

**DEPARTMENT OF BIOLOGY ADDITIONS AND DELETIONS TO THE  
MIDDLE TENNESSEE STATE UNIVERSITY  
POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND  
TENURABLE FACULTY AND POLICIES AND PROCEDURES FOR TENURE**

Approved by Department October 2005 (date)

Approved by Dean November 30, 2005 (date)

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

- ITEM I: Biology Department Guidelines for the Promotion and Tenure Review Committee Composition and Procedures
- ITEM II: Biology Department Definitions of National Recognition
- ITEM III: Additions and Deletions to the University Guidelines for Promotion
- ITEM IV: Additions and Deletions to the University Guidelines for Tenure

## ITEM I: Biology Department Guidelines for the Promotion and Tenure Review Committee Composition and Procedures

The Biology Department has developed the following changes and additions to the University Policies and Procedures for Promotion of Tenured and Tenurable Faculty (Section III. B. 2).

- a) Candidates applying for tenure and/or promotion, the department chairperson, and faculty members holding administrative positions at the college level or above cannot be members;
- b) In the Biology Department one committee, designated as the departmental promotion and tenure review committee (D-PTRC), will review all applications for promotion and/or tenure;
- c) The committee will be made-up of all tenured faculty members, with no minimum rank requirement. The composition of the committee will be reviewed and approved annually by a majority vote of the full-time tenured and tenure-track faculty members;
- d) A committee chairperson will be elected by the members of the committee. Nominees for committee chair must have at least one year of experience on the committee;
- e) For purposes of deliberation and voting a simple majority of one more than half of the committee membership will constitute a quorum;
- f) When committee members are unable to attend the D-PTRC meeting, proxy votes will be allowed, but must be provided in writing to the committee chair prior to the meeting; and
- g) Candidates for tenure and/or promotion must receive a favorable vote from a simple majority (one more than half) of the votes cast.

## ITEM II: Biology Department Definition of National Recognition

The dissemination of knowledge through publication in high quality, peer-reviewed journals is the primary criterion by which research/scholarship activity will be judged. The Biology Department will consider the following when evaluating National Recognition in research/scholarship:

- a. Publication of original research in high quality, peer-reviewed journals;
- b. Publication of invited review articles, chapters, or books;
- c. Peer-reviewed presentations before one's professional peers at national or international meetings/conferences;
- d. Funded external grants from public or private sources;
- e. Letters of evaluation/recommendation from professional peers;
- f. Citation rates and impact factors for peer-reviewed papers (ISI database);
- g. Serving as an invited reviewer for journals or funding agencies;
- h. Presentation of invited lectures, seminars, or symposia; and/or
- i. Serving as editor for a national/international journal.

In special situations, faculty members may demonstrate high quality performance in service/outreach in place of research/scholarship for promotion if written approval is received from the College Dean, the Department Chair, and the tenured Biology faculty.

Candidates for promotion to professor who choose service/outreach as their emphasis are expected to demonstrate a level of sustained high quality professional service/outreach in their area of specialization that is recognized at the national level. The Biology Department will consider the following when evaluating National Recognition in service/outreach:

- a. Publication of invited review articles, chapters, or books relative to the service area;
- b. Funded external grants from public or private sources;
- c. Letters of evaluation/recommendation from professional peers;
- d. Serving as an invited reviewer for journals, funding agencies, universities, or accreditation boards;
- e. Presentation of invited lectures, seminars, or symposia;
- f. Recognition of achievements by national/international foundations or agencies;
- g. List of direct consultations, planning reports, or instructional time directed largely to the recipients of university service programs; and/or
- h. Serving as editor for a national/international publication.

### ITEM III: Additions and Deletions to the University Guidelines for Promotion

The following additions and/or deletions to the University Policies and Procedures for Promotion of Tenured and Tenurable Faculty have been approved by the Biology Department.

#### IV. C. 2. c. (add)

Includes development of new course preparations or new courses.

#### IV. C. 2. d. (add)

Includes development of new laboratory experiments/activities.

#### IV. C. 3. a. (add)

Two tenured faculty members appointed by the Department Chairperson will serve as teaching mentors for each new faculty member. Mentors will provide written assessments/suggestions to the faculty member and the promotion review committee. Teaching assessments may be based on classroom visitations, seminars presented, and/or other professional venues.

#### IV. D. 1. (add)

The Biology Department values the scholarship of discovery (seeking knowledge), the scholarship of synthesis (building upon and combining previous findings to develop new approaches), the scholarship of application (attempting to solve practical problems), and the scholarship of teaching (transforming and extending knowledge through classroom-based activities).

Research/scholarship and not creative activity will be evaluated for promotion. Candidates for promotion must demonstrate high quality performance in teaching, high quality performance in research/scholarship, and quality performance in service/outreach. Relative to research/scholarship, candidates for associate professor must demonstrate consistent progress toward establishing an active research program in their area of specialization as evidenced by a record of quality peer-reviewed publications. Candidates for professor must demonstrate a sustained record of high quality research and peer-reviewed publications in their area of specialization that is recognized at the national level. Faculty demonstrating high quality performance in teaching and research/scholarship without a record of quality service/outreach cannot be supported for promotion at any level.

The “minimum” number of publications expected may vary among biology sub-disciplines. However, research progress beyond that achieved during graduate school/postdoctoral training is expected. New faculty with a strong publication record will be credited with their publications, but will be expected to establish an active program of research and publication at MTSU to be considered for promotion. In all cases the quality of the research will be more important than the quantity, regardless of the absolute number of publications.

#### IV. D. 2. a. (delete)

...“and/or creative activity”

#### IV. D. 3. a. (delete)

...“creative activity”

#### IV. D. 3. a. (add)

In the Biology Department, the dissemination of knowledge through publication in high quality, peer reviewed journals is the primary criterion by which research/scholarship activity is judged.

#### IV. D. 3. b. (delete)

Item 2); item 3); item 5) last sentence

**IV. D. 3. b. (add)**

1. Names and addresses of professional peers who could provide letters of evaluation/recommendation;
2. List of undergraduate/graduate students mentored, student presentations and/or publications;
3. Citation rates and impact factors for peer-reviewed papers (ISI database);
4. Serve as journal editor or as an invited reviewer for journals or funding agencies; and/or
5. Invited lectures, seminars or participation in symposia.

**IV. E. 2. (add)**

All faculty members are expected to be conscientious department/university citizens. Participation in departmental affairs is expected, especially where the faculty member can make substantive contributions (curriculum development, advising, etc.). Service/outreach reflects the sharing of one's professional expertise, and will be evaluated on the basis of impact on individuals, groups, or organizations served in terms of improvement of communities, programs, operating agencies, production processes, or management practices. In all cases the quality of the service/outreach will be more important than the quantity, regardless of the absolute number of endeavors.

Candidates for promotion must demonstrate high quality performance in teaching, high quality performance in research/scholarship in their area of specialization, and quality performance in the three areas of service/outreach: public service, university service, and professional service.

In special situations, faculty members may demonstrate high quality performance in service/outreach in place of research/scholarship for promotion if written approval is received from the College Dean, the Department Chair, and the tenured Biology faculty. In these instances, candidates are still required to demonstrate high quality performance in teaching and quality performance in research/scholarship. This option may be available at the time of hiring, or later if such a change is viewed to be in the department's best interest. When applying for promotion to associate professor, candidates choosing this option are expected to demonstrate consistent progress toward establishing local and regional stature in their area of service/outreach. Candidates for promotion to professor who choose service/outreach as their emphasis are expected to demonstrate a level of sustained high quality professional service/outreach in their area of specialization that is recognized at the national level.

**IV. E. 3. b. (add)**

- 1) Presentations before one's professional peers at regional, national, or international meetings/conferences.
- 2) Names and addresses of professional peers who could provide letters of evaluation/recommendation.
- 3) List of direct consultations, planning reports, or instructional time directed largely to the recipients of university service programs.
- 4) Serve as a journal editor or as an invited reviewer for journals, funding agencies, universities, or accreditation boards.
- 5) Invited lectures, seminars or participation in symposia.

## ITEM IV: Additions and Deletions to the University Guidelines for Tenure

The following additions and/or deletions to the University Policies and Procedures for Tenure have been approved by the Biology Department.

### IV. C. 2. c. (add)

Includes development of new course preparations or new courses.

### IV. C. 2. d. (add)

Includes development of new laboratory experiments/activities.

### IV. C. 3. a. (add)

Two tenured faculty members appointed by the Department Chairperson will serve as teaching mentors for each new faculty member. Mentors will provide written assessments/suggestions to the faculty member and the tenure review committee. Teaching assessments may be based on classroom visitations, seminars presented, and/or other professional venues.

### IV. D. 1. (add)

The Biology Department values the scholarship of discovery (seeking knowledge), the scholarship of synthesis (building upon and combining previous findings to develop new approaches), the scholarship of application (attempting to solve practical problems), and the scholarship of teaching (transforming and extending knowledge through classroom-based activities).

Research/scholarship and not creative activity will be evaluated for tenure. Candidates for tenure must demonstrate high quality performance in teaching, high quality performance in research/scholarship, and quality performance in service/outreach. Relative to research/scholarship, candidates for tenure must demonstrate consistent progress toward establishing an active research program in their area of specialization as evidenced by a record of quality peer-reviewed publications. Faculty demonstrating high quality performance in teaching and research/scholarship without a record of quality service/outreach cannot be supported for tenure.

The “minimum” number of publications expected may vary among biology subdisciplines. However, research progress beyond that achieved during graduate school/postdoctoral training is expected. New faculty with a strong publication record will be credited with their publications, but will be expected to establish an active program of research and publication at MTSU to be considered for tenure. In all cases the quality of the research will be more important than the quantity, regardless of the absolute number of publications.

### IV. D. 2. a. (delete)

...”and/or creative activity”

### IV. D. 3. a. (delete)

...”and/or creative activity”

### IV. D. 3. a. (add)

In the Biology Department, the dissemination of knowledge through publication in high quality, peer-reviewed journals is the primary criterion by which research/scholarship activity is judged.

### IV. D. 3. b. (delete)

Item 2); item 3); item 5) last sentence

**IV. D. 3. b. (add)**

- 1) Names and addresses of professional peers who could provide letters of evaluation/recommendation;
- 2) List of undergraduate/graduate students mentored, student presentations and/or publications;
- 3) Citation rates and impact factors for peer-reviewed papers (ISI database);
- 4) Serve as journal editor or as an invited reviewer for journals or funding agencies; and/or
- 5) Invited lectures, seminars or participation in symposia.

**IV. E. 2. (add)**

All faculty members are expected to be conscientious department/university citizens. Participation in departmental affairs is expected, especially where the faculty member can make substantive contributions (curriculum development, advising, etc.). Service/outreach reflects the sharing of one's professional expertise, and will be evaluated on the basis of impact on individuals, groups, or organizations served in terms of improvement of communities, programs, operating agencies, production processes, or management practices. In all cases the quality of the service/outreach will be more important than the quantity, regardless of the absolute number of endeavors.

Candidates for tenure must demonstrate high quality performance in teaching, high quality performance in research/scholarship in their area of specialization, and quality performance in the three areas of service/outreach: public service, university service, and professional service.

In special situations, faculty members may demonstrate high quality performance in service/outreach in place of research/scholarship for tenure if written approval is received from the College Dean, the Department Chair, and the tenured Biology faculty. Quality performance in research/scholarship also would be expected. This option may be available at the time of hiring, or later if such a change is viewed to be in the department's best interest. If service/outreach is the agreed upon option, faculty demonstrating high quality performance in teaching and service/outreach without a record of quality research/scholarship would not be supported for tenure. Specifically, candidates for tenure who choose to emphasize service/outreach will be expected to demonstrate consistent progress toward establishing local and regional stature in their area of specialization.

**IV. E. 3. b. (add)**

- 1) Presentations before one's professional peers at regional, national, or international meetings/conferences.
- 2) Names and addresses of professional peers who could provide letters of evaluation/recommendation.
- 3) List of direct consultations, planning reports, or instructional time directed largely to the recipients of university service programs.
- 4) Serve as journal editor or as an invited reviewer for journals, funding agencies, universities, or accreditation boards.
- 5) Invited lectures, seminars or participation in symposia.