

**MIDDLE TENNESSEE STATE UNIVERSITY  
SCHOOL OF AGRIBUSINESS AND AGRISCIENCE  
POLICIES AND PROCEDURES FOR PROMOTION & TENURE**

Approved by Department November 9, 2005 (date)

Approved by Dean November 30, 2005 (date)

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

A candidate for promotion and/or tenure in the School of Agribusiness and Agriscience should consult two university documents: (1) **POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND TENURABLE FACULTY** and (2) **POLICIES AND PROCEDURES FOR TENURE, Section I. INTRODUCTION and Section II. DEFINITIONS** in both documents.

Section III below, outlines the process and criteria for promotion and/or tenure in the School of Agribusiness and Agriscience.

### **III. CONSIDERATION FOR PROMOTION AND/OR TENURE**

#### **A. Tenure/Promotion Process**

1. School of Agribusiness and Agriscience (ABAS) promotion and tenure review committee (PTRC) policies:
  - a. The PTRC membership consists of all tenured faculty members, with the exception of the department chairperson and the candidate(s) applying for promotion. Applications for tenure and promotion are reviewed by all members of the committee.
  - b. A quorum of the PTRC consists of a simple majority of all eligible members, based on the membership requirements outlined above. It is incumbent that all members diligently attempt to attend all meetings of this committee.
  - c. A chairperson of this committee is to be elected by the membership at the beginning of each academic year (the fall semester). The chairperson is responsible for calling and conducting all meetings of the committee.
  - d. Pre-tenure reviews will be conducted, as specified by university policy, by the ABAS-PTRC. A faculty member undergoing pre-tenure review must submit a detailed Outline of Faculty Data and supporting documentation as if s/he was undergoing a tenure review. As with tenure review, a candidate may request a formal meeting with the PTRC to discuss the materials submitted.
  - e. Supporting materials for the tenure and/or promotion application must be provided to the School Director in accordance with the published university promotion and tenure review calendar.
    - 1) These materials must include but are not limited to items that document the requirements outlined in paragraph III D (General Criteria for Initial Appointment and Promotion in Rank) below.
    - 2) Documents must be organized in 3-ring binder(s) with appropriate section dividers and indices to assist the reviewers in assessing the materials.
    - 3) Supporting documentation will be available to the membership of the PTRC throughout the review period and during the review committee meeting(s). After the

PTRC has rendered a recommendation to the School Director and Dean, the documentation will be stored in the School Director's office pending a review request from subsequent review committees or entities on campus.

- f. The candidate for tenure/promotion may personally present his/her case to the PTRC upon request to the Chairperson of the PTRC . Such a request must be made at least 24 hours before the stated meeting of the PTRC or the candidate's right to do so is forfeited.
- g. Each PTRC member will evaluate the candidate's materials and complete an individual School evaluation form indicating a vote for or against tenure and/or promotion.
- h. The Chairperson is responsible for collecting the ballots and reporting the combined vote of the PTRC to the School Director, the Dean of the College, and the candidate through explanatory letters from the PTRC . These letters must be prepared and delivered according to the University promotion and tenure calendar.

## B. Promotion to Professor

The School of Agribusiness and Agriscience values quality of performance over quantity of individual events, presentations or publications, presented as documentation to support promotion. Sample quality items in either research/scholarship/creative activity or service/outreach categories are outlined below. The candidate for promotion to professor must demonstrate a sustained record in either research/scholarship/creative activity or service/outreach leading to national recognition. Any and all documentation of national recognition will be reviewed by the PTRC and School Director, and their recommendations for promotion will be based on their findings.

### 1. National Recognition

- a. National recognition in service/outreach for the School of Agribusiness and Agriscience is defined by but is not limited to the following activities:
  - Serve on or chair a committee of a national discipline-specific organization
  - Coach a competitive team to qualify for a national level discipline-specific competition
  - Present invited lectures, seminars or symposia outside the region
  - Serve as a peer reviewer for a discipline-specific national/international publication
  - Serve on the editorial staff for a discipline-specific national/international publication
  - Be nominated for/receive a service award at the national level
  - Organize/moderate a session at a national/international meeting
- b. National recognition in research/scholarship/creative activity for the School of Agribusiness and Agriscience is defined by but is not limited to the following activities:
  - Presentation(s) at national/international meeting(s)
  - Publication(s) in peer-reviewed journal(s) at national/international level
  - External grants funded by public or private sources
  - Author peer-reviewed book(s)/book chapter(s)
  - Be nominated for/receive a research recognition award at the national level

- c. It is recognized that candidates may gain national recognition for regional or local activities in either category. It is the responsibility of the candidate to provide documentation in the application package to support this type recognition.

#### **IV. Criteria to be Considered in Promotion Recommendations**

##### **A. Outline of Faculty Data and Supporting Materials**

Candidates for promotion to any academic rank in the School of Agribusiness and Agriscience shall submit to the School PTRC:

- a. An itemized list of materials included in the promotion package
- b. Reprints or copies of all publications authored or co-authored by the candidate, with appropriate indications of where and when the research for the publication was conducted
- c. A summary sheet of publications submitted in the package which details the title, author(s), journal title, volume/issue number, and page number(s) of each publication
- d. Faculty Workload Forms for each semester taught since the candidate's last promotion
- e. End of Year Summaries for each academic year taught since the candidate's last promotion
- f. Copies of all student assessments completed since the candidate's last promotion and documentation of the candidate's continuing efforts to improve teaching quality (see paragraph IV.C.3. in MTSU Policy NO: II:01:05B SUBJECT: POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND TENURABLE FACULTY)
- g. Documentation of the candidate's service/outreach activities (See paragraph IV.E.3. in MTSU Policy NO: II:01:05B, SUBJECT: POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND TENURABLE FACULTY)
- h. Documentation of the candidate's research and scholarly activities (see paragraph IV. D.3. in Policy NO: II:01:05B, SUBJECT: POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND TENURABLE FACULTY in the MTSU Policies and Procedures Manual)
- i. Letters of support for the candidate's promotion (optional)