



Department of Elementary Education

**PROMOTION, TENURE, AND REAPPOINTMENT,
AND MERIT POLICY AND PROCEDURE**

Approved 2/18/2021

Department of Elementary Education

**PROMOTION, TENURE, AND REAPPOINTMENT,
AND MERIT POLICY AND PROCEDURE**

See *APPENDIX 3 TO THE TOWSON UNIVERSITY POLICY ON APPOINTMENT, RANK, AND TENURE OF FACULTY TENURED AND TENURE-TRACK FACULTY EVALUATIONS: ANNUAL REVIEW, REAPPOINTMENT, THIRD-YEAR REVIEW, MERIT, PROMOTION, TENURE, AND COMPREHENSIVE REVIEW. (Beginning at page 3-1)*

<https://www.towson.edu/about/administration/policies/documents/policies/02->

teaching are also required for the comprehensive five-year review. Peer evaluations shall use the suggested department criteria found in Appendix A to report the findings.

- student evaluations of teaching (quantitative and qualitative responses from the Towson University evaluation system) for all courses taught. These evaluations shall be administered by the Towson University Assessment Office and shall ensure students' confidentiality.
- review of syllabi and other instructional materials
- self-evaluation of teaching/advising effectiveness in a narrative statement that discusses the faculty

The forms of scholarship that guide our work are:

Forms of Scholarship	Definition
Scholarship of Application	applying knowledge to consequential problems be they internal or external to the university, including aspects of creative work in the visual and performing arts
Scholarship of Discovery	traditional research, knowledge for its own sake, including aspects of creative work in the visual and performing arts
Scholarship of Integration	applying knowledge in ways that overcome the isolation and fragmentation of the traditional disciplines;



participating in other venues external to the University (local, regional, national or global) in which one's expertise is applied and which advances the University's mission.

In a case in which the candidate switched his or her department, the following two elements shall be considered:

- 1.

- Other evidence as documented on the chart in Appendix C

3. Service

ELED faculty pursuing promotion to the rank of Associate Professor and advancement to tenure will demonstrate evidence in service as documented by a sustained record of quality service to the university, college, department, community, and/or profession.

5. Standards for promotion to Professor

In moving to full professorship, one should be able to demonstrate sustained and substantive excellence in the areas of teaching, scholarship, and service since the last promotion.

1. Teaching

In addition to expectations listed for promotion to Associate Professor, ELED faculty pursuing promotion to the rank of Professor will demonstrate excellence in teaching as documented by activities such as:

- Mentoring colleagues, particularly junior faculty, in teaching and advising
- Taking a leadership role in updating, and/or developing courses and curriculum
- Directing accreditation and /or program approval efforts

2. Scholarship

In addition to expectations listed for promotion to Associate Professor, ELED faculty pursuing promotion to the rank of Professor will demonstrate excellence in scholarship as documented by activities such as:

- Evidence of local, regional, national, and/or international expertise/reputation
- Demonstrated leadership in mentoring colleagues in their scholarly activity

3. Service

In addition to expectations listed for promotion to Associate Professor, ELED faculty pursuing promotion to the rank of Professor will demonstrate excellence in service as documented by activities such as:

- Leadership in service to the department, college, and/or university
- Leadership to the profession

6. Standards and categories for merit for Tenure and Tenure Track Faculty.

It is the responsibility of faculty to document and articulate the rationale for the level of merit for which they believe they are eligible when they submit their materials for merit review.

Not Meritorious (No Merit):

Faculty whose performance fails to adequately meet even satisfactory standards in one or more of the following areas—teaching, scholarship, service. This includes

previous year's AR II document and activities accomplished and reported in the AR I document. The department Promotion, Review, and Merit (PRM) committee will recommend only the cost of living allowance (COLA) for the non-meritorious faculty member, and direct the faculty member's Rank Committee and Department Chair to guide the faculty member in a specific plan for professional growth.

Satisfactory (Base Merit):

Faculty who abide by the written policies and standards of the Department, College, and University, contribute to the mission of the university, and exhibit **competent** performance in teaching, scholarship, *and* service in light of expectations set in the previous year's AR II document and performance reported in the AR I document will receive base merit. Satisfactory performance is exhibited through one or more of the following in each area:

a) Teaching

Faculty will document *satisfactory* teaching in a self-evaluation

- Other –as approved by the Merit Committee

c) Service

- served actively on departmental, college, university or community committees
- served actively in an advisory group that advanced the mission of Towson University
- chaired a committee within a PDS
- served actively on the School Improvement Team for a PDS
- engaged students in a significant service learning project
- volunteered to perform tasks, as requested by the Chair or Departmental committee, needed to improve or continue the Departmental programs
- presented at a local or state level professional conference
- demonstrated professional competence in consulting activities

Excellent (Base Merit plus one Performance Merit):

Faculty who are deemed excellent in *teaching* and excellent in either scholarship or service, with a satisfactory ranking in the third area in light of expectations set in the previous year's AR II document and performance reported in the AR I document will receive base plus merit. An exception to this two-areas *excellent*- and-one-area-*satisfactory* rule can be made, if the Merit Committee deems the quantity and quality of the faculty member's scholarship and service work, although composed of *satisfactory* category activities, warrants an *excellent* rating. The *satisfactory*. The

evidence of 2 or more of the following:

- acceptance of a peer reviewed article, chapter, or book for publication
- received a grant or award from an external/internal agency
- presented a workshop, thematic session, or research paper at an international, national, or regional conference (i.e., proposal was accepted by or invitation was issued from the conference organization)
- served on the editorial board of a state, regional, or national publication
- supported students in preparing research for presentation at a national meeting or submission for publication
- received recognition of high distinction of a professional nature (for teaching—which demonstrated outstanding scholarship—or for scholarship alone)
- mentored junior faculty in scholarship

iii. peer observation evaluation report (for pre-tenure faculty and others as appropriate)

e.

- c. The chair coordinates departmental PTRM procedures and activities. The chair prepares the meeting agendas, presides over all meetings, and oversees communication between the committee and the faculty/administration and candidate, and serves as liaison for all communication between the department, the University, and the College of Education PTRM committees.
- d. The PTRM chairperson shall

- j. Minutes of all meetings and votes will be kept by the chair of the committee and filed in the ELED office.
- k. All deliberations are confidential. (see Appendix E)
- l. All decisions and explanatory statements will be shared with the faculty candidate in a conference with the ELED Department Chair and Chair of the PTRM

- it in the faculty member's evaluation portfolio by the fourth Friday in October.
- f. All recommendations shall be conveyed in writing to the faculty member no later than the fourth Friday in October. Negative recommendations shall be delivered in person by the department chairperson or sent by certified mail to the faculty member's last known address.
 - g. The department PTRM committee chairperson shall forward the evaluation portfolio, including the merit committee and chair recommendations, to the Dean's office by the second Friday in November.
 - h. An appeal of a recommendation shall be made in writing within 21 calendar days from the date the negative judgment is delivered in person. The appeal shall be submitted to the chairperson of the PTRM Committee, who will forward it to all PTRM committee members.
 - i. Within 14 calendar days of receipt of the appeal, the PTRM committee will meet to reconsider and vote on the merit case.
 - j. An appeal of the PTRM committee's decision shall follow the procedures for appeals outlined in the Appeals and Negative Recommendations section of ART.

C. Materials for Merit Reviews

The Annual Report (AR) and evaluation portfolio provide the framework to guide the merit review process and shall include all materials required for the Annual Review.

III. Other ELED Department Policies and Procedures

A. Third Year Review

The ELED Department will conduct reviews of faculty at the conclusion of the fall semester of their third year to assess their progress toward tenure and to advise and mentor the faculty member. Department PTR committee evaluations will become part of the faculty member's file at the department level and shared with the dean but will not be forwarded to either the college PTR committee or the Provost.

The faculty member under review shall prepare an interim evaluation portfolio in a three-ring binder and submit it to the department chair by the third Friday of January. The portfolio shall include:

- **Completed and signed AR Parts I and II**
- **Current Curriculum Vita**
- **Syllabi of courses taught during the previous two years and fall semester of current year**
-

The department PTR committee will evaluate the materials and provide a written statement of the faculty member's progress toward tenure in relation to teaching/advising, scholarship, service, and any other relevant criteria. Progress will be evaluated as superior, satisfactory, or not satisfactory. The written evaluation will be shared with the faculty member in a face-to-face meeting with the department chair and the chair of the PTR committee no later than the first Friday in March.

B. Vote on Approval of Document

This document may be amended at any time, but will be reviewed and revised as necessary, every three years. A simple majority of the votes cast by confidential

- Supporting Statement: Summary statement describing correlation between expectations and accomplishments and integrating accomplishments in the areas of scholarship, teaching, and service.

Section V

- Recommendations from the ELED Comprehensive Review Committee, Department Chairperson, and COE Dean

The department PTRM committee shall review the evaluation portfolio and vote. All voting is by confidential ballot, signed with the Towson University ID number, and dated by the voting member, and tallied by the PTR committee chair. The committee chair shall prepare a written report, including the vote count and the committee's recommendation, and forward it to the next level of review. The confidential ballots shall be forwarded to the Provost.

An appeal of a negative recommendation shall be made in writing within 21 calendar days from the date the negative judgment is delivered in person. The faculty member shall follow the procedures for appeals outlined in the Appeals and Negative Recommendations section of ART.

IV. Calendar

TOWSON UNIVERSITY ANNUAL REVIEW, REAPPOINTMENT, THIRD-YEAR REVIEW, MERIT, PROMOTION, TENURE, AND COMPREHENSIVE REVIEW CALENDAR (ALL DEADLINES ARE FINAL DEADLINES)

The first Friday in May

The Second Friday in October

A. Department PTRM committee's reports with recommendations and vote count on all faculty members are submitted to the department chairperson.

B. College PTRM documents are due to the university PTRM committee if changes have been made.

The Fourth Friday in October

A. Department chairperson's written evaluation for faculty considered for reappointment in the first through fifth years, promotion, tenure, and comprehensive five-year review is added to the faculty member's evaluation portfolio and conveyed to the faculty member.

B. The department chairperson will place his/her independent evaluation into the evaluation portfolio.

The Third Friday in January

A. The dean's written evaluation regarding promotion and/or tenure with recommendation is added to the faculty member's evaluation portfolio.

Appendix A

Peer Evaluation Criteria

ELED Department Peer Observation/Evaluation of Teaching

The completed observation report includes:

1. Brief description of class observed

- a. Students (level, number, gender, etc.)
- b. Overview of subject, topic, focus of class session

2. Categories of observation, evaluation (see below)

Course/Class Content and Processes

Content, processes appropriate for course, class objectives
Instructor depth, accuracy of knowledge

Instruction

Clearly stated purpose, objectives of lesson
Multiple, appropriate methods of instruction
Clear, organized instruction
Student-centered instruction

Classroom Atmosphere, Dynamics

Instructor enthusiasm
Rapport with students
Professional behavior, communication

3. Summary and conclusions, recommendations for improvement

NOTE: Submit a completed and signed report to both the faculty member observed and the department chair. Completed report must be submitted within three weeks of the observation.

Appendix B (continued)

Written Responses

1. I think my advisor's strengths are ...

2. I have the following suggestions to improve my advisor's performance.

3. Other comments.

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Appendix C:

Sample Scholarly Products and Activities

<p><u>Scholarship of Application:</u> applying knowledge to consequential problems be they internal or external to the university</p>	<p>School consulting State/LEA consulting Applied research in university settings Applied research in school settings.</p>	<p>Presentations to committees or groups Workshops for schools and community groups Accreditation report Syllabus for a new course Syllabi for a new program Grants, grant reports, and executive summaries. Materials developed in support of MSDE committee work (new courses, standards, etc.) Publication of book, a chapter in a book, article in refereed journals (print or on-line), and/or material in non-refereed journals (print or on-line)</p>
<p><u>Scholarship of Discovery:</u> traditional research, including knowledge for its own sake</p>	<p>Basic research Evaluation research</p>	<p>Publication of book, a chapter in a book, article in refereed journals (print or on-line), and/or material in non-refereed journals (print or on-line) Grants and contracts awarded Grants, grant reports, and executive summaries. Presentations at conferences</p>

Scholarshi

Appendix D
ELED PTR Committee Ballot
College of Education
Promotion/Tenure and Reappointment Committee

_____ is requesting

Promotion

Comprehensive Five Year Review

Tenure

From Rank: _____ **to Rank:** _____

I Support the Request for

Promotion

Comprehensive Five Year Review

and/or

Appendix E

Appendix F

BALLOT

DEPARTMENT MERIT RECOMMENDATION

Based on Evaluation of Activities for Academic Year

June 1, 20____ to May 31, 20____

Faculty member being evaluated _____ Rank _____

Department of Elementary Education

Appendix G

DEPARTMENT SUMMARY MERIT RECOMMENDATION

Based on Evaluation of Activities for Academic Year June 1, 20____ to May 31, 20____

Faculty member evaluated: _____ Rank _____

Department of Elementary Education

Signature Dept. Merit Committee Chair: _____ Date _____

Department Merit Committee Total Votes

	Teaching/Advising	Service	Scholarship*
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**Appendix H - TOWSON UNIVERSITY
DEPARTMENT SUMMARY RECOMMENDATION (DSR)**

DEPARTMENT OF _____

RECOMMENDATION FORM FOR YEAR _____

FOR _____

(Faculty Member)

This form is to be completed for all tenure track and clinical faculty by each department upon the conclusion of its PTRM process each fall. When promotion or tenure is being considered, it is forwarded as part of the faculty member's file to the appropriate college promotion and tenure committee for use during its deliberations. Recommendations on merit, reappointment, and five year comprehensive reviews are to be forwarded directly from the department to the dean of the college.

By signing this form faculty members indicate that they have read this form and are aware of the department's recommendation(s); their signatures do not necessarily indicate agreement with the recommendation(s). Faculty who wish to appeal the recommendation(s) should follow procedures found in the Towson University Policy on Appointment, Rank and Tenure of Faculty.

The _____ Department PTRM Committee voted to recommend that you have:

- Tenure granted
- Tenure denied

The _____ Department PTRM Committee recommends you for the following:

- Promotion to T/TT or Clinical:
 - Associate Professor
 - Professor
 - No promotion

The _____ Department Merit Committee recommends you for the following:

- No Merit
- Base Merit
- Base +Merit

The _____ Department PTRM Committee recommends that you be:

- Reappointed
- Not reappointed

The _____ Department PTRM Committee recommends that your performance for the period covered by the Five Year Comprehensive Review be judged:

- Satisfactory
- Less than Satisfactory

Committee Chair Signature _____ Date _____

Faculty Member Signature _____ Date _____

In the event of multiple decisions made by different committees with different committee chairs, those committee chairs should add their signatures on the backside of this form. 7/11/2013