

**PROMOTION AND TENURE GUIDELINES
DEPARTMENT OF ELEMENTARY AND SPECIAL EDUCATION
MIDDLE TENNESSEE STATE UNIVERSITY**

I. INTRODUCTION

This document describes the policies and procedures for both promotion and tenure for full-time tenure-track faculty in the Department of Elementary and Special Education. The document is provided to all new faculty members at the time of their initial appointment and will be maintained in the office of the Chair of the Department of Elementary and Special Education.

II. COMPOSITION, STRUCTURE, AND PROCEDURES OF DEPARTMENT COMMITTEES

A. Composition and Structure

The Department of Elementary and Special Education establishes one committee for both promotion and tenure review. The committee consists of five (5) members. Only full-time full professors serve on the committee. There is at least one representative from both Elementary Education and Special Education on the committee. Three (3) members of the committee constitute a quorum.

B. Procedures

The promotion and tenure committee is elected by the faculty at large, at the first faculty meeting in the fall semester of each year. The committee meets during the first two weeks of the new semester. At this meeting, a chair is selected from among the five committee members. The chair is nominated and then voted upon. A majority of votes constitutes the election of the chair.

III. TENURE AND PROMOTION PROCESS

A. General Guidelines

Three major areas are identified in university policy for promotion and tenure: teaching, research/scholarship/creative activities, and service/outreach. Policy states that candidates must meet criteria in all three areas at all ranks and must demonstrate excellence in teaching and one of the other areas.

New faculty members are encouraged to seek out a tenure-track faculty mentor within the first year of their appointment. Rather than assigning mentors, the Department of Elementary and Special Education feel it will be more meaningful for the new faculty member to choose someone to mentor him/her through the process. Names of willing full professors will be given to the Chair of the Department of Elementary and Special Education in order to form a pool of mentors. The Chair will then offer these names to the new faculty member. Mentors should be willing to go beyond the occasional help and assistance that all new faculty members need. Mentors should be willing to meet with the new faculty members on a regular basis to assist in their growth toward tenure and rank.

Faculty members are expected to exhibit ethical and professional behavior and to maintain acceptable levels of collegial behavior. This includes but is not limited to: working collaboratively and cooperatively with others, recognizing themselves as members of a department, meeting all teaching and advising obligations and conducting themselves in a professional manner.

B. Yearly Review of Tenure-Track Faculty

All tenured-track faculty members in the Department of Elementary and Special Education seeking promotion and higher rank are **required** to submit a completed Outline of Faculty Data along with supporting materials each year.

1) Tenure-Track Faculty

First-Year Tenure-Track Faculty. New faculty members are **required** to submit their Outline of Faculty Data along with all supporting materials during the first six weeks of the 2nd fall semester of employment. This gives new faculty members time to establish themselves in their teaching and in their research and scholarly interests.

The Department Chair and one member of the Promotion and Tenure Committee will observe and evaluate the new tenure-track faculty's teaching each semester. Observation forms will be provided to both the tenure-track faculty member as well as to the observer. Discussions concerning the observation will take place afterwards.

Tenure-Track Faculty. Each fall, during the first six weeks of the semester, all non-tenured faculty members will submit the Outline of Faculty Data along with all supporting materials for review. Once tenure and the rank of Associate Professor have been granted, it is up to each individual faculty member as to whether materials are submitted to the Promotion and Tenure Committee.

2) Materials

The following materials must be submitted to the Chair of the Promotion and Tenure Committee during the first six (6) weeks of the fall semester. It is the Promotion and Tenure Committee chair's responsibility to contact all non-tenured faculty members to request these materials be submitted.

- a. Completed Outline of Faculty Data
- b. Copies of the most recent student evaluations of teaching and, if applicable, student teacher evaluations
- c. Copies of past student evaluations of teaching and, if applicable, student teacher evaluations.
- d. Teaching
 - (1) Copies of feedback of teaching based on observations made by a faculty peer and the Chair of the department
 - (2) Copies of syllabi and course outlines, materials, hand-outs, reading lists, etc.
- e. Support Documents

C. Review Procedures

The members of the Promotion and Tenure Committee individually review the tenure-track faculty member's Outline of Faculty Data along with his/her supporting materials. Criteria for each of the three areas at each rank is distributed to new faculty members. A generic rubric is used for each area.

1) Rubrics

The following rubric will be used in each of the three areas required for tenure and promotion to a higher rank - teaching, research/scholarship/creative activities and service/outreach.

5 – candidate excels in criteria with regard to quantity and quality

4 – candidate meets and exceeds criteria for targeted rank

3 – candidate satisfactorily completes identified criteria for targeted rank

2 – candidate is deficient in one area

1 – candidate is deficient in two or more areas

Note: For a candidate to achieve tenure, a minimum score of 3 must be attained in each of the three areas. For a candidate to achieve promotion to a higher rank, a minimum score of 4 must be attained in each of the three areas.

2) **Criteria for Tenure and Promotion**

The following guidelines should be followed when evaluating a non-tenured faculty member's submitted materials as well as a faculty member seeing higher rank:

TEACHING

Outstanding teaching must be evidenced within the materials submitted for promotion and tenure. Evidence may include, but not limited to, student evaluations; observational feedback from the Chair and a member of the Promotion and Tenure Committee; and course syllabi, hand-outs, reading lists, etc.

Assistant Professor – Ability in Instruction

- a. Student evaluations (on current instrument) with 70% of responses per item in the top 2 categories
- b. Peer/chair feedback based on observations each semester of each year
- c. Reading lists and other materials reflect high quality, current research of subject matter, and demonstrate knowledge of area/field
- d. Syllabi consistent with skills and knowledge indicated in course outlines and consistent with licensure requirements
- e. Active participation in departmental activities
 - (1) Meets advising obligations
 - (2) Maintenance of office hours
 - (3) Participation in faculty meetings
- f. Final year evaluations from the Chair of the Department

Associate Professor – High Quality Professional Performance

- a. Student evaluations (on current instrument) with 70% of responses per item in the top 2 categories
- b. Peer/chair feedback based on observation each semester of each year
- c. Evidence of diversity of strategies/activities
- d. Syllabi and/or other documents indicate integration of objectives, current research, and program standards
- e. Innovative/creative approaches used to present material
- f. Connections made between facts and interpretation of research (may include personal research) into larger intellectual patterns
- g. Active participation in departmental activities
 - (1) Meets advising obligations
 - (2) Maintenance of office hours
 - (3) Participation in faculty meetings
- f. Final year evaluations from the Chair of the Department

Professor – High Quality Professional Performance

- a. Continue with items for Assistant and Associate
- b. Collaborate with others in course improvement
- c. Take leadership role in course development
- d. Active participation in departmental activities
 - (1) Meets advising obligations
 - (2) Maintenance of office hours
 - (3) Participation in faculty meetings
- e. Final year evaluations from the Chair of the Department

RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY

Faculty members seeking tenure and higher rank must show evidence in scholarly research and/or in creative activities. This implies that faculty members are actively working towards a research and/or creative activities agenda that will contribute to his/her field of expertise. Scholarly research and creative activities should also significantly contribute to improved instruction in the classroom.

Assistant Professor

- a. A minimum of one refereed scholarly publication (includes books, book chapters, monographs, journal articles, book reviews, abstracts, etc.)
- b. Scholarly papers presented at professional conferences (minimum of two presentations at state, regional, or national conferences)
- c. One or more from the following
 - (1) funded research project (MTSU or outside source)
 - (2) funded grant (Public Service, instructional development, outside foundations, etc.
 - (3) collaborative research with established researchers
 - (4) video production and/or video conference
 - (5) technological productions
- d. Final year evaluations from the Chair of the Department

Associate Professor

- a. A minimum of two refereed scholarly publications ((includes books, book chapters, monographs, journal articles, book reviews, abstracts, etc.)
- b. Scholarly papers presented at professional conferences (minimum of 3 presentations at regional or national conferences)
- c. One or more from the following
 - (1) funded research project (MTSU or outside source)
 - (2) funded grant (public service/instructional development/outside foundations – \$2500 or more
 - (3) collaborative research with established researchers
 - (4) video production and/or video conference
 - (5) technological productions
 - (6) special projects
- d. Final year evaluations from the Chair of the Department

Professor

- a. Professional writings - choose at least one of the following:
 - (1) 3 articles accepted in a national or international refereed journal
 - (2) 1 book accepted for publication
 - (3) extensive grant writings, book chapters, etc.
- b. Scholarly papers presented at professional conferences (minimum of 3 presentations at national or international conferences)
- c. One or more from the following
 - (1) funded research project (MTSU or outside source)
 - (2) funded grant (public service/instructional development/outside foundations – \$5000 or more)
 - (3) collaborative research with established researchers
 - (4) video production and/or video conference
 - (5) technological productions
 - (6) special projects
- d. Final evaluations from the Chair of the Department

National Recognition involves the faculty member in active participation in scholarly activity at the national/international level. It may include one or more of the following: book/book chapters published with reputable, nationally known publishing companies, articles, monographs, etc. published in nationally refereed journals.

SERVICE/OUTREACH

Evaluation of activities under this section for promotion and tenure decisions include several areas of service and outreach. Public service should be reserved for projects that address an identified need, are of greater duration than brief in-service/workshop activities and that result in a written product or products that document accomplishments and positive evaluation by the recipients of the service. Outreach activities should demonstrate a faculty member's commitment to university, college, and department committees and functions. In addition, faculty members must demonstrate their commitment to outreach as they become involved in professional organizations at the state and national level.

Assistant Professor

- a. Public Service
 - (1) Workshops
 - (2) In-service activities with schools and/or community and/or professional agencies
 - (3) Attendance at meetings of local professional and/or students Organizations
- b. University Service
 - (1) Active participation in departmental and/or college meetings
 - (2) Adherence to office hours
- c. Professional Service
 - (1) voluntary attendance at department/college/university events (Academic Awards Banquet, Teacher's Hall of Fame, etc.)
- d. Final evaluations from the Chair of the Department

Associate Professor

- a. Public Service
 - (1) Workshops involving more than one hour after school
 - (2) In-service activities with schools and/or community and/or professional agencies
 - (3) Evidence of involvement in projects which link the university to the community
- b. University Service
 - (1) Serves on department and university committees
 - (2) Adheres to office hours
- c. Professional Service
 - (1) voluntary attendance at department/college/university events (Academic Awards Banquet, Teacher's Hall of Fame, etc.)
 - (2) Officer/sponsor professional and/or student organization
 - (3) Active participation in a discipline-related group
- d. Final evaluations from the Chair of the Department

Professor

- a. Public Service (continue from Associate level and show growth to showcase your area of interest and expertise)
- b. University Service
 - (1) Serves on department and university committees
 - (2) Adheres to office hours
- c. Professional Service
 - (1) voluntary attendance at department/college/university events (Academic Awards Banquet, Teacher's Hall of Fame, etc.)
 - (2) Officer/sponsor professional and/or student organization
 - (3) Active participation in a discipline-related group
- d. Final evaluations from the Chair of the Department

National Recognition involves a faculty member in active participation at the national or international level in professional organizations. This may include one or more of the following: presentations at national and/or international conferences, offices held in national/international organizations, work group/committee functions at the national/international organizations, invited workshops/presentations/institutes at national/international organizations.

3) Evaluation and Scoring

Evaluation of tenure-track faculty members will be done on an individual basis using the rating scales previously discussed.

Pre-Tenure and Promotion Review. A pre-tenure and promotion review will take place in the 3rd year of a tenure-track faculty member's appointment. Previous years' rating scales will be reviewed and a cumulative score will be given.

Final-Tenure and Promotion Review. A final tenure and promotion review will take place in the 5th or 6th year of the tenure-track faculty member's appointment. Previous years' rating scales will be reviewed and a cumulative score will be given.

Note: For a candidate to achieve tenure, a minimum score of 3 must be attained in each of the three areas. For a candidate to achieve promotion to a higher rank, a minimum score of 4 must be attained in each of the three areas.

4) Tenure and Promotion Decisions

Once each member of the Promotion and Tenure Committee has evaluated and scored the tenure-track faculty member's materials, the whole committee will meet together to discuss each member individually. A score will be awarded to each faculty member. Recommendations will be made to the Chair of the Department.

Voting choices for tenure are:

- Retain without reservations – excellent progress toward meeting the requirements for tenure
- Do not retain – progress toward tenure does not meet expectations

Voting choices for promotion are:

- Retain without reservations – excellent progress toward meeting the requirements for promotion
- Do not retain – progress toward promotion does not meet expectations