

## DEPARTMENT OF ECONOMICS AND FINANCE

### Tenure/Promotion Policy

1. One committee will evaluate candidates for both tenure and promotion.
2. The Tenure/Promotion Committee will consist of all tenured faculty, without regard to rank. All tenured faculty have a vote on tenure decisions. Those eligible to vote on promotion must be at or above the rank to be voted on.
3. The department chair will not vote as a member of the Committee. Tenured individuals seeking promotion may serve as members of the Committee but are not allowed to participate in any meeting or vote regarding their own individual promotion recommendations.
4. The Department Chair will designate one elected member to call an organizational meeting, at which time the Committee will elect its chair.
5. Fifty-one percent of the Committee will constitute a quorum. Committee members who are unable to attend a meeting are eligible to provide feedback and vote in absentia. All in absentia feedback and voting must be in written form and submitted to the Committee chair prior to the scheduled meeting.
6. A motion fails in the event of a tie vote. (A tie vote is reported as a tie.)
7. Specific vote counts will be reported in making tenure and promotion recommendations to the Department Chair, and those counts should be reported to the Dean in forwarding the departmental committee's recommendation.
8. In assessing the applications for tenure and promotion, the Committee will employ the criteria identified in the MTSU Policies and Procedures Manual and the additional criteria approved by the Jennings A. Jones College of Business.
9. The existing annual recommendation of tenure-track faculty used by the department will constitute an annual pre-tenure review. Performance evaluation documents and updates provided by individual (reappointment) faculty will be used as input to evaluate candidates.
10. The department will follow the Jennings A. Jones College of Business definition for "national recognition" in making tenure and promotion decisions.

(Revised Fall 2006)

Approved by Department: October 2006

Approved by Dean: October 2006

Approved by Provost:

DEPARTMENT OF ECONOMICS AND FINANCE  
PROMOTION AND TENURE REVIEW COMMITTEE

Supplementary Information and Definitions for  
Tenure, Promotion, and Reappointment

I. The department will follow the definitions approved by the Jones College of Business Tenure and Promotion Revision Committee to determine whether faculty members meet the standards for tenure (II:01:05A) and promotion (II:01:05B) and for evaluation for reappointment decisions. While the terms below are listed specifically for the tenure document, they are also valid considerations for reappointment decisions and promotion criteria in the areas of research/scholarship.

A. Peer review (IV.D.3.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 (this is not limited to journals but would include textbooks and other academic publications with evidence of external review).

Blind review—a multiple person review with a documented process of external scrutiny by academic peers or practitioners, where the writer’s identity is not revealed to the reviewer or referee.

B. Publications (IV.D.3.b.1)—Published and publications shall mean actually appearing in print and shall be limited to publications distributed by recognized publishers or professional organizations. The term publications excludes self-published materials, doctoral dissertations, papers bound for distribution at professional meetings not appearing in published proceedings, and letters to the editors.

Departmental Addendum: Published articles that appear in recognized electronic journals shall be considered equivalent to hard copy publications. Journal articles with evidence of formal acceptance, while not yet published, will be considered in the review process.

C. Formal review process (IV.D.3.b.1)—This includes “peer review” (defined above), “blind review” (defined above), and “editor review.”

Editor review—Publication decisions made primarily by an editor without further evidence of external review. Some examples include, but are not limited to: cases in textbooks, reference books, and supplementary textbook publications.

D. Presentation (IV.D.3.b.4)—A paper presented at a meeting held by a learned society or a professional organization.

Departmental addendum: “Learned society” may also mean an invited presentation of a scholarly paper at a university.

II. The department will use the following definitions where applicable to determine whether faculty members meet the standards for reappointment, tenure, and/or promotion.

A. Tenure Document (II:01:05A)

Direct Participation in Research or Scholarship (IV.D.2.a)—Some examples of direct participation in research or scholarship include, but are not limited to: working papers; research, textbook, and grant proposals; serving as a chair or member of a dissertation committee, a mentor or director of student research leading to formal academic or professional presentations; reviewing papers for journals and/or conferences; and reviewing textbooks.

B. Promotion Document (II:01:05B)

National Recognition (III.D.4.e)—Some examples of activities that indicate national recognition include, but are not limited to: publication in a nationally or internationally distributed journal, presentation at a national or international professional meeting, review of papers for a national or international professional organization, invited presentation at a national or international professional conference, and invited research presentation at a research university. There may be a number of other ways to gain national recognition in research/scholarship/creative activity or service/outreach. For example, leadership positions in national organizations, recognitions or awards received, expert testimony, and consulting or advising services at a national level.

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**DEPARTMENT OF ECONOMICS AND FINANCE**

Faculty Evaluation for Retention/Tenure/Promotion

Evaluate this candidate using the following scale:

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0
Lowest				Average Neutral				Highest

1. (This item is applicable only to tenure candidates.) Meeting staffing needs of the department and university.  
 (\* “Staffing needs of each department and the total University are the first priority when faculty is considered for tenure. Staffing needs are determined primarily by the current enrollment, by the enrollment trends over the past five-to-ten year period, and by the overall mission of the Department and University.”)  
\_\_\_\_\_
  
2. Teaching:  
\_\_\_\_\_
  
3. Research/Activity/(Publication, Academic Presentations, Grants):  
\_\_\_\_\_
  
4. Public and University Service:  
\_\_\_\_\_
  
5. Overall:  
 (\*Weighted average of the above items and any other factors mentioned in the Policy Manual that, in your opinion, do not fall precisely in those categories.)  
\_\_\_\_\_

**RECOMMENDATION:**  
 Tenure/Promotion/Renewal:

Yes	No	Indifferent

Note: Under the 2004 MTSU policy, collegiality is not to be considered as a separate category.

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