

**AEROSPACE DEPARTMENT  
MIDDLE TENNESSEE STATE UNIVERSITY  
Addendum to MTSU POLICIES AND PROCEDURES for  
PROMOTION AND PROCEDURES FOR TENURE**

Approved by Department October 19, 2005 (date)

Approved by Dean November 30, 2005 (date)

Approved by Provost \_\_\_\_\_ (date)

## **I. INTRODUCTION**

This document serves as an addendum to MTSU POLICY NOS: **II:01:05A** and **II:01:05B** regarding promotion and tenure and is in compliance with Board of Regents Policies **05:02:02:20** and **5:02:03:60**.

Included in this document are the areas specific to the Aerospace Department as required by the University and developed by the Aerospace Department. New faculty will receive this document on hire along with the policies and procedures mentioned above and it will be explained as part of their orientation to the tenure track faculty role. These requirements are above and beyond the requirements listed in candidates' contract with the university.

## **II. PROCESS**

- A. The Aerospace Department has a single committee for both promotion and tenure recommendations and to conduct pre-tenure reviews. This committee is the Aerospace Department Promotion and Tenure Review Committee (D-PTRC).
- B. All tenured faculty in the Aerospace Department who are not planning to apply for promotion during a given academic year are elected to the committee annually.
- C. No requirements for academic rank exist for committee membership or voting privileges.

## **III. PROCEDURES**

- A. Voting Procedures
  - 1. For purposes of committee business, a quorum is a simple majority of the committee members present.
  - 2. A simple majority (of the quorum) is required to support a recommendation. In the case of a tie vote, the recommendation sent forward will be a negative one.

- B. Faculty under consideration for promotion or tenure must submit an Outline of Faculty Data and appropriate supporting materials as described in Section IV-B of the University's Promotion and Tenure documents.
- C. Annual reviews will be conducted on all tenure track faculty in accordance with University Policies.

#### **IV. CRITERIA TO BE CONSIDERED IN PROMOTION AND TENURE RECOMMENDATIONS**

Faculty members in the Aerospace Department have the option to choose between research/scholarship and service/outreach for a field of focus. They should make this choice early and notify their mentor of that choice. Faculty members demonstrating high quality performance in teaching and research/scholarship without a record of quality service/outreach cannot be supported for promotion at any level.

- A. Promotion to Associate Professor and/or tenure - the candidate must have a consistent record of performance in the following:
  - 1. Teaching
    - a. Performance Criteria. All faculty members are expected to demonstrate high quality performance in teaching and will be evaluated with respect to each of the following criteria for teaching.
      - 1) Improvement of their own courses and also the curricular offerings of the department, college and university. This could also include the development of new courses.
      - 2) Improvement in teaching effectiveness, including efforts to improve pedagogy/teaching methods with new techniques and integration of new instructional technologies. This includes the development of new laboratory experiments/activities.
    - b. Documentation. Supporting materials will, at a minimum, include: a statement of teaching philosophy; course materials; faculty peer evaluations; evidence of student projects and other forms of student mentorship; and evidence of good student evaluations by receiving at least 80% in the "Almost Always" and "Usually" columns on each item of the student evaluation instrument.
  - 2. Research/Scholarship
 

The Aerospace Department values the scholarship of discovery (seeking knowledge), the scholarship of synthesis (building upon and combining previous findings to develop new approaches), the scholarship of application (attempting to solve practical problems), and the scholarship of teaching (transforming and extending knowledge through classroom-based activities).

The "minimum" number of publications expected may vary among Aerospace sub-disciplines. However, research progress beyond that achieved during

graduate school/postdoctoral training is expected. New faculty with a strong publication record will be credited with their publications, but will be expected to establish an active program of research and publication at MTSU to be considered for promotion. In all cases the quality of the research will be more important than the quantity, regardless of the absolute number of publications.

Relative to research/scholarship, candidates for promotion to associate professor and/or tenure must demonstrate consistent progress toward establishing an active research program in their area of specialization as evidenced by a record of quality peer-reviewed publications.

### 3. Service/Outreach

Relative to service/outreach, candidates for promotion to associate professor and/or tenure must demonstrate consistent progress toward establishing a record of quality performance in each of the following areas: public service, university service, or professional service.

## B. Promotion to Professor - the candidate must have a consistent record of performance in the following:

### 1. Teaching

All candidates for promotion to professor are expected to demonstrate via documentation a sustained record of high quality performance in teaching and will be evaluated by the criteria outlined under promotion to associate professor.

### 2. Research/Scholarship

a. Performance criteria. All candidates for promotion to professor choosing research/scholarship as their area of focus, must demonstrate a sustained record of high quality research through peer-reviewed publications that is recognized at the national level. The dissemination of knowledge through publications in high quality, peer-reviewed journals is the primary criterion by which research/scholarship is judged.

“National recognition” is defined as achieving a level of excellence in their performance that earns the professional respect of colleagues across the country. It can be demonstrated through a variety of activities. The ones mentioned below are intended to be examples rather than an exhaustive list.

- 1) Publications in nationally distributed journals
- 2) Other publications (books, monographs, etc) distributed nationally
- 3) Presentations at national or international conferences
- 4) Receipt of an extramural research grant from a national agency

b. Documentation

The Outline of Faculty Data and supporting materials must include evidence of peer-review of some elements of the candidate's research/scholarship. Supporting materials may include,

- 1) Publications (articles, monographs, books, electronic media, and other published works) that are subject to a formal review process by recognized scholars in the field are considered more significant than those subject to less rigorous examination;
- 2) Presentations before one's professional peers at regional, national, or international meetings/conferences;
- 3) Textbooks, educational articles, and/or instructional technology resources and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute "scholarship of teaching";
- 4) Funded internal grants from the university or external grants from public or private sources;
- 5) Names and addresses of professional peers who could provide letters of evaluation/recommendation;
- 6) List of undergraduate/graduate students mentored, student presentations and/or publications;
- 7) Evidence of serving as a reviewer for journals or funding agencies;
- 8) Copies of invited lectures, seminars or evidence of participation in symposia.

3. Service/Outreach

All candidates for promotion to professor choosing service/outreach as their area of focus, must demonstrate via documentation a sustained record of quality performance in public service, university service, and professional service and, in one of these areas, a record of high quality performance that is recognized at the national level.

"National recognition" is defined as achieving a level of excellence in performance that earns the professional respect of colleagues across the country. It can be demonstrated through a variety of activities. The ones mentioned below are intended to be examples rather than an exhaustive list.

- a. Election to office on a national or international level

- b. Appointment as a committee chairperson/member at the national level
- c. Work as an editor, proceedings editor or guest editor of a nationally distributed journal
- d. Administration/receipt of a service grant from a national organization
- e. Receive recognition for service from a national or international group

**NOTE:** Although not necessarily considered by the University the Department has the option of considering any new FAA certificates, rating and other government or industry certifications in the aviation field as items that can be used to enhance the individuals professional standing.

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The Aerospace Department, College of Basic and Applied Sciences, and the University policies related to promotion and tenure will be distributed to all new faculty members and should be easily available at all times. Faculty members are encouraged to review them, become familiar with all requirements, and keep in mind that this document is an addendum to the University's policies and procedures regarding promotion and tenure. Simply meeting the requirements included in this document is not sufficient to warrant promotion or tenure.

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## **II. PROCESS**

- D. The Aerospace Department has a single committee for both promotion and tenure recommendations. This committee is the Aerospace Department Promotion and Tenure Review Committee (D-PTRC).
- E. All tenured faculty in the Aerospace Department who are not planning to apply for promotion during a given academic year are elected to the committee annually.
- F. No requirements for academic rank exist for committee membership or voting privileges.

## **III. PROCEDURES**

### **D. Voting Procedures**

1. For purposes of committee business, a quorum is established when three fourths of the committee members are present.
2. Absentee ballots are allowed for committee decisions. If a member of the committee cannot attend a meeting, that member must inform the chair of the committee before the meeting and may cast a vote by selecting a “yes” or “no” voting slip and putting it into the ballot box. Any absentee votes will then be counted when all others are counted at the meeting.

3. A simple majority (of the quorum) is required to support a recommendation. In the case of a tie vote, the recommendation sent forward will be a negative one.
- E. Faculty under consideration for promotion or tenure must submit an Outline of Faculty Data and appropriate supporting materials as described in Section IV-B of the University's Promotion and Tenure documents.
- F. Annual reviews will be conducted on all tenure track faculty in accordance with University Policies.

#### IV. CRITERIA TO BE CONSIDERED IN PROMOTION RECOMMENDATIONS

Faculty members in the Aerospace Department have the option to choose between research/scholarship/creative activity and service/outreach for a field of focus. They should make this choice early and notify their mentor of that choice. Faculty members demonstrating high quality performance in teaching and research/scholarship/creative activity without a record of quality service/outreach cannot be supported for promotion at any level.

A. **Promotion to Associate Professor** - the candidate must have a consistent record of performance in the following:

1. Teaching

- a. Performance Criteria. All faculty members are expected to demonstrate high quality performance in teaching and will be evaluated with respect to each of the following criteria for teaching.
  - 1) Improvement of their own courses and also the curricular offerings of the department, college and university. This includes the development of new courses.
  - 2) Improvement in teaching effectiveness, including efforts to improve pedagogy/teaching methods with new techniques and integration of new instructional technologies. This includes the development of new laboratory experiments/activities.
- b. Documentation. Supporting materials will, at a minimum, include: a statement of teaching philosophy; course materials; evidence of student projects and other forms of student mentorship; and evidence of evaluation by faculty peers.

2. Research/Scholarship/Creative Activity

The Aerospace Department values the scholarship of discovery (seeking knowledge), the scholarship of synthesis (building upon and combining previous findings to develop new approaches), the scholarship of application (attempting to solve practical problems), and the scholarship of teaching (transforming and extending knowledge through classroom-based activities).

The "minimum" number of publications expected may vary among Aerospace sub-disciplines. However, research progress beyond that achieved during graduate school/postdoctoral training is expected. New faculty with a strong

publication record will be credited with their publications, but will be expected to establish an active program of research and publication at MTSU to be considered for promotion. In all cases the quality of the research will be more important than the quantity, regardless of the absolute number of publications.

Relative to research/scholarship/creative activity, candidates for associate professor must demonstrate consistent progress toward establishing an active research program in their area of specialization as evidenced by a record of quality peer-reviewed publications.

### 3. Service/Outreach

Relative to service/outreach, candidates for associate professor must demonstrate consistent progress toward establishing a record of quality performance in public service, university service, and professional service.

## B. **Promotion to Professor** - the candidate must have a consistent record of performance in the following:

### 1. Teaching

All candidates for promotion to professor are expected to demonstrate a sustained record of high quality performance in teaching and will be evaluated by the criteria outlined under promotion to associate professor.

### 2. Research/Scholarship/Creative Activity

a. Performance criteria. All candidates for promotion to professor choosing research/scholarship/creative activity as their area of focus, must demonstrate a sustained record of high quality research through peer-reviewed publications that is recognized at the national level. The dissemination of knowledge through publications in high quality, peer-reviewed journals is the primary criterion by which research/scholarship/creative activity is judged.

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- 3) Presentations at national or international conferences
- 4) Receipt of an extramural research grant from a national agency

### b. Documentation

The Outline of Faculty Data and supporting materials must include evidence of peer-review of some elements of the candidate's research/scholarship/creative activity. Supporting materials may include, but will not be limited to the following:

- 1) Publications (articles, monographs, books, electronic media, and other published works) that are subject to a formal review process by recognized scholars in the field are considered more significant than those subject to less rigorous examination;
- 2) Presentations before one's professional peers at regional, national, or international meetings/conferences;
- 3) Textbooks, educational articles, and/or instructional technology resources and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute "scholarship of teaching";
- 4) Funded internal grants from the university or external grants from public or private sources;
- 5) Unfunded proposals for internal and external grants, where the documentation supports the quality of the proposal;
- 6) Names and addresses of professional peers who could provide letters of evaluation/recommendation;
- 7) List of undergraduate/graduate students mentored, student presentations and/or publications;
- 8) Evidence of serving as a reviewer for journals or funding agencies;
- 9) Copies of invited lectures, seminars or evidence of participation in symposia.

### 3. Service/Outreach

All candidates for promotion to professor choosing service/outreach as their area of focus, must demonstrate a sustained record of high quality performance in public service, university service, and professional service that is recognized at the national level.

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