

MIDDLE TENNESSEE STATE UNIVERSITY
DEPARTMENT OF SPEECH AND THEATRE
POLICIES AND PROCEDURES FOR TENURE AND PROMOTION

I. INTRODUCTION

This document describes the tenure and promotion policies and procedures for guidance of full-time tenured and tenure-track faculty in the Department of Speech and Theatre. This document, provided to new faculty at the time of their initial appointment, will be maintained in the offices of the Chair of the Department and Dean of Liberal Arts.

The Speech and Theatre Department's tenure and promotion policies are subordinate to the policies and procedures of the College of Liberal Arts, Middle Tennessee State University (MTSU), and Tennessee Board of Regents and under no circumstance are to be interpreted in conflict with those policies.

II. DEFINITIONS

Following are definitions of terms used in this document:

- A. College.** College of Liberal Arts
- B. College Review Committee.** College Tenure and Promotion Review Committee
- C. Department.** Department of Speech and Theatre
- D. Department Review Committee.** Department Tenure and Promotion Review Committee
- E. Candidate.** Faculty member to be formally reviewed for tenure and/or promotion
- F. Academic Program Units.** The Department houses three primary academic program units: Communication Studies, Communication Disorders, and Theatre.
 - 1) Communication Studies Academic Program Unit.** Communication Studies Program Faculty include Department faculty with primary curricular responsibilities for the Bachelor of Science or Bachelor of Arts in Speech and Theatre, with a concentration in Communication Studies. In addition, this unit includes faculty who teach courses in the interdisciplinary major, **Organizational Communication**, which is administered by the department.
 - 2) Communication Disorders Academic Program Unit.** Communication Disorders Program Faculty include Department faculty with primary curricular responsibilities for the Bachelor of Science or Bachelor of Arts in Speech and Theatre, with a concentration in Communication Disorders. Full-time tenured and tenure-track faculty who provide clinical supervision in the MTSU Speech-Language and Hearing Clinic are included.

3) Theatre Academic Program Unit. Theatre Program Faculty include Department faculty with primary curricular responsibilities for the Bachelor of Science or Bachelor of Arts in Speech and Theatre, with a concentration in Theatre. Also in this unit are faculty members who teach courses in the **Dance** minor. Full-time tenured and tenure-track faculty responsible for Theatre and Dance productions are included.

B. Regional, National, and International Recognition. Promotion and tenure at the levels of Associate Professor and Professor require recognition of scholarly achievement beyond MTSU and Tennessee. The Candidate must document regional, national, and/or international accomplishments so that the Department and College Tenure and Promotion Review Committees may assess the Candidate's qualifications. Regional recognition focuses on activities beyond Tennessee, while national recognition involves local, state, and/or regional endeavors which are recognized at the national level, such as blind- or jury-reviewed endeavors, invited presentations, serving on a national organization as a board member, committee chair, or elected officer, or receipt of an honor or award from a national organization. International recognition is worldwide in scope, with activities extending beyond the interest of United States residents. All activities must be deemed relevant by the Candidate's particular discipline.

- 1) Research/Scholarship/Creative Activity.** Examples of research/scholarship/creative activity include peer-reviewed or invited publications in journals or books; juried presentations and/or exhibitions; (examples: conference program or published conference proceedings); evidence of works accepted for publication (letter of acceptance); papers; presentations; evidence of invited presentations or exhibitions (letter of invitation, program listing from presentation); evidence of successful grant writing and /or grant writing activities (letter of acceptance from grantor or letter of reply of the status of the grant); grant-funded projects; exhibits; theatrical designs; play scripts; productions; and performance competitions.
- 2) Public Service/Outreach.** Public service/outreach activities show the use of educational background and expertise in services to regional, national, and/or international communities. Examples include evidence of professional service (i.e. national committees or boards either elected or appointed); evidence of participation in university student oriented programs (such as the McNair scholars, honors programs, OWLS); evidence of participation in departmental, college or university level councils, committees, and/or boards; evidence of community service based on area of expertise and/or research/creative endeavors (such as informational publications, presentations, service on advisory boards, leadership in community partnerships, solicited consultation, design projects or interviews); evidence of honors and recognition (including nominations) for excellence in institutional service (such as letters of commendation, certificates, copies of programs or proceedings); evidence of advising departmental student organizations; evidence of seeking and obtaining financial support of service endeavors (letters of acceptance or rejection); substantial contributions in presenting workshops and seminars; developing videotapes and computer software; and participating in other service activities listed in the University and College policies.

III. ELECTION OF DEPARTMENT REPRESENTATIVE TO COLLEGE TENURE AND PROMOTION REVIEW COMMITTEE

During the spring semester of the Department representative's third (final) year of serving on the College Review Committee, the Department's tenured faculty members elect a tenured associate professor or professor to the Committee. When the Department representative is unable to complete the three-year term, a replacement is elected following the same procedure.

IV. DEPARTMENT TENURE AND PROMOTION COMMITTEE

A. Establishment and Membership. The Department annually establishes one Department Tenure and Promotion Review Committee consisting of all tenured faculty and including at least one representative from each Academic Program Unit. The Department Chair does not serve. Any faculty member who chooses not to serve should inform both the Department and Committee Chairs in writing one week before the first Committee meeting in the fall semester.

B. Chair and Co-Chair. A Chair and Co-Chair, who serves as Chair the following year, guide the Department Review Committee. At the last spring semester meeting, the Committee approves the Chair and appoints the Co-Chair for the subsequent year. When either the Chair or Co-Chair is unable to complete the year of service, the Committee appoints a replacement.

C. Purpose. The Department Review Committee's responsibilities include:

- 1) Reviewing, evaluating, and making recommendations concerning candidates considered for tenure and/or promotion
- 2) Conducting an annual review of tenure-track faculty to evaluate progress toward tenure and/or promotion

D. Quorum. For deliberation and voting, the Department Review Committee requires a quorum of at least one representative from each Academic Program Unit (3) plus the chair of the committee. In the event of a tie vote, that vote is regarded as a negative recommendation. Neither abstentions nor proxy votes are permitted.

V. TENURE PROCESS

The Department's tenure process involves an annual review, a pre-tenure review, and a formal (final) review for tenure.

A. Classroom Observers. The Department Chair and some of the faculty serving on the Department Review Committee observe and evaluate the tenure-track faculty's teaching each semester. The resulting written Teaching Evaluations are provided to the tenure-track faculty, Department Chair, and Committee Chair. An observer concerned about ineffective teaching may address the tenure-track faculty directly or may ask the Department Chair or faculty mentors to address the concerns. When needed, additional faculty will observe and evaluate the tenure-track faculty's teaching performance.

B. Annual Review of Tenure-Track Faculty. Each year the Department Chair and Department Review Committee separately evaluate tenure-track faculty in writing. Copies of the evaluations are provided to the tenure-track faculty member, placed in the Department personnel file, and sent to the College Dean.

- 1) **First -Year Tenure-Track Faculty.** The annual review for renewal is required of first-year tenure-track faculty. Faculty in their first year of appointment should submit the outline of faculty data or similar document, and also may choose to submit materials for review by the Department Review Committee.
- 2) **Materials.** Each year in early September, the Chair and Co-Chair of the Department Review Committee contact tenure-track faculty who are in the second or subsequent years of appointment and request that the following materials be assembled and placed in the Department office for Committee review:
 - a. Completed outline of faculty data, using the University Faculty Data Form
 - b. Copies of all student evaluations of teaching
 - c. Copies of tenured faculty's Teaching Evaluations of the tenure-track faculty
 - d. Copy of the last faculty activity report submitted to the Department Chair at the end of the academic year
 - e. A self-evaluation covering instruction, research/scholarship/creative activity, public service/outreach, university service, and department service including academic advising and student mentoring
 - g. Copies of support documents such as publications, presentations, grant proposals, manuscripts in progress, manuscripts submitted, creative project evaluations, and other relevant supplementary items that illustrate performance and achievement during the past twelve months
- 2) **Review Procedure.** The Department Review Committee members individually review the tenure-track faculty's supporting materials and complete the approved Supporting Materials Evaluation form using the following guidelines:
 - a. A rating scale of 1-5 is used:
 - 1) Unacceptable – few or no documented activities
 - 2) Less than adequate – some but insufficient activities or unacceptable outcomes
 - 3) Adequate – sufficient and acceptable activities
 - 4) More than adequate – activities that go beyond expectation
 - 5) Exceptional – numerous activities, meritorious, well beyond adequate work

- b. Evaluation and scoring follow the presumption that the tenure-track process occurs over a five-year period. For example, a score of “3/adequate” in a tenure-track faculty’s second year denotes an evaluation that the individual’s activity level is considered adequate at that stage, 2/5 of the progress through the tenure process. A score of “5/exceptional” during any review should not be construed to indicate that a tenure-track faculty member is considered tenurable. Evaluation and scoring only reflect progress toward formal tenure evaluation that takes place in the fifth year.
- c. Written comments are required, especially on low ratings. Forms submitted without written comments explaining and/or supporting the scoring will not be used in determining the final range and means. Ratings missing in any category accompanied by comments such as “don’t know/can’t evaluate” are unacceptable. Each Department Review Committee member is responsible for reviewing and evaluating the tenure-track faculty’s submitted materials in each evaluation category.
- d. The Department Review Committee members meet to discuss each faculty member and vote by secret ballot whether or not to recommend the retention of each tenure-track faculty individually. The vote is strictly a recommendation and is non-binding on the Department Chair or future Committee votes. Voting choices are:
 - 1) Retain without reservations – satisfactory progress toward tenure, with recommendation for retention
 - 2) Retain with reservations – progress toward tenure does not fully meet expectations, with recommendation for retention and opportunity to improve
 - 3) Do not retain – progress toward tenure does not meet expectations, with recommendation not to retain
- e. The Department Review Committee members give their completed Teaching Evaluation, and Supporting Materials Evaluation to the Committee Chair and Co-Chair, who review the evaluations and draft an annual review letter for each tenure-track faculty within one week after voting. The Committee subsequently reviews, amends as necessary, and approves the final letter. Upon approval of the letter, the original evaluation forms are destroyed. The letter incorporates the following:
 - 1) Table summarizing the averages of the reviewed categories
 - 2) Strengths and weaknesses of areas as identified by the Committee
 - 3) Recommendations for improving progress toward tenure
 - 4) Committee’s retention recommendation

C. Pre-Tenure and Formal Tenure Reviews. University and College policies for tenure-track faculty establish that tenure-track faculty members receive two formal reviews during the tenure review process: a pre-tenure review of progress toward tenure and a final review

during the fifth and/or sixth year of the probationary period.

- 1) **Pre-Tenure Review.** Tenure-track faculty with 0-1 year of credit for service prior to employment at the University will be evaluated in their third year; and faculty with 2-3 years of credit will be evaluated in their second year. Tenure-track faculty with 3 years of credit are eligible for tenure in their second academic year at the University and may elect to have only a formal tenure review, without an earlier pre-tenure review.
- 2) **Formal Review for Tenure.** The formal review for tenure follows the policies of the University and College.
- 3) **Review Procedures.** The Department Review Committee follows the same procedures as the tenure annual review process, detailed in **Section V-B.**

VI. PROMOTION PROCESS

- A. **Department Tenure and Promotion Committee.** Department Review Committee Membership, Committee Chair and Co-Chair, Purpose, and Quorum are detailed in **Section IV.**
- B. **Review for Promotion.** The formal review for promotion follows the policies of the University and College.