

Department of Health and Human Performance

Outline of Department Review Procedures for Promotion and Tenure

The following review of procedures used by the Promotion and Tenure Review Committee of the Health and Human Performance Department in decisions regarding tenure, promotion, or reappointment of probationary faculty explicitly complies with procedures detailed in the University documents dated July 20, 2005: Policies and Procedures for Tenure (MTSU Policy II:01:05A) and Policies and Procedures for Promotion of Tenured and Tenurable Faculty (MTSU Policy No. II:01:05B). Relevant excerpts from these documents are included in this document and the guidelines herein are to be made available to the faculty in the main department office.

General Procedures

When not otherwise specified, meetings will be conducted according to *Robert's Rules of Order*.

At the beginning of each fall semester, all full-time tenured and tenure-track faculty members within the department are entitled to vote on the composition of the Promotion and Tenure Review Committee for the academic year to determine if it will consist of all tenured faculty members or a representative from each academic area. Although there is no academic rank requirement for committee membership, all committee members must be tenured. Temporary faculty are not entitled to vote on committee membership and the department chairperson and candidates for tenure and promotion cannot be members of the committee. A single committee will be used for both tenure and promotion.

The initial meeting of this committee is called by the Department Chair. A Promotion and Tenure committee chair is selected by the Promotion and Tenure Committee members each year. The Promotion and Tenure committee chair has full control of this committee and its proceedings for the rest of the academic year.

Each year, the Office of the Executive Vice President and Provost issues a calendar for the completion of each stage of the tenure and promotion review process. Meeting dates for the department promotion and tenure review committee are scheduled in recognition of deadlines specified in the university calendar.

An agenda will be specified as each meeting date is set. Agenda items are forwarded to the committee chair for inclusion. The agenda and meeting time will be distributed to all committee members. Meeting dates are scheduled to avoid any conflict with committee members' teaching schedules and to afford all members the opportunity to attend. Minutes of items discussed will be taken at each meeting and afterwards distributed to all committee members.

If attendance by any committee member becomes impossible, that member is encouraged to provide, using the standard ballot, his or her confidential evaluation(s) of the faculty member(s) seeking Promotion and/or Tenure. These ballots are to be included in the final vote, which is taken by secret ballot. A quorum of committee members is required to conduct any business before the committee, with a quorum defined as one more than half of committee members. A

51% majority of all votes from committee members is considered a favorable recommendation for promotion, tenure, and reappointment.

Any amendments or additions to procedure should be circulated for review at least a week before any final action is taken. Any changes in procedures are to be made during the academic year preceding their implementation and can only be changed by a two-thirds majority vote.

Promotion and Tenure Review

Candidates for promotion and/or tenure submit a letter to the chair informing the individual of the candidate's intention to seek promotion and/or tenure for the academic year. An Outline of Faculty Data form and an orderly file of supporting materials must also be submitted to the department chair by the date specified in the annual calendar provided by the Office of the Executive Vice President and Provost. The department committee may later require additional specific supplemental documentation. The supporting materials are stored in a secured place. MTSU student evaluations must be added to the candidate's file by the candidate.

When there is an application for promotion and/or tenure, and in recognition of the university calendar, the department chair examines all materials submitted by each candidate and forwards the materials to the department committee. Committee members are then notified that the material is ready for viewing.

After sufficient time for review of materials by committee members, the committee meets to discuss and consider each candidate's qualifications for promotion and/or tenure. The performance criteria used by the committee are outlined in MTSU Policy II:01:05A, Part IV, Sections A, C.1,2,3; D.1,2,3 and E.1,2,3 and in MTSU Policy II:01:05B Part III, Section D and Part IV, Sections, A,C,D,E. They include:

1. Teaching
2. Research/scholarship/creative activity
3. Service/outreach

At the conclusion of discussion of each candidate's qualifications for promotion and/or tenure, the committee votes whether or not to recommend the candidate. The committee chair then schedules a meeting with the department chair to share recommendations. If there is a difference in recommendations, the committee and the department chairperson schedule a meeting in attempt to resolve any conflict in recommendations. The committee members will be given the opportunity to explain the reasons for their recommendation and the department chair will also be afforded the same. At the end of the explanations, the committee members and the chair repeat their votes. The results will then be forwarded to the College Dean.

The committee chair, on behalf of the committee, sends a report of the committee's vote and recommendation to the College Dean. The committee chair also notifies each candidate of the committee's recommendation to the College Dean and affords each candidate the opportunity to meet with the committee to discuss the recommendation.

The department chair also sends a report to the college dean.

Evaluation of Probationary Faculty

Probationary faculty members are evaluated in writing annually by the promotion and tenure review committee. Faculty members undergoing yearly review and those undergoing pre-tenure review will follow the University Promotion and Tenure calendar, and submit material from the previous academic year each fall. Each member of the department promotion and tenure review committee evaluates the progress of probationary faculty members and makes a recommendation regarding the individual's progress towards promotion/tenure.

The general criteria used for assessing the work and potential of probationary faculty who are candidates for tenure are identical to those outlined in MTSU Policy No. II:01:05A, Part IV and MTSU Policy No. II:01:05B Part IV and include, for the purposes of the promotion and tenure review committee, the following elements:

- Evidence of professional experience and performance in teaching
- Evidence of direct participation in scholarship through research and/or creative activity
- Evidence of thorough and systematic study of the research, scholarship, and/or creative activity of others.
- Evidence of continuing direct participation in outreach, public service, university service, and/or professional service germane to their discipline

Note: Collegiality, professional behavior, and ethical conduct will be taken into consideration and can positively or negatively impact ratings in these categories.

Additional information on probationary faculty can be found in MTSU Policy No. II:01:05A, Part III, Sections D and E and Part V, Section A.

Materials from each faculty member regarding the individual's professional efforts be placed in a secure office. Committee members are notified by the committee chair that materials are available for review. Each committee member evaluates the progress of each probationary faculty member based on the materials submitted. The committee uses a rating form to formally and secretly evaluate each faculty member on their research, teaching, service, and collegiality.

The committee chairperson sends a written copy of the committee's vote and evaluation to the probationary faculty member and the department chair. A copy is also placed in the individual's personnel file.

As the promotion/tenure guidelines require, the individual's third year as probationary faculty will result in an intense evaluation. Tenure track faculty entering with zero or one years of credit for prior service will be subject to pre-tenure review in the third year of their probationary appointment; probationary faculty entering with two or three years of credit for prior service will be subject to pre-tenure review in the fourth year of their probationary appointment (MTSU Policy No. II:01:05A, Part III, section B1).

Department of Health and Human Performance

Supplementary Information and Definitions for Promotion and Tenure

I. The department will follow the definitions approved by the College of Education and Behavioral Science Promotion and Tenure Revision Committee to determine whether faculty members meet the standards for tenure (II:01:05A) and promotion (II:01:05B) and for evaluation for reappointment decisions. While the terms below are listed specifically only in the tenure document, they are also valid for consideration of reappointment decisions and promotion decisions in the areas of research/scholarship.

A. Peer Review (Tenure policy IV.D.3.a)-either of the following definitions applies:
Peer review-reviewed by a multiple person editorial review board, but with a review process that is not necessarily blind

Blind review-reviewed by a multiple person editorial review board and the reviewer has no knowledge of the writer

B. Publications (Tenure policy IV.D.3.b.1)-Published and publications shall mean actually appearing in print and shall be limited to publications distributed by recognized publishers or professional organizations. The term publications excludes self-published materials, doctoral dissertations, papers bound for being distributed at professional meetings but not appearing in published proceedings, and letters to the editors.

Departmental Addendum:

Journal articles that have been accepted for publication in electronic journal articles that have been posted on the Internet by recognized e-journals are also considered publications.

C. Formal Review Process (Tenure policy IV.D.3.b1)-This includes “peer review” (defined above), “blind review” (defined above), and editor review.

Editor Review- publication decisions are primarily made by the editor without the benefit of a routine system for panel review of manuscripts. Cases in textbooks, textbooks, reference books, and supplementary textbook publications are examples of publications that fit this category of review.

D. Presentation (Tenure policy IV.D.3.b.4.)-a paper presented at a meeting held by a learned society or a professional organization.

Departmental Addendum:

“Learned society” may also mean an invited presentation of a scholarly paper at a university.

II. The department will use the following definitions where applicable to determine whether faculty members meet the standards for reappointment, tenure, and/or promotion.

A. Teaching (Promotion policy IV.C.1) – All faculty members are expected to demonstrate high quality performance in teaching.

Departmental Addendum:

While excellence may not necessarily be achieved in both remaining areas of evaluation (research/scholarship/creative activity and service/outreach), candidates for both promotion and tenure must demonstrate direct and quality participation in each of these areas.

B. Promotion Document (II:01:05B)

Promotion to Professor (III.D.4.e) – Evidence of sustained high quality professional productivity in both research/scholarship/creative activity and service/outreach. In one of these categories, the candidate must demonstrate a level of excellence in the academic discipline that is recognized at the national level.

National Recognition in Service/Outreach – outreach and public service primarily involves sharing professional expertise and should directly support the goals and mission of the university (II.C.1). Some examples of national recognition include, but are not limited to: association leadership, journal editorships, article and grant proposal review, guest lecturing on other campuses, officer of a professional organization, and member of the editorial staff of a journal. While it is difficult to determine the exact nature of significant professional service, clearly more is required than organizational membership or attendance (II.C.3).

Departmental Addendum:

National Recognition in Research/Scholarship/Creative Activity - Some examples of activities that indicate national recognition include, but are not limited to: publications in nationally or internationally distributed peer reviewed journals, presentations at national or international professional meetings, invited presentations at national or international professional conferences, and invited presentations at research universities. There may be a number of other ways to gain national recognition in research/scholarship/creative activity including activities such as grant funding.