

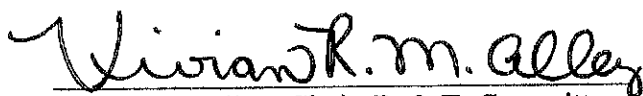
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University Studies Department  
Middle Tennessee State University  
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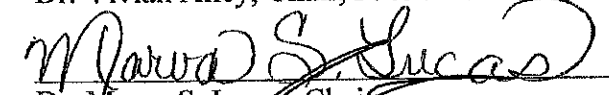
To: Dr. Brad Bartel, Provost  
From: Dr. Marva S. Lucas  
Re: Revised University Studies Promotion and Tenure Guidelines  
Date: June 22, 2011

After meeting with Dean Boyle and you, University Studies faculty met to modify the departmental promotion and tenure guidelines. Based on suggestions that surfaced in that meeting and others that surfaced during subsequent departmental meetings, a revised document is attached for your approval. We appreciate the interest and time given to us to produce a document more in line with guidelines set forth by the university and TBR.

Please let me know if you have questions or further suggestions.

  
\_\_\_\_\_  
Dr. Vivian Alley, Chair, P. & T. Committee

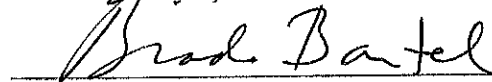
6/27/11  
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Dr. Marva S. Lucas, Chair

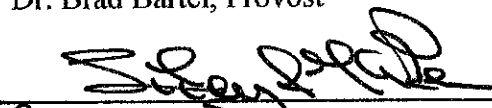
6/27/11  
Date

  
\_\_\_\_\_  
Dr. Mike Boyle, Dean

6-27-11  
Date

  
\_\_\_\_\_  
Dr. Brad Bartel, Provost

6/29/11  
Date

  
\_\_\_\_\_  
President

1-3-12

**Promotion and Tenure Guidelines  
Department of University Studies  
University College  
Middle Tennessee State University**

**The Department of University Studies will comply with University policies on Promotion and Tenure with the following addendum.**

**I. Establishment of the University Studies Promotion and Tenure Review Committee.**

**A. Purpose.** The purposes of the University Studies Promotion and Tenure Review Committee (PTRC) are to 1) review and evaluate candidates for promotion and tenure and make recommendations concerning promotion and tenure to the chairperson of the department and 2) review and evaluate the progress of tenure-track faculty toward tenure in a pre-tenure review as specified in MTSU policy no. II:01:05A, dated April 14, 2010: Policies and Procedures for Tenure, III.B.1.

**B. Composition and Election.** The University Studies PTRC will address both tenure and promotion. The members have the following characteristics:

1. All tenured faculty members in the department are eligible to serve on the PTRC excluding the chairperson and faculty members who are candidates for tenure or promotion.
2. Academic rank is unidentifiable.
3. At the first faculty meeting of the academic year the full-time tenured and tenure-track faculty will vote to determine the composition of the department PTRC and, if necessary, elect its members.
4. The members of the department PTRC will elect a committee chair.
5. A quorum is required to conduct all PTRC business. A quorum is defined as a 2/3 majority of the members of the PTRC. All PTRC recommendations shall be the result of a simple majority vote of all PTRC members. A tie vote will result in a negative recommendation. Neither proxy voting nor absentee ballots are permitted for PTRC proceedings.

**II. Criteria for Promotion.** The department serves a diverse student population. Since the primary objectives are to facilitate the transition of students to the university community and to retain them to graduation, the department values and recognizes the unique contributions of its faculty members toward meeting these goals. As a primarily teaching department, quality of performance is valued over quantity of individual activities. For promotion to associate professor the candidate will demonstrate evidence of high-quality professional performance in teaching and high-quality professional productivity in either research/scholarship/creative activity or service/outreach and quality professional productivity in the other area.

For promotion to professor the candidate will demonstrate evidence of sustained excellence in teaching and sustained high-quality professional productivity in both research/scholarship/creative activity and service/outreach. In one of these categories the candidate will demonstrate a level of excellence in the academic discipline that is recognized at the national level.

The following criteria have been set forth by the department. Candidates must provide evidence since last promotion of having met or exceeded the following criteria. Any deviations from these standards should be noted and justified fully in the supplemental materials.

**A. Teaching.** Recognizing that student success is the first priority of the department, all faculty members are expected to demonstrate a continuous pattern of quality teaching. In addition to the performance criteria listed in MTSU policy no. II:01:05B, dated July 1, 2008: Policies and Procedures for Promotion of Tenured and Tenurable Faculty, IV.C.2, the PTRC evaluates evidence that could include, but is not limited to, annual evaluations by the chairperson, peer evaluations, retention strategies, and retention data.

1. To be considered for promotion to Assistant Professor, the candidate will have demonstrated quality teaching as evidenced by activities including but not limited to:
  - a. Appropriate quantitative scores from student evaluations consistent with departmental averages and additional subjective data from peer and chair evaluations.
  - b. Implementation of strategies to retain students for course persistence
  - c. Participation in professional conferences, workshops, or symposia
2. To be considered for promotion to Associate Professor, the candidate will have demonstrated quality teaching as evidenced by activities performed since the last promotion, including but not limited to:
  - a. Appropriate quantitative scores from student evaluations consistent with departmental averages and additional subjective data from peer and chair evaluations.
  - b. Implementation of strategies to retain students for course persistence
  - c. Use of diverse methods of instruction
  - d. Participation in curriculum improvement or development
  - e. Contributions to teaching through public dissemination of information at professional conferences, workshops, or symposia at the state or regional level.

3. To be considered for promotion to Professor, the candidate will have demonstrated quality teaching as evidenced by activities performed since the last promotion, including but not limited to:
  - a. Appropriate quantitative scores from student evaluations consistent with departmental averages and additional subjective data from peer and chair evaluations
  - b. Implementation and dissemination of strategies to retain students for course persistence
  - c. Use of diverse methods of instruction
  - d. Mentoring of a faculty member or student
  - e. Leadership in curriculum improvement or development
  - f. Contributions to teaching through public dissemination of information at professional conferences, workshops, or symposia at the state, regional, national, and international level.

**B. RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITIES.**

Research, scholarship, or creative activity encompasses studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge and is disseminated to an appropriate audience. Candidates should demonstrate evidence of continuing direct participation in scholarship through research and/or creative activities.

1. To be considered for promotion to Assistant Professor, the candidate should show potential ability in research, scholarship, or creative activities as demonstrated by scholarly activities such as:
  - a. Publishing articles, books, collections, monographs, book chapters, book reviews, or encyclopedia entries
  - b. Making scholarly presentations at professional conferences
  - c. Seeking grants from internal and external sources for scholarly activities
  - d. Thorough and systematic study of research, scholarship, and/or creative activity of others
  - e. Collaborating with students formally engaged in research
2. To be considered for promotion to Associate Professor, since the last promotion, the candidate will have shown evidence of continuing direct participation in research, scholarship, or creative activities as demonstrated by scholarly activities such as:
  - a. Publishing articles, books, collections, monographs, book chapters, book reviews, or encyclopedia entries
  - b. Making scholarly presentations at professional conferences
  - c. Seeking grants from internal and external sources for scholarly activities
  - d. Thorough and systematic study of research, scholarship, and/or creative activity of others
  - e. Collaborating with students formally engaged in research

3. To be considered for promotion to Professor, since the last promotion, the candidate will have shown evidence of sustained high-quality professional productivity in research, scholarship, or creative activities as demonstrated by scholarly activities such as:
  - a. Publishing articles, books, collections, monographs, book chapters, book reviews, or encyclopedia entries
  - b. Making scholarly presentations at professional conferences
  - c. Seeking grants from internal and external sources for scholarly activities
  - d. Thorough and systematic study of research, scholarship, and/or creative activity of others
  - e. Collaborating with students formally engaged in research

National recognition is defined as including, but not being limited to, the following activities at the national level:

- Presenting at conferences
- Publishing in peer-reviewed journals
- Receiving externally funded grants
- Publishing peer-reviewed books/book chapters
- Receiving a research award
- External letters of support from colleagues

### **C. SERVICE.**

The university recognizes three areas of service: public, university, and professional.

Public service refers to the university's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted. Public service primarily involves sharing professional expertise and should directly support the goals and mission of the university.

University service refers to work other than teaching and research/scholarship/creative activity done at the department, college, and/or university level. University service includes, but is not limited to, participation on department, college and university committees. Some faculty members may accept more extensive citizenship functions, such as leadership role in the Faculty Senate, membership on a specially appointed task force, advisor to a university-wide student organization, and/or membership on a university search committee.

Professional service refers to the work done for organizations germane to one's discipline or to the teaching profession generally. Service to the profession includes, but is not limited to, association leadership, journal editorships, articles and grant proposal review, guest lecturing on other

campuses, and other appropriate activities. While it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance; examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.

1. To be considered for promotion to Assistant Professor, the candidate will have participated in activities in university service and at least one other service area.
2. To be considered for promotion to Associate Professor, since the last promotion, the quality candidate will have participated in activities in all three service areas. The high-quality candidate will have a sustained record of productivity in university service and at least one other service area.
3. To be considered for promotion to Professor, since the last promotion, the high-quality candidate will have participated in activities in all three areas with sustained records of productivity in university service and at least one other area. Excellence is demonstrated by having national recognition as defined below in at least one area.

National recognition is defined as including, but not being limited to, the following appropriate activities at the national level:

- Serving as a member or chairing a council, committee, or professional special interest group, association, or service organization
- Serving as a consultant to a council, committee, or special professional interest group of a professional association or service organization
- Serving as a peer reviewer for conference proposals or a publication of a professional association or service organization
- Serving on the editorial staff for a publication of a professional association or service organization
- Conducting a workshop or making a presentation
- Organizing a program or event
- Receiving an appropriate award
- Receiving an externally funded grant