

Department of Engineering Technology and Industrial Studies
Middle Tennessee State University
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)

I. 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 TBR Policies 05:02:02:20 and 05:02:03:60.

II. Philosophy

The ETIS Department is composed of applied disciplines with the majority of our students employed in industry while attending classes or planning on industrial employment after obtaining the B.S. degree. Our graduate students typically have 5-25 years work experience before starting work on the Master's degree. Therefore, industrial work experience in the disciplines contained within the department is highly desirable for faculty. In order to provide students with a wide variety of faculty experience and expertise, a broad range of faculty qualifications—both academic and professional—is sought. The Department seeks to provide a balance of professionally experienced/teaching oriented and doctoral/research oriented faculty. We typically seek both MS qualified faculty members with significant work experience and engineering or other professional license credentials or people with doctorate degrees depending on the specific program area and Departmental needs.

III. Procedures

- A. The purpose of the Department Promotion and Tenure Review Committee (D-PTRC) is to consider the following and make recommendations for:
1. annual renewals for temporary and tenure-track positions
 2. tenure applications
 3. promotion applications
 4. pre-tenure reviews
- B. The D-PTRC will be one committee composed of all tenured faculty members except individuals who are up for promotion or a member of an immediate household of an individual up for promotion and/or tenure.

1. A Committee Chair (voting member) will be elected annually by committee members and may not serve more than two consecutive terms.
2. A quorum shall consist of two-thirds of the committee members.
3. A simple majority is required to support a recommendation. In the case of a tie vote, the recommendation sent forward will be a negative one.
4. Voting will be by secret ballot.
5. Committee members should be present at meetings to vote. (Proxy voting is allowed but requires prior committee approval).

C. Committee Meetings

1. Dates and times of all D-PTRC meetings (with the exception of Organizational Meeting) and deadlines for submission of all materials will be distributed to all faculty members by the D-PTRC Chair
 2. Organizational Meeting (normally the first faculty meeting each fall)
 - a. Elect Chair
 - b. Set time and location for additional meetings
 3. Regular Meeting(s)
 - a. Governed by Robert's Rules of Order
 - b. Members review Outline of Faculty Data (Faculty members under consideration may elect to present their case orally in addition to the required documentation.)
 - c. Members vote on candidates
 4. D-PTRC Chair drafts letter of recommendation for committee approval and notifies the Department Chair about recommendations.
 5. If the recommendations of the Department Chair and D-PTRC are in conflict, they will meet in an attempt to resolve the conflict prior to submitting written recommendations to the Dean.
 6. D-PTRC Chair sends written notice of recommendations to each faculty member under consideration within the timeline for challenge.
- NOTE: The faculty member applying for promotion or tenure may elect to withdraw at this point or any point during the process without prejudice.

7. Challenge Meeting(s)
- a. Faculty members under consideration may elect to challenge the recommendation of the D-PTRC by appearing before the committee.
 - b. A challenge meeting is requested by the faculty member applying for promotion or tenure and is scheduled by the D-PTRC Chair.
 - c. D-PTRC members will decide whether reconsideration is appropriate and act accordingly.
 - d. The D-PTRC Chair forwards final recommendations to the Dean.
 - e. The D-PTRC Chair sends a letter reporting the outcome of the challenge meeting to the faculty.

D. Materials Provided to the Committee

1. Letter of application from faculty member
2. Student evaluations to include departmental and college comparisons
3. Current Outline of Faculty Data listing data in reverse chronological order with dates clearly noted
4. Supporting documentation per University Policy No. II:01:05A (Tenure) and University Policy No. II:01:05B (Promotion)

E. Materials Review Procedure

1. Documents included in a candidate's folder will be listed on the front of the folder.
2. A checkout and return of folders to a central location in the department office will be followed by D-PTRC members and the Department Chair.

IV. National Recognition

In accordance with MTSU policy, a person applying for promotion to professor must gain national recognition in either research/scholarship/creative activity or service/outreach. Within the Department of ETIS, "national recognition" is defined as achieving a level of excellence that earns the regard of colleagues across the country. National recognition can be achieved through one's productivity in a variety of activities. The following lists are not intended to be all inclusive. It is the responsibility of the faculty member applying for promotion to

professor to document how activities achieve the Department's standard for national recognition.

A. Research/Scholarship/Creative Activity

1. Publishing manuscripts in peer-reviewed national journals in one's academic discipline
2. Making presentations at national (or international) conferences in one's academic discipline; e.g., the American Society of Engineering Education
3. Publishing invited review articles, chapters, or books
4. Receiving external grants from public or private sources
5. Serving as an invited reviewer for journals or funding agencies
6. Presenting invited lectures, seminars, or symposia

B. Service/Outreach

1. Serving on national level committees of professional organizations; e.g., the American Society of Civil (mechanical, electrical, etc.) Engineers and the American Society for Engineering Education
2. Organizing conference committees of national professional organizations, serving as a session chair, etc.
3. Providing significant leadership in starting nationally recognized programs, e.g. the Concrete Industry Management program
4. Advising student teams for national (or international) competitions