

XXIII. TOWSON UNIVERSITY PROMOTION, TENURE/REAPPOINTMENT, AND MERIT CALENDAR

1. THE FIRST FRIDAY IN MAY

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

2. THE THIRD FRIDAY IN JUNE

All of the following documents are due and must be submitted to the department chairperson or designee(s):

- a. Faculty Annual Report (AR) or Chairperson's Annual Report (CAR).
- b. Current professional curriculum vitae
- c. Syllabus for each course currently taught
- d. Evaluation of teaching and advising
- e. Other documents required in Section II.B. or desired by faculty member

3. THE THIRD FRIDAY IN SEPTEMBER

- a. Faculty may add information to update their files for work completed before June 1st.
- b. First Year Probationary Faculty members have met with department chairpersons to complete the Statement on Standards and Expectations for New Tenure-track Faculty (SENTF) form.

4. THE SECOND FRIDAY IN OCTOBER

- a. Department PTRM Committee(s)' recommendations given to all non-first year faculty. See page 3-43 for appeal procedures.
- b. College PTRM documents are due to the University PTRM Committee if changes have been made since last approved.

5. THE FOURTH TUESDAY IN NOVEMBER

All faculty recommendations delivered to the College PTRM Committee.

6. DECEMBER 15 (This deadline is mandated by the USM.)

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

7. THE THIRD FRIDAY IN JANUARY

- a. The College (PTRM) Committee's (and the dean's, if applicable) recommendations for tenure and/or promotion given to all faculty members with a copy to the department chairperson. Faculty members may appeal a negative judgment. See page 3-44 for appeal procedures.

- b. The college committee's recommendation concerning faculty members appealing their departmental (PTRM) recommendation delivered to candidate and department chairperson. Faculty may appeal a negative judgment from the college committee. See page 3-44 for appeal procedures.
- c. Department recommendations concerning reappointment for first-year tenure-track faculty delivered to the faculty member and the dean. Faculty may appeal to the college PTRM Committee. See page 3-43 for appeal procedures, which are the same as those for promotion and tenure.

8. THE SECOND FRIDAY IN FEBRUARY

- a. All promotion, tenure/reappointment, and merit recommendations delivered to the provost. This includes college appeal recommendations on department recommendations for first-year tenure-track faculty.
- b. Department documents concerning promotion, tenure/reappointment, and merit (with approval form signed by all current faculty members) delivered to the chairperson of the University PTRM Committee, if any changes have been made. All changes must be indicated with redline (for additions) or strikeout (for deletions), submitted in triplicate. Departments not electing to change their documents do not need to report.

9. MARCH 1ST (This deadline is mandated by the USM.)

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

10. THE THIRD FRIDAY IN MARCH

- a. Provost's decisions given to all faculty members recommended for tenure and/or promotion. Faculty members may appeal a negative decision. See page 3-45 for appeal procedures.
- b. The provost's decision concerning faculty appeals of their college PTRM committee's recommendation is delivered to the appellant. Faculty members may appeal a negative decision. See page 3-45 for appeal procedures.