Why are we here today?

- We hired you because we believe you will succeed
- MTSU has invested in your success
  - Time, money and energy recruiting
  - Start up funds
  - Mentoring
- Retention of faculty through promotion and tenure is a hallmark of your success and of our success
Specific objectives

- Understand the importance of policy
- Understand the process
- Discuss the minimum qualifications
- Discuss the criteria
- Discuss your role in understanding and meeting criteria and presenting your case
Policies

- Separate policies for tenure and promotion
- Detailed criteria & documentation requirements for tenure, promotion to Associate, promotion to Full
- Detailed criteria & documentation requirements for each professional area: Teaching, Research/Creative Activity, Service
Policies

- You need to read carefully each policy*
  - All policies are online
  - MTSU
  - College
  - Department

*Policies may change as a result of the FOCUS Act
Process: Probationary Reviews

- **Annual evaluations**
  - Be mindful of weaknesses and take steps to address them immediately

- **Pre-tenure Review**
  - Use this opportunity to compile documentation and make a case as if you were applying for tenure
  - Critical juncture
  - Heed the advice!

- **Stopping tenure clock (1 year)**
Process: Calendar

- In the Summer
  - Prepare your documentation
  - Suggestion: use your pre-tenure documentation as a platform

- In the Fall
  - Review by Dept., Chair, College, Dean
  - Review by Vice Provost

- Winter-Spring
  - Review by Provost
  - Review by President
  - Submission to TBR*
  - Approval by TBR*

*TBR Approval to Switch to MTSU Board of Trustees
Qualifications: Tenure & Promotion to Associate

- Tenure & Promotion to Associate are separate applications but usually take place simultaneously.

- Promotion to the rank of Associate Professor is based upon both demonstrated performance and potential.

- Apply at the beginning of your 6th year (fulfill five complete years in rank of Assistant Professor).
Qualifications: Professor

- Promotion to the rank of Professor is based upon having achieved professional and scholarly distinction.
  - Evidence of sustained excellence in teaching, sustained high quality professional productivity in scholarship and service. National recognition (as defined by department policy) in scholarship or service.
  - What have you accomplished since last promotion?
  - Apply after completion of 10 years in combined ranks
Criteria: Teaching

- Teaching is the most important element
- Narrative statement by candidate on teaching philosophy
- Evidence of student work/mentorship of students
- Student evaluations
- Peer evaluations
Criteria: Scholarship/Creative Activity

- See Department Policy
- Continuous growth through time
- Peer-reviewed Articles, Books, Paper Presentations, Creative Works, Funded Research
- No magic numbers
Criteria: Service

- Sustained, effective service
  - Departmental
  - College
  - University
  - Community
  - Professional Organizations
“Evidence of good character, mature attitude, and professional integrity that will ensure cooperation with colleagues and commitment to the programs and students of the department, college and the university.”

- II:01:05A, section IVA2e (tenure)
- II:01:05B, section IIID (promotion)
Your Role: Seek Mentoring

- Some departments assign mentors
- Seek out mentors
  - Does not need to be from your department
- Consult your Chair and Dean
Your Role: General

- Know the criteria & policies
- Meet the criteria—do not wish they were different
- Stay focused
- Demonstrate continuous growth
- Take to heart annual evaluations
- Seek advice
- Request peer teaching evaluations early
Your Role: Present your case!

- You have one chance to tell your story
- Prepare a binder that is user friendly
  - Look at examples from others in your department
  - Provide a Table of Contents
  - Use tabs
  - Generally, only seen by department
Your Role: Present your case!

- Again: You have one chance to tell your story!

- Your OFD is the key document
  - Organize it according to the layout provided
  - PROVIDE A NARRATIVE at the end
    - Make it easy for others to summarize your accomplishments in their letters by providing the summary and making your case
    - Your OFD will be read by people who are not in your discipline—tell them why your accomplishments merit tenure or promotion
Questions?