department chairperson's evaluation, are distributed to the faculty member. See Section V of the ART document for appeal procedures.
3. In the event of a negative merit decision by the dean, the faculty member, department chair, and the PBO will be notified of the provost's decision. Positive decisions by the provost will result in retroactive payment. The provost's decision shall be final.

**The Second Friday in November**

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

**The First Friday in December**

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

**December 15th (USM mandated date)**

1. Tenure-track faculty in the second academic year of service must be notified by the President in writing of non-reappointment for the next academic year.
2. A tenure-track faculty member must be notified of non-reappointment following probationary years.

**The Third Friday in January**

1. The dean's written evaluation regarding promotion and/or tenure with recommendation is added to the faculty member's evaluation portfolio.
2. The FCSM PTRM committee's report with vote counts and recommendations and the dean's recommendation are conveyed in writing to the faculty member. See Section V of the ART document for appeal procedures.
3. All documentation for the third year review of tenure-track faculty is submitted by the faculty member to the department chairperson.

1127 4. The decision concerning faculty appeals of their departmental Tenure/Promotion/Reappointment  
1128 recommendation are delivered to the candidate and department chairperson. See Section V of the  
1129 ART document for appeal procedures.  
1130

1131 5. First-year tenure-track faculty submit documentation for reappointment to the department chair.  
1132

1133 **The First Friday in February**

1134 Department chair, after reviewing documentation and meeting with first-year tenure-track faculty  
1135 member, makes a recommendation for reappointment or non-reappointment. If the decision is  
1136 reappointment, department chair notifies faculty member and dean. If the decision is non-  
1137 reappointment, department chair notifies faculty member, dean, and department PTRM committee  
1138 and forwards all relevant documentation to the department PTRM committee and the dean.  
1139

1140 **The Second Friday in February**

1141 Department documents concerning promotion, tenure/reappointment, and merit (with an approval  
1142 form signed by all current faculty members) are submitted to the university PTRM committee.  
1143

1144 **The Third Friday in February**

1145 If the department chair made a non-reappointment decision for a first-year faculty member:

- 1146 • If the department PTRM committee decision is reappointment, the committee notifies  
1147 faculty member, chair, and dean.
- 1148 • If the department PTRM committee decision is also for non-reappointment, the department  
1149 PTRM committee notifies faculty member, chair, dean. The faculty member can begin to  
1150 prepare their appeal to the President.  
1151

1152 **March 1**

1153 First year faculty must be notified of non-reappointment by written notification from the University  
1154 President. If non-reappointment, the faculty member can present their appeal to the President within  
1155 10 business days.  
1156

1157 **First Friday in March**

1158 Faculty under third-year review must be provided with written and face-to-face feedback on their  
1159 performance toward tenure.  
1160

1161 **Third Friday in March**

- 1162 1. Provost's letter of decision is conveyed to the faculty member, department and college PTRM  
1163 committee chairpersons, department chairperson, and dean of the college. See Section V of the  
1164 ART document for appeal procedures.  
1165
- 1166 2. The Provost's decision concerning faculty appeals of the FCSM PTRM committee's  
1167 recommendation is delivered to the faculty member. See Section V of the ART document for  
1168 appeal procedures.  
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**VIII. Department PTRM Forms**

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

**STATEMENT OF STANDARDS AND EXPECTATIONS  
FOR NEW TENURETRACK FACULTY (SENTF)**

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Name \_\_\_\_\_ Rank \_\_\_\_\_

Department of \_\_\_\_\_

- I. Faculty members will abide by the following documents:
  - A. The Faculty Handbook, especially those sections which address faculty rights and responsibilities, contractual policies, and policies for promotion, merit, and tenure review.
  - B. The policies and procedures of the College of \_\_\_\_\_ Promotion and Tenure Committee.
  - C. The policies and procedures set forth in the Department of \_\_\_\_\_ promotion and tenure document.
- II. Faculty members will observe the following general University and College of \_\_\_\_\_ expectations:
  - A. Excellence in teaching and advising.
  - B. Professional growth and scholarly activity.
  - C. Service to the department, college, University, and/or USM.
  - D. Collegiality and academic citizenship.
  - E. Possession of the appropriate terminal degree. Faculty members who do not hold an earned doctorate or other appropriate terminal degree at the time of appointment are expected to earn that degree as soon as possible. Only in extraordinary cases will tenure be recommended for an individual not holding the doctorate or other appropriate terminal degree.
- III. Faculty members will observe the following more specific requirements of the Department of \_\_\_\_\_.

In this section, list specific departmental expectations of all new faculty — such as advising; maintaining academic standards; service on department committees; filing of syllabi, exams, and class records; how “themes” or “topics” courses are approved; any special rules about multi-section, multi-instructor courses; any special rules about teaching assignments (such as balance of lower division and upper-division courses, and time of teaching assignments consistent with needs of the department).

<sup>1</sup>This is the statement of expectations identified in the “TU Policy on Faculty Evaluation for Promotion, Tenure/Reappointment, and Merit,” and is to be understood within the context of that total policy.

- IV. An overall performance evaluation, supported by the Annual Report (AR), peer evaluations, and student evaluations will be the basis for all recommendations of merit increments, reappointment, promotion, and tenure.

The quality of all activities—teaching, scholarship, and service—is assessed by the department committees and the college committee in arriving at recommendations.

  - A. Non-tenured faculty members will be formally evaluated each year during the probationary period. An important part of this evaluation is the classroom observations by tenured faculty members. Each

1226 classroom observation is followed by the submission of a written evaluation, to the faculty members  
1227 observed and to their P&T file.  
1228

1229 B. All faculty members are subject to an annual evaluation by the appropriate departmental committee(s) for  
1230 purposes of recommending promotion and/or merit increment. All promotion and merit increment  
1231 recommendations will be based on meritorious performance appropriate to the faculty member's rank. The  
1232 following will be considered in this evaluation:  
1233

1234 1. Excellence in teaching, as evidenced by peer evaluations (including classroom observations;  
1235 review of syllabi, textbooks, examinations, and other materials; review of grading standards and  
1236 procedures), student evaluations, and advising activities.  
1237

1238 2. Broadly defined, scholarly activity and professional growth, as evidenced by publication of  
1239 books, articles, reviews, **[optional depending on department: "poetry and fiction, computer  
1240 programs, audio and video productions"]** appropriate to the individual's role and professional  
1241 development at Towson; presentation of course development and development of new  
1242 competencies needed by the department; revision of courses; attendance at and participation  
1243 in conferences and workshops; **[optional depending on department: reference to artistic  
1244 performance appropriate to that department and position]** research; and other professional  
1245 activity.  
1246

1247 3. Service to the department, college, University and USM, as evidenced by committee activities,  
1248 the development of new programs, and other activities.  
1249

1250 4. Service to professional societies (Statewide, regional, national, or international) in the discipline  
1251 or in higher education, though such service will not be expected of all faculty members. Service  
1252 might include holding office, chairing, or serving on a committee, organizing a conference, etc.  
1253

1254 5. Service to the community, though such service may not be expected of all faculty members and  
1255 will not be regarded as a substitute for service within the University.  
1256

#### 1257 V. Probationary Period 1258

1259 The probationary period shall be that stipulated in the faculty member's letter of appointment. Normally, and  
1260 unless stated otherwise in the letter of appointment the probationary period shall be seven years at the rank of  
1261 assistant professor, and from one to four years at the ranks of associate professor and professor; these  
1262 probationary periods do not include any years of prior service at other institutions or at Towson University  
1263 unless such has been negotiated in advance and incorporated in the individual faculty member's letter of  
1264 appointment.  
1265

1266 The tenure review takes place in the penultimate year of the probationary period (in the sixth year of an even-  
1267 year probationary period, the third year of a four-year probationary period; in the case of a one-year  
1268 probationary period, the tenure review takes place during that year). The department may in exceptional  
1269 circumstances make a tenure recommendation earlier than the normal tenure review date. Any  
1270 recommendation for promotion prior to the normal tenure review date must be accompanied by a  
1271 recommendation for tenure.  
1272

1273 If the department recommends tenure or both promotion and tenure prior to the normal tenure review date,  
1274 and tenure or promotion and tenure is/are not granted, the faculty member remains eligible to be considered  
1275 for tenure and promotion until the normal tenure review date, which is the final consideration for tenure.  
1276

#### 1277 VI. Specific Expectations of New Faculty Members 1278

1279 Newly appointed faculty members are asked to complete certain assignments related to the area(s) of specialization  
1280 for which they were hired. The specific expectations for your first year of employment are noted below.

1281

1282 A. Identification

1283

1284 **Name:** Insert faculty member's name

1285

1286 **Rank:** Insert faculty member's rank

1287

1288 **Date of appointment:** Use the beginning of semester in which contract begins (e.g.,  
1289 September 1995)

1290

1291 **Area(s) of specialization:** List specialization(s) for which faculty member was hired

1292

1293 B. Assignments

1294

1295 1. **Teaching**

1296

1297 List the range of courses the faculty member will be expected to teach; include where  
1298 appropriate the mix of graduate, upper and lower division, etc.

1299

1300 2. **Course Development**

1301

1302 List existing courses the faculty member is expected to revise, new courses the faculty member  
1303 is expected to develop — where possible, give timetable (e.g., do so much in the first year, the  
1304 second year, etc.)

1305

1306 3. **Advising**

1307

1308 Specify when the faculty member is expected to begin advising, and whether advising will be for  
1309 a specific subset of majors (e.g., only those within a particular concentration), or whether  
1310 advising will include undeclared and/or interdisciplinary students.

1311

1312 4. **Scholarship**

1313

1314 Achieve a consistent record of high quality scholarly growth, through such activities as  
1315 presentations at professional conferences and research leading to pedagogical or scholarly  
1316 publications. Use the above language or modify it to make it more specific to the particular  
1317 faculty member.

1318

1319 5. **Department Service**

1320

1321 List expectations concerning committee service, review of library holdings and ordering of library  
1322 books, and any specific departmental duties the faculty member has been hired to do (e.g.,  
1323 develop a computer instruction lab, serve as coordinator of a program, a concentration, or and  
1324 institute).

1325

1326 6. **College, University, and/or USM Service**

1327

1328 At least by the third year of probationary service, seek election or appointment to one of the  
1329 standing or ad hoc committees of the College, the University and/or the USM.

1330

1331 Use the above standard language.

1332 C. Assignments for subsequent years will be determined annually by the chairperson in consultation with you,  
1333 based on the University's workload policy, and with reference to the promotion and tenure and merit  
1334 policies, and will be incorporated into an annual agreement on faculty workload expectations.  
1335

1336 SIGNATURES:

1337

1338

1339 \_\_\_\_\_  
Faculty Member Date

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1342 \_\_\_\_\_  
Department Chairperson Date

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Dean of College Date

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**ANNUAL REPORT (AR)**  
**Part I**  
 Reporting On Activities For Academic Year  
 June 1, 2012 - May 31, 2013

Name \_\_\_\_\_ Rank \_\_\_\_\_

Department of \_\_\_\_\_

Area of Specialization \_\_\_\_\_

Appointed to TU faculty: at rank \_\_\_\_\_ in year \_\_\_\_\_.

Promotion History:

To rank \_\_\_\_\_ in year \_\_\_\_\_ ,

To rank \_\_\_\_\_ in year \_\_\_\_\_ , and

To rank \_\_\_\_\_ in year \_\_\_\_\_ .

I. Formal Degrees

A. Highest degree earned, with date and name of granting institution. If received since June 1, 2012, attach proof.

B. If candidate for an advanced degree, indicate work completed since June 1, 2012 and present status. Corroborative material and/or transcript must be attached.

II. Teaching (percentage of workload: \_\_\_\_\_ %)

A.

1. Attach evaluations from all of your teaching assignments for the fall, mini, spring, and summer terms from the course evaluation reports provided by the Office of Assessment (If your department or college uses an alternative or additional course evaluation survey that has been approved by the UPTRM, then you may also include those results). The course evaluation reports from the Office of Assessment will each include the course title and number, credit hours, number of students enrolled/responding, and response data for each item (median, mean, standard deviation, N).

2. You may, if you wish, include a narrative statement on your teaching that includes your interpretation of the course evaluations and how you intend to use the results to inform and improve your teaching.

3. Insert below your class GPA and grade distribution. These data are provided to your dean's office by the Office of Institutional Research (Fall data are sent in February and Spring data are sent in mid June). Your dean's office will distribute these data to departments. You may fill out this table by indicating the number of students in each grade category, or you may electronically insert the information by cutting and pasting the entire section from the report.

Grade Dist	A	A-	B+	B	B-	C+	C	D+	D	F	Total	W	O	Median	Mean
Course															

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4. Attach syllabi for all courses listed (must contain all elements required for syllabi in Policies and Procedures for the Classroom: Course Syllabus).

B. Non-classroom assignments which are part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers).

C. New instructional procedures which you have introduced this year (special projects, new courses and/or materials).

D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

Correlation Statement. If your productivity did not match your projections for academic year 2012-2013, please explain.

III. Scholarship (percentage of workload: \_\_\_\_%)  
[Attach corroborative material where appropriate]

A. Publications

1. Peer reviewed publications (list using format at the end of this AR Part I form).

2. Non-peer-reviewed publications (list using format at the end of this AR Part I form).

3. Non-peer reviewed abstracts (list using format at the end of this AR Part I form).

B. Presentations

Information about the role at given meeting is given with the recommended citation described at the end of this AR Part I form.

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C. Grants and Contracts

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

D. Others

Correlation Statement. If your productivity did not match your projections for academic year 2012-2013, please explain.

IV. Service (percentage of workload: \_\_\_\_\_%)  
[Indicate any of these activities which are part of your workload]

Institution:

Discipline:

Community:

Correlation Statement. If your productivity did not match your projections for academic year 2012-2013, please explain.

**Recommended Formats for Listing Scholarship in Section III of the above FCSM AR Part I Form**

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- Identify student co-authors in all citations, with the following notations:

\* = TU undergraduate co-author

\*\* = TU graduate co-author

- Publications

Author(s). Year. Title. Journal. Vol:pages. [DOI (if available)]

Example:

Casey, R.E., A.N. Shaw\*, L.R. Massal\*\*, J.W. Snodgrass. 2005. Multimedia evaluation of trace metal distribution within stormwater retention ponds in suburban Maryland, USA. Bull. Environ. Contam. Toxicol. 74:273-280.

- Professional presentations

- Identify type of presentation in citation (Poster, Oral Presentation or Workshop)

- Indicate presenting author in underline

Author(s). Year. Title. Conference. Proceedings (if applicable). Presentation Type.

Example:

Camponelli, K.M.\*\*, R.E. Casey, M.E. Wright\*, S.M. Lev, E.R. Landa. 2005. Spatial distribution and chemical fractionation of Cu and Zn in a stormwater retention pond. 26<sup>th</sup> Annual Meeting of the Society of Environmental Toxicology and Chemistry. Poster Presentation.

- Grants and contracts

- Identify type and status of grant (internal or external; funded, continuing, pending, unfunded)

- Indicate PI(s) in underline

Author(s). Title. Funding Source. Date(s). Award Amount (if applicable).

Examples:

External Funded

Sours, R.E. A chromatographic phage-display technique for identifying peptides that inhibit calcium oxalate monohydrate crystal growth. Research Corporation for Science Advancement. July 2009-June 2011. \$44,100.

External Pending

Stitzel, S.E., Raje,S., Sours, R.E. Revitalizing the analytical chemistry curriculum: Using guided inquiry to bridge the gap between cookbook chemistry and research. NSF-CCLI. Submitted May 2009.

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**ANNUAL REVIEW (AR)**

**Part II**

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

I. Teaching (percentage of workload: \_\_\_\_%)

A. List all of the regular classroom teaching assignments planned for the 2013-2014 academic year.

B. Non-classroom assignments which will be part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers) for the 2013-2014 academic year.

C. New instructional procedures which you plan to introduce this year (special projects, new courses and/or materials). Also include interdisciplinary, diversity, international and new technology projects, if appropriate.

D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

II. Scholarship (percentage of workload: \_\_\_\_%)

III. Service (percentage of workload: \_\_\_\_%)

[For any of these activities which are part of your workload, please indicate.]

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Institution:

Discipline:

Community:

**SIGNATURES:**

Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Chairperson of Department \_\_\_\_\_ Date \_\_\_\_\_

Dean of College \_\_\_\_\_ Date \_\_\_\_\_

1634 **CHAIRPERSON'S ANNUAL REPORT (CAR)**

1635 **PART I**

1636 Reporting On Activities For Academic Year

1637 June 1, 2012 - May 31, 2013

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1640 Name \_\_\_\_\_ Rank \_\_\_\_\_

1641

1642 Department of \_\_\_\_\_

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1644 Area of Specialization \_\_\_\_\_

1645

1646 Appointed to TU faculty: at rank \_\_\_\_\_ in year \_\_\_\_\_

1647

1648 Promotion History:

1649 To rank \_\_\_\_\_ in year \_\_\_\_\_,

1650 To rank \_\_\_\_\_ in year \_\_\_\_\_, and

1651 To rank \_\_\_\_\_ in year \_\_\_\_\_,

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1655 I. Formal Degrees

1656

1657 A. Highest degree earned, with date and name of granting institution. If received since June 1, 2012, attach  
1658 proof.

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1660

1661 B. If candidate for an advanced degree, indicate work completed since June 1, 2012 and present status.  
1662 Corroborative material and/or transcript must be attached.

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1666 II. Leadership Report (See Roles, Responsibilities and Core Functions of Academic Chairperson)

1667 (percentage of workload: \_\_\_\_%)

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1680 III. Teaching (See Roles, Responsibilities and Core Functions of Academic Chairperson)

1681 (percentage of workload: \_\_\_\_%)

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1683 A. 1. Attach evaluations from all of your regular classroom teaching assignments for the fall, mini, spring,  
1684 and summer terms from the course evaluation reports provided by the Office of Assessment (if your  
1685 department or college used an alternative or additional course evaluation survey that has been approved  
1686 by the UPTRM, then you may also include those results). The course evaluation reports from the Office  
1687 of Assessment will each include the course title and number, credit hours, number of students  
1688 enrolled/responding, and response data for each item (median, mean, standard deviation, N).

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2. You may, if you wish, include a narrative statement on your teaching that includes your interpretation of the course evaluations and how you intend to use the results to inform and improve your teaching.

3. Insert below your class GPA and grade distribution. These data are provided to your dean's office by the Office of Institutional Research (Fall data are sent in February and Spring data are sent in mid June). Your dean's office will distribute these data to departments. You may fill out this table by indicating the number of students in each category, or you may electronically insert the information by cutting and pasting the entire section from the report.

Grade Dist	A	A-	B+	B	B-	C+	C	D+	D	F	Total	W	O	Median	Mean
Course															

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4. Attach syllabi for all courses listed (must contain all elements required for syllabi in Policies and Procedures for the Classroom: Course Syllabus).

B. List all other teaching roles as outlined in the Chairperson Roles document.

C. New instructional procedures, which you have introduced this year (special projects, new courses and/or materials).

D. Advising (including number of students, whether majors, undeclared, Interdisciplinary students)

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Correlation Statement. If your productivity did not match your projections for academic year 2011 - 2012, please explain. You may also include any comments you may have regarding your grade distribution.

IV. Scholarship (See Roles, Responsibilities and Core Functions of Academic Chairperson)  
(percentage of workload: \_\_\_\_%)

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Correlation Statement. If your productivity did not match your projections for academic year 2012 - 2013, please explain.

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1740 V. Service (See Roles, Responsibilities and Core Functions of Academic Chairperson)  
1741 (percentage of workload: \_\_\_\_%)  
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1744 Community:  
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1749 Profession:  
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1754 University (all levels):  
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1759 Correlation Statement. If your productivity did not match your projections for academic year 2012 - 2013, please  
1760 explain.  
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**CHAIRPERSON'S ANNUAL REVIEW (CAR)**

**PART II**

Agreement On Faculty Workload Expectations For Academic Year

June 1, 2013 - May 31, 2014

I. Leadership (percentage of workload: \_\_\_\_%)

II. Teaching (percentage of workload: \_\_\_\_%)

A. List all of the regular classroom teaching assignments planned for the 2013 – 2014 academic year.

B. Non-classroom assignments which will be part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers) for the 2013 – 2014 academic year.

C. New instructional procedures which you plan to introduce this year (special projects, new courses and/or materials). Also include interdisciplinary, diversity, international, and new technology projects, if appropriate.

D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

III. Scholarship (percentage of workload: \_\_\_\_%)

IV. Service (percentage of workload: \_\_\_\_%)

(For any of these activities, which are part of your workload, please indicate.)



1850 DEPARTMENT OF PHYSICS, ASTRONOMY &  
1851 GEOSCIENCES  
1852 CLASSROOM VISITATION REPORT  
1853

1854 *Evaluation of teaching by faculty colleagues is intended to promote improvement of teaching as*  
1855 *well as to gather evidence of teaching effectiveness. The following guidelines should be*  
1856 *considered when planning and participating in this process.*  
1857

- 1858 1. *The date of the visit shall be arranged at least one week in advance of the class period.*
- 1859 2. *All visits will be conducted by members of the DPTRC. Two faculty members if possible will*  
1860 *visit a class period together.*
- 1861 3. *The visited and visiting faculty members will meet at least one day prior to the class period so*  
1862 *that the visited member may discuss philosophy and objectives for the course and provide a*  
1863 *syllabus, etc., to any visitor.*
- 1864 4. *Within one week after the visit, an open and professional post-visit conference will be held to*  
1865 *discuss the observations made by the visiting faculty members. At this time each visitors*  
1866 *proposed Report (see below) will be discussed.*
- 1867 5. *Within two weeks after the visit, each visiting faculty member will have completed and placed*  
1868 *the Classroom Visitation Report, signed by both visitor and visited, into the visited P&T*  
1869 *portfolio. The visited faculty member (and mentor, if any) will also receive a copy of this*  
1870 *report.*  
1871

1872 VISITED FACULTY MEMBER \_\_\_\_\_

1873  
1874 VISITING FACULTY MEMBER \_\_\_\_\_

1875  
1876 DATE VISITED FACULTY MEMBER WAS INFORMED OF VISIT \_\_\_\_\_

1877  
1878 DATE OF CLASSROOM VISITATION \_\_\_\_\_

1879  
1880 COURSE \_\_\_\_\_

1881  
1882 TOPIC BEING TAUGHT \_\_\_\_\_

1883  
1884 DATE AND BRIEF SUMMARY OF PRE-VISIT MEETING:  
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1890 SPECIAL TECHNIQUES EMPLOYED (*demonstrations, videos, etc*):  
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GENERAL OBSERVATIONS: *(Note especially efforts to engage students through questions, small group discussions, brief presentations, etc.)*

STUDENT RESPONSE:

SUGGESTIONS FOR IMPROVEMENT:

DATE OF POST-VISITATION CONFERENCE: \_\_\_\_\_

SUMMARY (BY VISITOR) OF POST-VISITATION CONFERENCE:

COMMENTS BY VISITED FACULTY MEMBER:

SIGNATURE OF VISITING FACULTY: \_\_\_\_\_

SIGNATURE OF VISITED FACULTY: \_\_\_\_\_

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**Annual Merit Evaluation Form for Fulltime Faculty**

Evaluation of: \_\_\_\_\_

Academic Rank/Department: \_\_\_\_\_

The categories below evaluate the faculty's accomplishments during the period of June 1 20\_\_ through May 31<sup>st</sup> of 20\_\_.

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

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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: