

## English Department Policies on Tenure and Promotion

**This supplement specifies the procedures and criteria unique to the English Department, as required by MTSU policy. The primary documents referenced are MTSU policies II:01:05 A and B.**

### **I. English Department Tenure and Promotion Review**

In accordance with MTSU Policies II:01:05 A (Section III, B, 1, b and c) & II:01:05 B (Section III, B, 1, b, 1) the review process for tenure and promotion recommendations at the departmental level consists of separate consideration by the Department Chair and the Department Tenure and Promotion Review Committee.

### **II. English Department Tenure and Promotion Review Committee, Process, and Procedures**

- A. Establishment.** In compliance with MTSU Policies II:01:05 A (Section III, B, 2, b, 1) and II:01:05 B (Section III, B, 1, b, 2), a single English Department Tenure and Promotion Review Committee is established to carry out the processes involved in tenure and promotion review.
- B. Purpose.** In compliance with MTSU Policies II:01:05 A (Section III, B, 1, b) and II:01:05 B (Section III, B, 1, b, 2), the purpose of the Department Committee is to (1) review and evaluate candidates for promotion and tenure annually, and make recommendations concerning promotion and tenure to the College; (2) review and evaluate the progress of tenure-track faculty toward tenure annually, and conduct pre-tenure reviews.
- C. Composition, Eligibility, and Election.** In compliance with MTSU Policies II:01:05 A (Section III, B, 2, b, 2) and II:01:05 B (Section III, B, 1, b, 2), the Tenure and Promotion Review Committee shall consist of five tenured members of the English Department (excluding the Department Chair) elected by all full-time tenured and tenure-track members of the Department. The five individuals who get the most votes, including at least two full professors, will constitute the Committee. The Committee will elect its chair. Two alternate members (the individuals with the sixth- and seventh-highest vote totals) will be identified in the case of certain contingencies spelled out in Section II.D.

The Committee will be elected each spring to function for the following academic year. The Department Chair will forward a ballot listing **all tenured faculty** with the following exceptions:

- candidates for promotion or their spouses;
- the Department Chair;
- members of the previous year's Tenure and Promotion Review Committee;
- faculty awarded Non-Instructional Assignments for one or more semesters during the relevant academic year;
- faculty on leave.

In the event an elected faculty member is unable to serve or becomes ineligible, the next vote-

getter who ensures the balance of rank as stipulated above will be appointed to the Committee. The Department Chair will retain the election results for the following academic year.

- D. Process.** In compliance with MTSU Policies II:01:05 A (Section III, B, 2, b, 3 and 4) and II:01:05 B (Section III, B, 1, b, 3), the Tenure and Promotion Review Committee will consider the materials pertaining to each candidate, make recommendations, and prepare a draft report stating how the candidate has met (or not met) the criteria.

A quorum shall be defined as four members of the Tenure and Promotion Review Committee. Under normal circumstances, all five members of the Tenure and Promotion Review Committee will vote on whether or not the candidate has met the criteria for tenure and/or promotion. Abstentions are permissible *only in cases of illness or incapacity*. In *such cases*, an alternate member of the committee (see II.C.) will be called upon to review materials and cast a vote.

- E. Department Committee and Department Chair Consultations.** In compliance with MTSU Policy II:01:05 A (Section III, B, 2, b, 3 and 4) and II:01:05 B (Section III, B, 1, b, 3 and 4), if the recommendations of the Department Chair and of the Committee are in concert, separate reports will be filed by the Department Chair and by the Committee to the Dean of the College of Liberal Arts.

If the recommendations of the Department Chair and the Department Committee are in conflict, they will meet in an attempt to resolve the conflict prior to submitting separate written reports to the Dean.

If the conflicts cannot be resolved, the reports submitted to the Dean by the Department Committee and by the Department Chair will each address the points of conflict.

- F. Notification to Candidate.** When deliberations are concluded, the Department Chair and the Committee Chair will separately notify each candidate for tenure and/or promotion of the recommendation that has been forwarded to the Dean. Each candidate will be afforded the opportunity to meet with the Department Chair and/or the Chair of the Department Committee to discuss the review process and the data upon which the recommendation was made. It is the candidate's responsibility to initiate requests for a meeting with the Department Chair and/or Department Committee Chair.

### **III. Pre-Tenure Review and Annual Review Process and Procedures**

In compliance with MTSU Policy II:01:05 A (Section III, B, 1), the Department Chair and the Tenure and Promotion Review Committee will each provide pre-tenure annual written evaluations of tenure-track faculty members.

The pre-tenure review process *will* duplicate the review process for tenure and promotion as closely as possible. Minimally, the candidate will produce an outline of faculty data and a notebook of supporting materials, which will be submitted to the Department Chair with sufficient time for review before recommendations are due in the office of the Dean of Liberal

Arts. After careful review of the outline of faculty data and the supporting materials, evaluations of progress toward tenure and promotion will be arrived at independently by the Department Chair and the Tenure and Promotion Review Committee.

#### **IV. English Department Criteria for Tenure and Promotion**

- A. English Department Criteria for Tenure.** In compliance with MTSU Policy II:01:05 A (Section IV, A, paragraph 2), all faculty members considered for tenure will be evaluated with respect to their performance in (a) teaching; (b) research/scholarship/creative activity; and (c) service/outreach. They will be expected to demonstrate high quality performance in teaching, high quality performance in one of the other two areas, and quality performance in the remaining area. Within the context of teaching, research/scholarship/creative activity, and service/outreach, the faculty member must demonstrate a willingness and ability to work effectively with colleagues to support the mission of the university and the common goals of the university and the English Department.

With respect specifically to the category of research/scholarship/creative activity, in order to be granted tenure, candidates will be expected to show evidence of:

- acceptance or publication of at least one substantial article in a peer-reviewed journal or in a collection of essays published by a university or nationally recognized academic press;
- or a significant contribution to a scholarly edition (published or in progress), the scope of which can be documented in a detailed letter from the scholarly project's supervisor;
- or the publication or formal acceptance of a book by a university or nationally recognized academic press, or literary press in the case of creative publications.

This work will have been completed during the first five years of tenure-track employment at MTSU.

- B. English Department Criteria for Promotion.** In compliance with MTSU Policy II:01:05B (Section IV, B, 1), all faculty members considered for promotion will be evaluated with respect to their performance in (a) teaching; (b) research/scholarship/creative activity; and (c) service/outreach. They are expected to demonstrate high quality performance in teaching, high quality performance in one of the other two areas, and quality performance in the remaining area. In all categories of evaluation, documentation of quality as evaluated by peers will be stressed over quantity. Within the context of teaching, research/scholarship/creative activity, and service/outreach, the faculty member must demonstrate a willingness and ability to work effectively with colleagues to support the mission of the university and the common goals of the university and the English Department.

##### **1. Promotion to Associate Professor.**

With respect specifically to the category of research/scholarship/creative activity, in order to be granted promotion, candidates will be expected to show evidence of:

- acceptance or publication of at least one substantial article in a peer-reviewed journal or in a collection of essays published by a university or nationally recognized academic press;

- or a significant contribution to a scholarly edition (published or in progress), the scope of which can be documented in a detailed letter from the scholarly project's supervisor;
- or the publication of a book by a university or nationally recognized academic press, or literary press in the case of creative publications.

This work will have been completed during the first five years of tenure-track employment at MTSU.

## **2. Promotion to Full Professor.**

MTSU Policy II:01:05 B (Section III, D, 4, e), delineating criteria and requirements for promotion to the rank of Professor, notes the need for "Evidence of sustained high quality professional productivity both in 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 English Department defines "national recognition" in regard to research, scholarship, and creative activity as

- acceptance or publication of at least one substantial article in a peer-reviewed journal with national or international distribution or in a collection of essays published by a university or nationally recognized academic press;
- or a significant contribution to a scholarly edition, the scope of which can be documented in a detailed letter from the scholarly project's supervisor;
- or the publication of a book by a university or nationally recognized academic press, or literary press in the case of creative publications.

Other activities such as conference presentations, book reviews, journal editing, preparation of scholarly editions, or editing collections of essays will also be considered favorable evidence toward the candidate's demonstration of sustained high quality productivity.

This work should appear or be completed during the years since the applicant was awarded tenure and promoted to associate professor.

In consideration of a candidate's service and outreach, the English Department defines "national recognition" as participation in activities serving the profession or representing the department at a national level, including but not limited to serving as a manuscript reviewer for a national press or scholarly journal; organizing or coordinating a conference drawing nationwide participation; serving as an officer or committee member in a national organization; or reviewing grant applications or proposals for a national organization.

This work should appear or be completed during the years since the applicant was awarded tenure and promoted to associate professor.

Approved by Department Committee: January 26, 2007

Approved by Dean: January 26, 2007

Approved by Provost: