**TOWSON UNIVERSITY - PROMOTION, TENURE, REAPPOINTMENT AND MERIT COMMITTEE**

**COLLEGE CHECKLIST**

**ART APPENDIX III REFERENCES TO COLLEGE PTRM POLICIES AND PROCEDURES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **COLLEGE NAME HERE** | **Page in ART: Appen. 3 (03.01.11)** | **Page in College PTRM doc.** |

1. **Membership of the College Committee(s) for Promotion, Tenure/Reappointment and Merit:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | * 1. Composition
 | 3-29 |  |
|  | * 1. Election of committee members, including dates and method of vote
 | 3-29 |  |
|  | * 1. How alternates are chosen/vacancies filled
 | 3-30 |  |
|  | * 1. Eligibility and term
 | 3-29-30 |  |

1. **Policies and procedures:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | * 1. Confidentiality
 | 3-1 |  |
|  | * 1. Definition of quorum
 | \* |  |
|  | * 1. Evaluation Portfolio materials required for submission
 | 3-2-7 |  |
|  | * 1. Procedures for deliberation of Evaluation Portfolio and college standards
 | 3-15 |  |
|  | * 1. Voting procedures **(& definition of majority)**
 | 3-15 |  |
|  | * 1. **Inclusion of AR forms consistent with ART and any other department forms used for evaluating performance or tabulating information**.
 |  |  |
|  | * 1. Reporting to candidates
 | 3-25 |  |
|  | * 1. Role of the committee chair
 | 3-25-26 |  |
|  | * 1. Review of college document
 | 3-30 |  |
|  | * 1. Role of Dean
 | 3-30 |  |
|  | * 1. Appeal procedures: Promotion, Tenure, Review, Merit
 | 3-31-33 |  |
|  | * 1. Vote on approval of this document when document is new or revised
 | 3-9 |  |

1. **College Standards:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | * 1. Specific standards and criteria for evaluation that apply to all faculty in the college for tenure and promotion to each rank. College documents should only include standards and criteria for promotion and tenure evaluation that apply to all faculty. **Evaluation criteria are correlated with workload.**
 | 3-8-10 |  |
|  | * 1. Specific standards and criteria for evaluation for merit at each level. College documents should only include standards and criteria for evaluation that apply to merit for all faculty.
 | 3-9 |  |

1. **Calendar:** College calendars must comply with the TU Promotion and Tenure Calendar, and specify the following dates:

|  |  |  |  |
| --- | --- | --- | --- |
|  | * 1. deadline for the election of college committee members
 | \* |  |
|  | * 1. approval of non-department PTRM members
 | 3-34 |  |
|  | * 1. due date for Evaluation Portfolio
 | 3-34-37 |  |
|  | * 1. dates from the university calendar with which the college/university must comply
 | 3-34-37 |  |
|  | * 1. review of college document
 | 3-30 |  |

***\* College committee needs to specify***

For University PT RM Committee Only **[Form 11.01111]**

 Approved Not approved Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved with clarifications: Changes needed. Revised document uploaded by Dean to SharePoint. DUE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_