

**Jones College of Business
Promotion and Tenure Committee
Policy Guidelines**

- I. In accordance with MTSU Policy II.01:05A and II.01:05B dated August 1, 1996, the College of Business will establish a committee to review applications for promotion and tenure by the College faculty.
 - A. The election of members of the Promotion and Tenure Committee will be governed as follows.
 1. The Committee will consist of two representatives from each academic department in the College plus a member designated by the MTSU Faculty Senate if so desired to assure diversity of the Committee's membership.
 2. All full-time tenured and tenure-track faculty members of the College will be eligible to vote for Committee members.
 3. All full-time, tenured Full Professors in the College will constitute the eligible candidates for membership on the Committee. Rank requirements may be changed by vote of the College faculty.
 4. Neither persons to be evaluated nor department chairs are eligible to serve as members of the Committee.
 5. The term of membership on the Committee will be three years. (In the first year the Committee was formed committee members were elected to staggered terms. Subsequently, all members serve three-year terms.)
 6. The Dean will call for the election of replacements to the Committee each Fall Semester.
 7. A plurality of those voting is required for election to the Committee.
 8. Committee members may also serve on departmental peer review committees.
 9. In the event a Committee member must be absent for a semester or longer, the Committee member will be temporarily replaced by the member of their department receiving the next highest number of votes on the original ballot.
 10. In the event a Committee member must be absent for a meeting, the Chair will accept votes in absentia for expected votes.
 11. In the event of a resignation from the Committee or an unexpected vacancy, the Committee member will be replaced by the member of their department receiving the next highest number of votes on the original ballot and serve for the remainder of the original term.

- B. The Committee will elect a chair and a reporter at the Fall organizational meeting. These officers will serve one-year terms.
 - C. Fifty-one percent (51%) of the Committee will constitute a quorum.
 - D. A motion fails in the event of a tie vote. (A tie vote is reported as a tie.)
 - E. Department chairs will provide the Committee with copies of their own recommendations and those of the departmental Promotion and Tenure Committee plus any supporting information on which the recommendations are based. Applicants are encouraged to supply any relevant materials that will support their applications.
 - F. In assessing the applications for tenure and promotion, the Committee will employ the criteria identified in the MTSU Policies and Procedures Manual, the additional criteria approved by the Jones College of Business, and departmental criteria (if it is different from the college).
 - G. The Committee expects that recommendations for tenure on behalf of persons who have not met a minimum probationary period to be rare.
 - H. In the case of applications for both tenure and promotion to Associate Professor, the Committee expects that recommendations would typically support both applications or neither.
 - I. The Committee Chair will submit a written report of the committee's recommendations in accordance with university policy.
 - J. The Committee will provide applicants with an opportunity to meet with the Committee to review the process and the information on which the Committee's recommendation is based, in accordance with university policy. It is the applicant's responsibility to initiate a request for such a review.
 - K. In the event of conflicting recommendations between the Dean and the Committee, the Dean will schedule a meeting with the Committee to attempt to resolve differences, in accordance with university policy.
- II. The following definitions will be used by the Jones College Committee to determine whether faculty members meet the standards for tenure and promotion (II:01:05A). While these terms are listed specifically only in the tenure document, they are also valid for consideration of promotion decisions in the areas of research/scholarship.

Departments may add additional definitions in their tenure and/or promotion documents or more clearly define the definitions listed below.

- A. peer review (IV.C3.a) – either of the following definitions applies:
 - peer review – reviewed by a multiple person editorial review board, but with a

review process that is not necessarily blind

blind reviewed – reviewed by a multiple person editorial review board and the reviewer has no knowledge of the writer

- B. publications (IV.C.3.1) – Published and publication generally shall mean actually appearing in print and shall be limited to publications distributed by recognized publishers or professional organizations. However, for purposes of promotion, tenure, and/or retention, journal articles that have formally been accepted for publication, as evidenced by a communication from the editor or publisher, and electronic journal articles, in Jones College of Business recognized e-journals, that have been posted to the internet shall be considered published.

The term publication excludes self-published materials, doctoral dissertations, papers bound for distribution at professional meetings but not appearing in the published proceedings, and letters to the editor.

- C. formal review process (IV.C.3.b.1) – This includes “peer review” (defined above), “blind review” (defined above), and editor review.

editor review – publication decisions are primarily made by the editor without the benefit of a routine system for panel review of manuscripts. (Cases in textbooks, textbooks, reference books, and supplementary textbook publications are examples of publications that fit this category of review.)

- D. presentation (IV.C.3.b.4.) – paper presented at a meeting held by a learned society or a professional organizations.

ADDITIONAL INFORMATION FOR DEPARTMENTS

Following are additional terms in the tenure and promotion documents that were identified by the Jones College of Business T & P Revision Committee. Department committees may want to consider defining these terms:

- I. Tenure Document (II:01:05A)
 - A. evidence (IV.A.2.f)
 - B. direct participation in research or scholarship (IV.C.2.a)
 - C. regional status-service/outreach (IV.D.3.b.3)
 - D. national status-service/outreach (IV.D.3.b.3)

- II. Promotion Document (II:01:05B)
 - A. evidence (III.C.7)
 - B. national recognition (III.C.5)
 - C. sustained excellence in teaching (III.D.4)
 - D. national recognition (III.D.5)

National Recognition—Jennings A. Jones College of Business

One's academic reputation should continue to be enhanced over the span of a career. That is, it is reasonable to expect that the academic reputation of one seeking promotion to full professor will be more robust than that of one seeking promotion to associate professor. Additionally, in certain fields, reputation within the established practicing profession should be considered along with the reputation within the academic community.

Each of the following is considered evidence of national recognition:

- Publications in peer reviewed national or international journals
- Participation in nationally or internationally recognized research review groups
- Election to office in national or international academic or discipline professional societies
- Participation as a principal investigator in significant extramurally funded research projects

Other evidence of national reputation may also be presented for consideration by a candidate in the promotion and tenure processes.

While one may use a combination of the above to demonstrate national recognition, in the Jones College, publication in peer reviewed national or international journals is a necessary component of national recognition.

The level of expected national recognition will vary depending on rank and tenure status.

- E. regional status-service/outreach (VI.E.3)
- F. national status-service/outreach (VI.E.3)