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# THE DEPARTMENT OF MATHEMATICS PTRM POLICIES AND PROCEDURES

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Approved by:

The Faculty of the Department:	May 15, 2020
The FCSM PTRM Committee:	June 3, 2020
The UPTRM Committee:	December 10, 2020

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## **FACULTY HANDBOOK OF THE DEPARTMENT OF MATHEMATICS: PROMOTION, TENURE, REAPPOINTMENT AND MERIT POLICIES AND PROCEDURES**

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The Promotion and Tenure Policies and Procedures documents of the Department of Mathematics are comprised of 16 Sections.

### Preface

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- Section I-1: Standards & Expectations for Tenure Track Faculty
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These documents govern the promotion, tenure, reappointment and merit policies and procedures of the Department of Mathematics. These documents are approved by the Tenure Committee of the Department of Mathematics, then the Promotion, Tenure, Reappointment and Merit Committee of the Jess and Mildred Fisher College of Science and Mathematics, and finally by the Towson University Promotion, Tenure, Reappointment and Merit Committee.

The official University Promotion, Tenure, Reappointment and Merit Committee web page is found at

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

and contains links to the ART policy on the policies page and links to all college PTRM policies and all approved departmental PTRM policies.



## **Preface**

For the purpose of this document, the Promotion & Tenure Committee (P&T Committee) will serve as the full Promotion, Tenure, Reappointment and Merit (PTRM) Committee that is referenced in the FCSM Promotion and Tenure Documents, and the University Faculty Handbook.

There are three subcommittees of the P&T Committee: the Professor Rank Committee; the Department Merit Committee; and the Merit Committee for Lecturers. The Professor Rank Committee consists of the tenured faculty in the rank of professor

**PART I.**



## **Section I-1. Statement of Standards and Expectations for Tenure-Track Faculty**

### **I. Faculty members will abide by the following documents:**

- A. The Towson University Faculty Handbook, especially those sections, that address faculty rights and responsibilities, contractual policies, and policies for promotion, merit, and tenure review.
- B.



## **V. Probationary period:**

The probationary period shall be that stipulated in the faculty member's letter of appointment. Normally, and unless stated otherwise in the letter of appointment, the probationary period shall be six years at the rank of Assistant Professor. This probationary period does not include any years of prior service at other institutions or at Towson University unless such has been negotiated in advance and incorporated in the individual faculty member's letter of appointment.

The Department may in exceptional circumstances make a promotion or tenure recommendation earlier than the tenure review date as specified in the contract. Any recommendation for promotion prior to the normal tenure review date must be accompanied by a recommendation for tenure (see the Faculty Handbook).

At the conclusion of the Fall semester during the faculty member's third year the P&T Committee will conduct a "Third-Year Review" as an advisory and mentoring function. This evaluation of the faculty member's progress will become part of the individual's file at the department level and shared with the dean; however, it will not be forwarded to the FCSM P&T Committee or the provost. The purpose of the evaluation is to assess progress toward tenure by advising and mentoring the faculty member: including assistance where issues or shortcomings are identified and encouragement where progress is deemed satisfactory or exemplary. More information about the Third Year Review is given in VII of this section.

## **VI. Standards and Expectations of New Tenure Track Faculty (SENTF)**

Each newly appointed faculty member is asked to complete certain assignments related to the area(s) of specialization in which he/she was hired. The specific expectations for the first year of employment are contained in an agreement form (a blank copy of which can be found at <http://www.towson.edu/fcsm/facultystaff/promotiontenure.html>).

## **VII. Third-Year Review:**

During their third year of service tenure-track faculty members are evaluated on their primary dimensions: teaching, scholarship, and service, as explained in detail in IV of this section. The procedure is as follows. At the conclusion of the Fall semester of the third year, the faculty member prepares an interim dossier of activities for the previous two and one-

The P&T Committee, after discussion and confidential voting (in accordance with the College and University requirements), will provide a clear statement of progress toward tenure to the faculty member. The following three-level scale will be used:

1. Superior Progress. Requirements include excellence in teaching, scholarship and service.
2. Satisfactory Progress. Requirements include progress towards excellence in teaching and scholarship with satisfactory service.
3. Not Satisfactory Progress. This evaluation requires change by the faculty member across one or more dimensions.

This feedback will be given to the faculty member both in writing and in a face-to-face meeting with the department chair and the faculty member's Resource and Evaluation Committee chair no later than the first Friday in March. The faculty member will sign a statement indicating that they have read, but do not necessarily agree with, the final review.

### **VIII. Comprehensive Five-Year Review**

All tenured faculty shall undergo periodic comprehensive reviews. The first such review shall occur five years after receiving tenure and every five years thereafter. The specific time-line for individual tenured faculty members for the Comprehensive Five-Year Review is available in an attachment to this handbook.





2. course outlines and related documents (as promulgated by the department) that pertain to those courses he/she teaches.
- I. In the first week of classes, a clinical faculty member shall inform students in writing of his/her policies regarding testing, grading and attendance.

**IV. An overall performance evaluation, supported by the Faculty Annual Report, peer evaluations, and student evaluations will be the basis for all recommendations of merit increments, reappointment and promotion. The quality of all activities — teaching, scholarship, and service — is assessed by the Departmental Promotion and Tenure Committee:**

- A. Clinical faculty members will be formally evaluated each year for reappointment, except as set forth in Section B below. An important part of this evaluation is the classroom observations by tenured faculty members. Each classroom observation is followed by the submission, to the faculty member observed and to his/her file, of a written evaluation.
- B. Clinical faculty at the rank of Clinical Assistant Professor or above, and with three or more consecutive years of service at the University, may be awarded 3-year contracts, as set forth in the University Policy for Clinical Faculty Evaluation, Reappointment, Promotion and Merit (Section V.D.12). In this case, the evaluations for reappointment will be done during the final year of the contract.
- C. All clinical faculty members are subject to an annual evaluation by the Departmental Promotion and Tenure Committee for purposes of recommending promotion, reappointment and/or merit increment(s). All promotion and merit increment recommendations will be based on meritorious performance appropriate to the faculty member's rank. The following will be considered in this evaluation:
  1. Excellence in teaching, as evidenced by (a) peer evaluations (including classroom



### **Section I-3. Standards and Expectations for Faculty Members in Full-Time Visiting Positions**

All full-time, visiting faculty members appointed to the Department of Mathematics of Towson University shall meet the following expectations:

- A. A faculty member shall be governed by all appropriate regulations and policies of the Board of Regents of the University of Maryland System, University Senate of Towson University, and the duly elected officers of Towson University, as stated in the contractual agreements between the parties and promulgated in the Faculty Handbook.
- B. A faculty member's primary concern is excellent teaching and continued scholarly growth. Commitment to a discipline involves an awareness of the recent scholarship in that area.
- C.

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## **PART II. PROMOTION, TENURE, REAPPOINTMENT AND MERIT POLICIES AND PROCEDURES**

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### **Section II-1. Tenure**

#### **A. Criteria.**

To be considered eligible to be recommended for tenured status a faculty member must be acting in accordance with the provisions of the Towson University Faculty Handbook and the STANDARDS AND EXPECTATIONS FOR TENURE-TRACK FACULTY (SENTF) form that he/she has signed O im0 g0 G(S)-3(TA)3(ND)4(ARDS AND)3( EX)-6(P)-3(ECTATIO g0 G(To )-8(be)43oX)-6

Appointment Contract, and such applications will be considered separately from applications following the agreed-upon dates.”

A probationary faculty member who wishes to apply for promotion and tenure before the end of the probationary period should submit a written request to this effect to the Department Chair. A copy should be given to his/her Rank Committee and Resource and Evaluation Committee. This letter should be received by the third Friday in September. If the Resource and Evaluation Committee supports the application, it will bring the case to

## **Section II-**

2. Satisfactory performance in teaching (including advising), service, and scholarship.
3. Evidence of on-going Clinical/Professional Excellence as reflected in the faculty member's teaching, scholarship, and/or service.

B. Recommendations regarding reappointment and promotion of clinical faculty members will be determined by confidential ballot, distributed and collected after the P&T Committee meeting (in accordance with the University rules). Reappointment and/or promotion will be recommended if a simple majority of the P&T Committee votes in favor of reappointment and/or promotion. Ballots will be counted by the P&T Chair and the Department Chairperson. A copy of the vote count, signed by both counters, will be circulated to the P&T Committee members.

### 3. Visiting Faculty

Recommendations regarding reappointment of visiting faculty members will be determined by a vote of all tenured and tenure-track faculty members.

### 4. Procedure for Hiring/

## Section II-3. Promotion

### A. Criteria.

All persons who meet the minimum standards established by the Board of Regents and Towson University, as published in the Faculty Handbook and summarized in the document "TU Policy on Appointment, Rank and Tenure of Faculty", will be considered for promotion.

The FCSM Policies, Procedures, Criteria, and Standards for promotion at the different levels contains the following statements on **criteria for promotion and tenure**: The Mathematics Department will follow these criteria:

### Criteria and Standards for Promotion and Tenure

#### 1. Statement of Philosophy

The following are the general criteria and standards for promotion and tenure within the Fisher College of Science and Mathematics. It is recognized that each department within the College has a distinctive character and set of expectations and the purpose of this document is not to stifle that individuality. Conversely, it is also believed that there should be some commonality of standards that apply to all departments within the College that reflects the nature and mission of the College. This outline attempts to reconcile these different views.

#### 2. Tenure and Promotion to Associate Professor

Because the promotion to Associate Professor usually (but not always) carries the awarding of tenure, these are treated as one and the same in this document. In unusual cases, there may be justification for tenure without promotion, but that is not considered here.

Promotion to Associate Professor with tenure is the most important step up the academic ladder for two reasons. First, the newly promoted faculty member can remain at Towson throughout his or her academic lifetime; promotion with tenure should be considered as a commitment to keeping that faculty member as a productive colleague throughout this time. Second, with rare exceptions, promotion to Associate Professor with tenure is a one-time event; if not granted, that faculty member will likely leave Towson University. For these reasons, it is important that the general criteria and expectations for this promotion be laid out clearly.

In general, the department does not feel that rigid, quantitative criteria are appropriate for a faculty whose interests are diverse and wide ranging. This is especially true in the area of research, where use of numbers of publications, grants, or presentations at meetings is highly variable among disciplines. However, we have provided some general guidelines for achievements in Teaching, Scholarship, and Service.



**Teaching** — The general expectation is that teaching is our central function and that all faculty should strive to be outstanding teachers. Assessing teaching performance, however, is extremely difficult. Our general philosophy is that no single criterion can be used to adequately judge teaching performance. At a minimum, the following must be used to measure teaching effectiveness. The listed items are not prioritized according to order of importance:

- quantitative student evaluation scores
- summaries of written comments from student evaluation forms
- course syllabi, exams, assignments, etc.
- copies of all signed reports from peer observations of teaching.

However, in addition to the above items, other measures are also appropriate. The faculty member is encouraged to submit a teaching portfolio to assist in the evaluation of teaching performance. This portfolio would include all of the above four items. Other items that may be included, where appropriate, are (but not limited to) the following. The listed criteria are not prioritized according to order of importance:

- evidence of the development of new courses
- evidence of modification of course content or delivery
- evidence of improvement of personal knowledge of subject content or teaching methodologies
- evidence of contributions and/or delivery of a new curriculum
- professional awards for teaching excellence
- evidence of supervision of student research
- for mathematics and science educators: evidence of supervision and mentoring of pre-service teachers.

**Scholarship** — It is recognized that faculty practice four kinds of scholarship as defined by the Boyer Model\*: discovery, integration, application, and teaching. The general expectation is that all faculty members should be able to demonstrate the presence of an active and ongoing program of scholarship of one or more of these forms. The faculty member needs to demonstrate the ability to initiate and carry out to completion scholarly

submission of university-approved patent applications to the U.S. Patent Office or the awarding of such patents.

\*Charles E. Glassick, Mary Taylor Huber, and Gene I. Maeroff. *Scholarship Assessed: Evaluation of the Professoriate* (An Ernest L. Boyer Project of the Carnegie Foundation for the Advancement of Teaching) San Francisco: Jossey-Bass, 1997.)

In addition to a scholarly publication record, several other criteria may be employed as illustrated below. Note that these are examples of criteria to be used, and other criteria may be employed at the discretion of the department. The listed criteria are not prioritized according to order of importance:

competitive internal and external grants attempted and received

progress reports or final reports on the implementation of externally funded projects

chairing (and/or organizing) sessions at professional meetings

presenting papers at professional meetings

documented research in progress

conducting workshops (This item might be expected to count more heavily for mathematics and science education faculty.)

invited lectures

panelist or discussant at professional meetings

professional awards based on scholarly achievement.

**Service** — The general expectation is that all faculty members should be actively engaged in service, to the department, the College, the University community, and to the faculty member's discipline. The exact level of service is primarily a departmental function and no specific level of service is mandated here (specific levels of Service are outlined in the Faculty Handbook).

Faculty are expected to make useful, documented contributions to their department, their College, the University, and to their discipline.

### 3. Promotion to Full Professor

Promotion to Full Professor is the ultimate step in academic recognition. This promotion should recognize not only length of service, but also a **sustained commitment** to excellence or distinction in teaching, scholarship, and service. In addition to high levels of teaching effectiveness (using criteria noted above), and a leadership role in the area of service, faculty should demonstrate a sustained program of recognized scholarship, as indicated by, for example, a substantial refereed publication record, successful textbook authorship, success in attracting external grants, and presentations at national and international meetings. We emphasize that while different disciplines will necessarily have

different levels of grant success and publication, the key element is a sustained commitment to scholarly productivity.

Letters of evaluation from external reviewers will be solicited from outside the University pursuant to the Guidelines approved by the Faculty Senate (see Appendix D of the FCSM documents). The external evaluation will address the candidate's scholarship as it relates to the candidate's promotion to Full Professor

related field; a minimum of three years of clinical experience in the area of mathematics or mathematics education and evidence of currency in clinical practice; demonstrated competence in mathematics teaching; and demonstrated scholarly and/or administrative ability.

The minimum number of years in rank is six years full-time University teaching for Associate Clinical Professors and a minimum of ten years for Clinical Professor. Review will normally occur no earlier than the sixth-year in a Clinical Faculty position.

Evaluation procedures for promotion are the same as those set forth in Sections II-3 and II-5 of this document, with the following exceptions:

- i. References to tenure shall not apply.
- ii. Departmental standards for Clinical Faculty (as described in Section I-2 above) shall be substituted for department PTRM documents.
- iii. As provided in the evaluation procedures referenced in I-2.IV.C above, the Clinical Evaluation-P&T Committee and the Department Chairperson both make recommendations regarding the promotion.

## **B. Procedures.**

See Section II-10.B for the composition of the Professor Rank Committee.

The P&T Committee and the r

by a deadline noted on the ballot, which must be not less than five business days following the meeting where the motion is made. Faculty members who are not recommended for promotion may discuss the reasons for the denial with the Department Chairperson and/or request a letter of explanation.



## **Section II-4. Departmental Merit**

Annual evaluation of all full-

Members of the Merit Committee shall be elected by the clinical faculty at the rank of Clinical Assistant Professor or higher, and by the tenured and tenure-track faculty members of the Department to staggered two-

**D. Merit Committee for Lecturers.**

Full-time Lecturers and Clinical Instructors are required to complete Part I of the Annual Review document and to submit this document to the Department Chairperson by the third Friday of September. These Lecturers and Clinical Instructors are eligible for merit. The standards for Clinical Instructors should align with the standards for lecturers.

The merit level for the Lecturers and Clinical Instructors will be decided upon by the Department Merit Committee for Lecturers. This committee will consist of the Department Chairperson, the Assistant Chairperson(s), and one other tenured faculty member to be elected by the Lecturers. The ballot will be determined by the Department Promotion and Tenure Policy Committee in consultation with the Lecturers.





## **Section II-5. Promotion, Tenure, Reappointment and Merit Calendar**

### **The Third Friday in September in the year prior to an evaluation**

Faculty wishing to be considered for early promotion/tenure or for promotion outside of the tenure period, for the following academic year, should give a letter of intent to the Department Chairperson at this time. A copy should be sent to the P&T Chair and to his/her Resource and Evaluation Committee, if applicable. This does not apply to faculty at the end of their probationary period.

### **The Fourth Friday in September in the year prior to an evaluation**

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 First Friday in May**





B. The Dean forwards all recommendations regarding reappointment/non-reappointment of first-year faculty to the Provost. If the Dean disagrees with the department recommendation, the Dean shall prepare his/her own recommendation and send a copy to

## **Section II-6. Evaluation of Faculty**

### **1. The AR and SENTF Forms.**

In mid-June of each year, all department members must complete the AR (Annual Report) form and submit this form, together with course syllabi, a resume, grade distributions and supporting documentation, to the Department Chairperson. The SENTF form (Standards and Expectations for New Tenure Track Faculty) is the form all new faculty sign at the start of their Towson University careers, unlike the AR form which is completed every year. The SENTF form is the statement of expectations for all faculty identified in the "TU Policy on Evaluation". The AFWE (Annual Faculty Workload Expectations) states the individual workload expectations upon which a faculty member is judged.

### **2. Student Evaluations.**

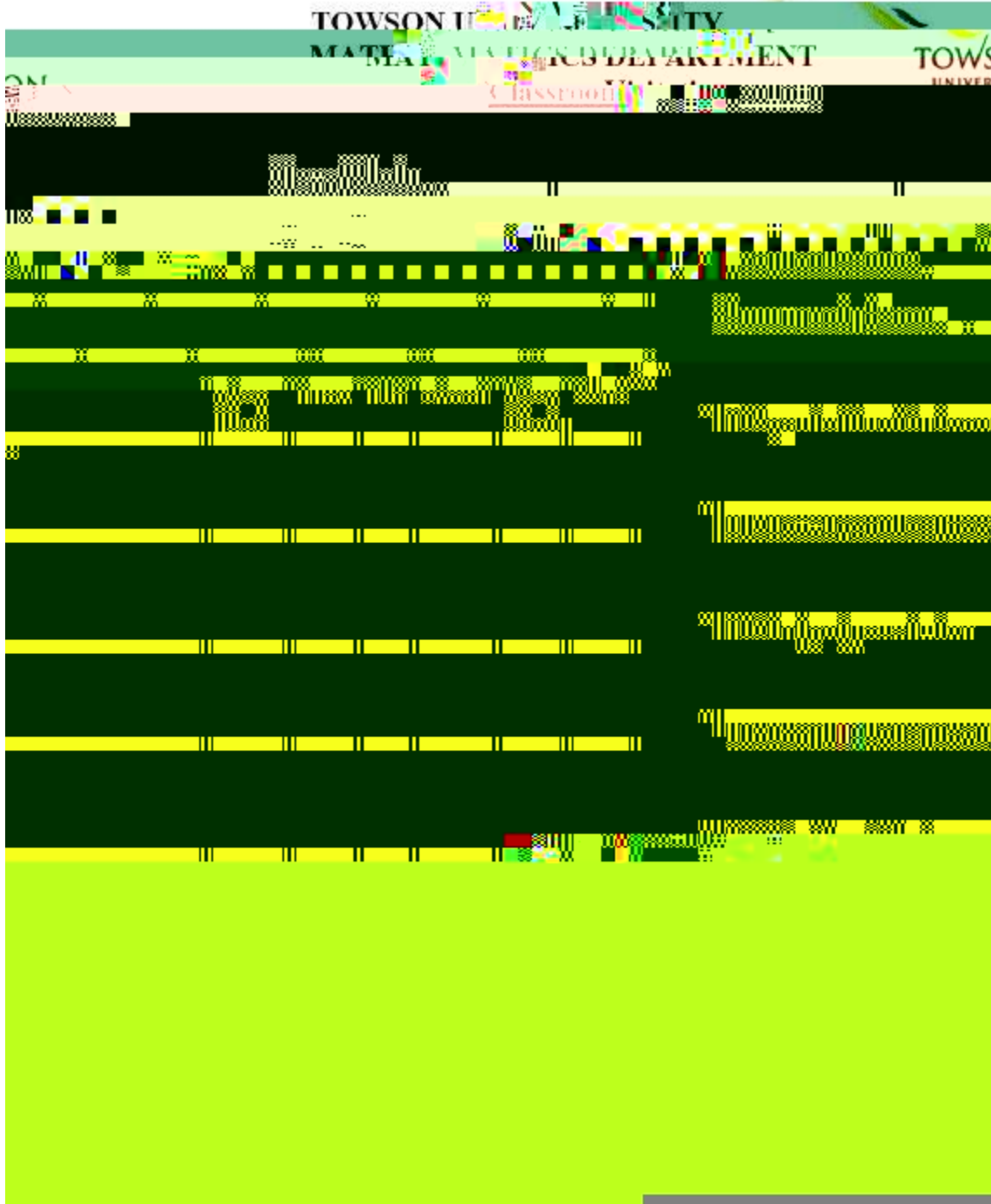
Every semester, each faculty member is required to be evaluated by students. For this purpose, the Department of Mathematics will use the Student Evaluations that are done through Student Voice and use the standardized University questionnaire.

### **3. Promotion and Tenure File.**

If the Department Chairperson decides to include a document in an individual's Promotion and Tenure file, the Chairperson shall inform the individual of this action. The individual may appeal the decision of the chairperson concerning the contents of the individual's Promotion and Tenure file to the Department Promotion & Tenure Committee. Action of the Promotion & Tenure Committee on such appeal shall be by a simple majority vote.

Each department member may examine his/her Promotion and Tenure file in the pre612,/iceose, the Dep

of the department member visited at a meeting between them; and give the evaluation to the Department Chairperson who will place it in the Promotion and Tenure file of the person visited. The department member visited may attach his/her comments to the written report.



**5. Some Responsibilities of the Department Chairperson.**

The Department Chairperson will seek pertinent signed statements from all members of the department about persons being evaluated, particularly probationary department members being considered for reappointment and those department members being considered for promotion.

The Department Chairperson will report to the department the number of departmental recommendations for promotion at each rank and the number, by rank, of those approved by the FCSM PTRM Committee.







## **Section II-9. Election Procedures for the Department of Mathematics**

The Election committee runs the elections for: (1) the Department Chairperson, (2) the Department P&T Chair and members of the Department Merit Committee, (3) departmental representatives to the FCSM College Council, and (4) approval of the designated Assistant Chairperson.

For elections dealing directly with promotions, tenure, merit, hiring and the election of the Chairperson, the electorate shall be all full-time tenured and tenure-track faculty members. For all other voting (for example election of members for some college or university committees), the electorate shall be full-time tenured and tenure-track faculty and all other full-time members, such as lecturers, clinical faculty, and visiting faculty.

When an elected position becomes vacant for more than one semester, such as members of the Departmental Merit Committee or the departmental representative to the FCSM College Council, the procedure for filling this position is as follows.

For each vacancy, the election committee will compile a list of eligible candidates. An election will then be conducted.

If no individual receives a majority of the votes cast, then the two people with the highest number of votes participate in a run-off election to declare the winner, as determined by the simple majority of the voting members. In the event of three-

## **Section II-10. Promotion and Tenure Committees**

### **A. Promotion and Tenure Committee**

The Departmental Promotion and Tenure Committee (P&T Committee) will serve as the full PTRM Committee that is referenced in the FCSM Promotion and Tenure documents and the TU Policy on Appointment, Rank and Tenure of Faculty (ART Policy). The Professor Rank Committee, the Department Merit Committee, and the Merit Committee for Lecturers are to be regarded as subcommittees of the P&T Committee.

The P&T Committee shall consist of all tenured faculty members of the Department. In accordance with the ART Policy, the Department Chairperson shall be a non-voting member of the P&T Committee.

The P&T Committee shall have a chair who will serve as the Departmental P&T Chair for the purposes of University and FCSM communications. The P&T Chair shall be a tenured professor elected to a 3-year term by all tenured and tenure-track faculty members of the Department.

The P&T Committee shall have an assistant chair who will assist the P&T Chair. The P&T Assistant Chair shall be a tenured professor elected each year by the members of the P&T Committee.

The (full) P&T Committee shall review faculty portfolios and make recommendations on:

- Tenure;
- Promotions to the rank of Associate Professor;
- Comprehensive five-year reviews of tenured assistant and associate professors;
- Third-year reviews of tenure-track faculty;
- Reappointments of tenure-track faculty;
- Promotion and reappointments of clinical faculty.

### **B. Professor Rank Committee.**

The Departmental Professor Rank Committee shall consist of all tenured professors in the Department and the Department Chairperson.

The Professor Rank Committee shall review faculty portfolios and make recommendations on:

- Promotions to the rank of Professor;
- Comprehensive five-year reviews of tenured professors;
- Comprehensive five-year reviews of Department Chairpersons.

No member of the committee shall participate in his/her own evaluations.





## **Section II-11. Resource and Evaluation Committees**

### **RATIONALE:**

There is a natural information gap which exists when a new faculty member joins the faculty. This committee can act as a resource to help orient the faculty to the University and this department and to supply or direct the faculty member to such other information as he/she requests. In addition, by having the responsibility to see that the P&T Committee's evaluation procedures, primarily classroom visitations, are done, "a feedback" system on the faculty member'



## **Section II-12. Quorum Requirements for Departmental Meetings**

For a departmental meeting which has been announced to the department through all the usual channels, two thirds of all the tenure and tenure-track faculty members of the department shall constitute a quorum for the purpose of carrying on the department's business. If a quorum is present, a motion passed by a simple majority of those present shall be departmental policy. In the absence of a quorum, a motion may pass by a two thirds majority provided at least half of those who are eligible to vote are present. See Section II-9 for eligibility for voting at departmental meetings.

Faculty members on sabbatical or other leave may vote on all matters in departmental meetings as if they were performing their regular duties. If they are unable to attend, the number of the electorate (for quorum purposes) is reduced accordingly.



## **Section II-13. Privileges of Faculty on Leave**

Faculty members who are on sabbatical or other leave may vote on promotion, tenure, merit, and/or reappointment matters under the following circumstances:

If the vote is via a paper ballot, and the faculty member returns the ballot by the appropriate deadline. E-mail ballots or faxes are not acceptable. Per Sections II-1–II-3, voting faculty on leave must have reviewed the promotion portfolios and participated in the relevant discussions.

If the person(s) on leave is absent from a meeting, the number of electorate at that meeting (for quorum purposes) is reduced accordingly.