

Middle Tennessee State University
College of Education and Behavioral Science

Policies and Procedures for Promotion and Tenure Review

I. College Review

- A. The college level review process for tenure and promotion recommendations consists of separate considerations by the Dean and a College Promotion and Tenure Review Committee, which is in accordance with Middle Tennessee State University Policies No. II:01:05A & B.

II. College Promotion and Tenure Review Committee

- A. **Establishment.** Beginning Fall 2001 the College of Education and Behavioral Science established a College Promotion and Tenure Review Committee in accordance with MTSU policy 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 Dean of the College of Education and Behavioral Science; 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 Election.** The College Committee shall consist of one tenured Associate or Full Professor from each department of the College. The term limits for committee members will be in accordance with MTSU Policy. Committee members are expected to fully understand university, college, and departmental criteria for tenure and promotion. *Faculty members being evaluated for tenure and/or promotion may not serve on the College Promotion and Tenure Review Committee; however, faculty serving on departmental 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 Promotion and Tenure Review Committee.* 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. Departments forward documents to be considered for tenure and/or promotion. Academic departments must also submit their guidelines used to make their decisions. The Dean forwards materials to the College committee members.
- B. For the purposes of deliberation and voting, the College Promotion and Tenure Review 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 the EVP/P. In the event of a tie vote, that vote will be regarded as a

negative recommendation. The departmental and college tenure and promotion committees may require criteria above and beyond university criteria, but in such instances these criteria must be clearly communicated to the faculty and approved by the VPAA before the departmental and college deliberations take place

- C. Once recommendations 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 accord, 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. A letter will be sent to the Dean of the College of Education and Behavioral Science by the College Committee specifying the performance criteria used and explaining how the candidate has or has not met those criteria.
- D. The Dean will forward all appropriate materials submitted, including the recommendation of the College Committee, along with his/her own recommendation, to the EVP/P. The Dean and the College Committee will independently notify each person considered for tenure and/or promotion of their recommendations.

IV. Pre-Tenure Review Process and Procedures

- A. The College of Education and Behavioral Science will employ the criteria and procedures identified in the revised MTSU Policies and Procedures Manual for considering pre-tenure review of tenure-track faculty.

Revised: April 2005

Approved by Provost: May 2005