

**Middle Tennessee State University**  
**College of Liberal Arts**

**Policies and Procedures for Promotion and Tenure Review**

**I. College Review**

- A. In accordance with MTSU Policies II:01:05A & B, the review process for tenure and promotion recommendations at the college level consists of separate considerations by the Dean and a College Promotion and Tenure Review Committee.

**II. College Promotion and Tenure Review Committee**

- A. **Establishment.** Beginning with the 1996 Fall term, the College of Liberal Arts established a College Promotion and Tenure Review Committee (College Committee) in accordance with Middle Tennessee State University Policies No. II:01:05A & B.
- B. **Purpose.** The purpose of the College Committee is to **1)** review and evaluate candidates for promotion and tenure and to make recommendations concerning promotion and tenure to the Provost; **2)** review and evaluate the progress of tenure-track faculty toward tenure in a pre-tenure review as specified in MTSU Policy II:01:05a.
- C. **Composition and Eligibility.** The College Committee shall consist of one tenured Assistant, Associate, or Full Professor from each department of the College. Faculty members being evaluated for promotion may **not** serve on the Committee. Faculty members serving on department peer evaluation committees are eligible to serve on the College Promotion and Tenure Review Committee. In the event of a resignation, long-term absence, or withdrawal of a committee member for any reason, the academic department will provide an alternate member elected according to the same procedures governing all elections to the College Committee.
- D. **Election.** Department representatives on the College Committee shall be elected by plurality vote by the full-time faculty (tenured and tenure-track faculty only) in their respective departments. Election to the College Committee shall be held no later than the last working day of August. College Committee members are expected to fully understand university, college and departmental criteria for tenure and promotion.
- E. **College Committee Chair.** At the first meeting of each academic year, the members of the College Committee will elect a committee chair.

**III. Promotion and Tenure Review Process and Procedures**

- A. Upon receipt of recommendations and other materials from the department chairperson and department promotion and tenure review committee, the Dean then forwards the materials to the College Committee.

- B. For purposes of deliberation and voting, the College Committee requires a quorum of “one more than half” of the committee membership, with any exceptions requiring the approval of the Faculty Senate President and Provost. In the event of a tie vote, that vote will be regarded as a negative recommendation.
- C. The College of Liberal Arts policy does not specify criteria above and beyond university criteria, but individual department policies may be more specific than university criteria. When department policies require criteria above and beyond the university criteria (as reviewed by the Provost and approved by the President), recommendations forwarded by the Department Chair and Department Peer Evaluation Committee(s) will specifically address each of the criteria and explain how the candidate has or has not met those criteria. When department criteria expand upon university criteria, deliberations by and recommendations of the College Committee and Dean will be conducted pursuant to the department policy criteria. It is also incumbent on individual departments to provide the Dean and College Committee with clear explanations in writing when the criteria used to make promotion or tenure decisions exceeds university criteria.
- D. After consideration and recommendations for each candidate are made, the College Committee will consult with the Dean to determine if the two parties are in general agreement. If the recommendations of the Dean and College Committee are not in concert, they will meet in an attempt to resolve any conflict prior to submitting formal recommendations. If the differences cannot be resolved, a report submitted by the committee to the dean will describe the points of conflict for each candidate.
- E. Letters of recommendation directed to the Provost by the College Committee will specify the performance criteria used and explain how the candidate has or has not met those criteria. Letters directed to the Provost may (but are not required to) include specific votes of the College Committee. Information provided in these letters is protected by Qualified Privilege of Academic Confidentiality for Peer Committees.
- F. The Dean will forward all materials submitted, along with his/her own recommendation, to the Provost.
- G. When deliberations are concluded, the Dean and the College Committee will independently notify each person considered for tenure and/or promotion of their recommendations. Each candidate will be afforded the opportunity to meet with the Dean and/or the College Committee to discuss the review process and the data upon which the decision was made. It is the candidate’s responsibility to initiate requests for a meeting with the Dean and/or College Committee.

#### **IV. Pre-Tenure Review Process and Procedures**

- A. Pre-tenure review is designed to provide tenure-track faculty members with an evaluation of their pre-tenure activities and current trajectory towards the formal tenure review. Tenure-track faculty entering

with zero or one years of credit for prior service will be evaluated in their third academic year of employment at Middle Tennessee State University; tenure-track faculty entering with two years of credit for prior service will be evaluated in their second academic year of employment at Middle Tennessee State University. Tenure-track faculty entering with three years of credit for prior service will be evaluated in their first academic year of employment at Middle Tennessee State University. Tenure-track faculty with three years credit for prior service are eligible to stand for tenure in their third academic year of employment at Middle Tennessee State University.

- B. As specified in MTSU Policy II:01:05a, the Dean and College Committee will follow the same review and evaluation procedures outlined in Section IIIA-C of the College “Policies and Procedures for Promotion and Tenure Review.”
- C. Calendar of the Pre-Tenure Review Process. Each spring semester, the Office of the Dean will issue a calendar for the pre-tenure review process for the upcoming academic year, which will include key dates at each major step in the process. In general, letters and supporting materials from departments will be due to the Office of the Dean by the last day of classes of the fall semester, with the College Pre-Tenure Review to be completed one calendar month prior to deadlines established by the Provost for recommendations of renewal or non-renewal of tenure-track faculty.
- D. College Committee Review. Following completion of the process as outlined in IIIA-C, the College Committee will use established department, college, and university criteria to identify perceived strengths and/or weaknesses in the candidate’s progress towards the formal tenure review. Perceived strengths and/or weaknesses will be clearly identified in a draft “letter of evaluation” of the candidate’s progress towards tenure. Since the pre-tenure review is intended as a mentoring activity, “letters of evaluation” should provide both support for a candidate’s perceived areas of strength and recommendations for improvement in any perceived areas of weakness.
- E. Dean’s Review. Following completion of the process as outlined in IIIA-C, the Dean will use established department, college, and university criteria to identify perceived strengths and/or weaknesses in the candidate’s progress towards the formal tenure review. Perceived strengths and/or weaknesses will be clearly identified in a draft “letter of evaluation” of the candidate’s progress towards tenure. Since the pre-tenure review is intended as a mentoring activity, “letters of evaluation” should provide both support for a candidate’s perceived areas of strength and recommendations for improvement in any perceived areas of weakness.
- F. After preparation of the draft “letters of evaluation” by the College Committee and Dean, these drafts will be provided to both evaluating bodies for review and consideration. After review and consideration, the College Committee and Dean will meet to discuss any conflicting evaluations and recommendations. After this meeting, the “letters of evaluation” by both the Dean and College Committee may be revised if deemed warranted or necessary.
- G. When deliberations are concluded, the academic dean and the college promotion and tenure review committee will independently submit letters of

evaluation to the department chair, department peer review committee, and each tenure-track faculty member under review. Each tenure-track faculty member under review will be afforded the opportunity to meet with the dean and/or the college promotion and tenure review committee to discuss the review process and the data upon which the decision was made. It is the responsibility of the faculty member to initiate requests for a meeting with the dean and/or college committee.