

**Department of Computer Science
MIDDLE TENNESSEE STATE UNIVERSITY
Departmental Addendum to MTSU
POLICIES AND PROCEDURES for PROMOTION AND TENURE**

Approved by Department November 16, 2005 (date)

Approved by Dean November 30, 2005 (date)

Approved by Provost _____ (date)

INTRODUCTION

This document serves as an addendum to MTSU POLICY NOS: II:01:05A and II:01:05B regarding promotion and tenure and is in compliance with Board of Regents Policies 05:02:02:20 and 5:02:03:60.

Included in this document are the areas specific to the Department of Computer Science as required by the University and developed by the Department of Computer Science. New faculty will receive this document on hire along with the policies and procedures mentioned above and it will be explained as part of their orientation to the tenure track faculty role.

COMMITTEE STRUCTURE AND PROCEDURES

The Department of Computer Science will have a single committee to deal with promotion and tenure recommendations for the Department. This committee is the Department of Computer Science Promotion and Tenure Review Committee (**CS-PTRC**).

The Department of Computer Science Promotion and Tenure Review Committee (CS-PTRC) will have three members, one elected at the first Department faculty meeting of each academic year for a three year term. All full-time tenured and tenure-track Computer Science faculty members are entitled to vote on Committee membership. Each Committee member must be tenured and hold the rank of professor or associate professor. All three members must be present for the Committee to conduct business; two members must agree for a positive recommendation. The committee chairperson will be elected by members of the committee, with the second-year member of the committee automatically nominated. Any vacancy on the committee will be filled by election at the next regular Departmental faculty meeting to fill the unexpired term.

I. NATIONAL RECOGNITION IN RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY

Definition: National recognition in research/scholarship/creative activity includes the dissemination of one's work through a peer-reviewed process to a national or international audience.

A. Required Research/Scholarship/Creative Activity Items:

1. Refereed Publications

This includes published works such as articles, monographs, books, electronic media, and other works that are subject to a formal review process by scholars in the field. Documentation for each publication must include the following: (a) full bibliographic citation—the citations should preferably be in ACM format, but IEEE, MLA, or APA formats are also acceptable; (b) copy of the publication, if possible, or preprint and acceptance letter if not yet published.

B. Supportive Items:

1. Non-refereed Publications

This includes manuscripts, books, technical reports, or other materials that have been published in a non-review process or manuscripts currently under review. Provide the same documentation as required for publications in section A.1.

2. **Scholarly Presentations**
This includes presentations at national or international levels. Documentation for each presentation must include the following: (a) venue documentation (conference name, date, location, sponsors, etc.); (b) title and abstract of presentation; (c) level of participation in the presentation (lead, co, panel, discussant, etc.).
3. **Grants**
This includes funded internal grants from the University as well as both funded and non-funded external grants from public and private sectors that include dissemination at the national level. Documentation must include the following: (a) official information about the grant: title, granting agency, project number, dollar amount, and name of the PI; (b) list of all co-PI's (along with a description of their project role), (c) abstract, (d) type of grant, (e) outcomes (manuscripts, travel, invited scholars, new course materials, etc.).
4. **Letters of Support**
Self-solicited letters of support may be included.

II. NATIONAL RECOGNITION IN SERVICE/OUTREACH

Definition: National recognition in service/outreach includes recognition that extends beyond the state and region for service to the public, the profession, and the University.

A. Required Service/Outreach Items:

Required activities in service/outreach must extend beyond the state and region. Example activities include, but are not limited to, the following:

1. Serving as an officer in a discipline related association.
2. Serving as a reviewer or consultant to a grant agency (e.g., NSF, NIH, or Macarthur Foundation).
3. Serving as a committee chairperson/member of a conference organizing committee.
4. Serving as a journal editor, proceedings editor or guest editor of a refereed journal.
5. Serving as a referee for a journal.
6. Serving as a textbook reviewer for a reputable publisher.
7. Serving as a conductor of training or presenter of national/international workshops or conferences.
8. Guest lecturing on other campuses.
9. Doing consulting work that results in widespread dissemination or distribution.
10. Being a member of a specially appointed task force.
11. Receiving and administering service grants.

B. Additional Items:

Additional activities in service/outreach that are within the state and region or work done at the Department or University level that has achieved national impact or recognition may also be included but it is the responsibility of the individual to document the impact of the service at the national level. Example activities include, but are not limited to the following:

12. Serving on or chairing Departmental, College, or University committees, including the Faculty Senate.
13. Serving as a conductor of training or presenter of state/regional workshops or conferences.
14. Advising a University-wide student organization.
15. Serving on a University search committee.