

**School of Nursing**  
**MIDDLE TENNESSEE STATE UNIVERSITY**  
**Addendum to MTSU POLICIES AND PROCEDURES for**  
**PROMOTION AND TENURE**

Approved by Department November 2005  
Approved by Dean November 2005  
Approved by Provost November 2005

**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 Board of Regents Policies **5:02:02:20** and **5:02:03:60**.

Included in this document are the areas specific to the School of Nursing as required by the University and developed by the School of Nursing. 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.

**II. PROCESS**

1. The School of Nursing has a single committee for both promotion and tenure recommendations. This committee is the School of Nursing Promotion and Tenure Review Committee (SON-PTRC)
2. All tenured faculty in the School of Nursing who are not planning to apply for promotion during a given academic year are elected to the SON-PTRC annually. The policy relating to committee membership is included in the School of Nursing By-laws and is available to all faculty. This policy includes the following:
  - a) committee members must be tenured;
  - b) all full-time tenured and tenure-track faculty members in the School of Nursing are entitled to a vote on the committee membership;
  - c) neither candidates for promotion nor the Director can be members;
  - d) a committee chairperson will be elected by the members of the committee;  
and
  - e) no requirements for academic rank exist for committee membership or voting privileges.

**III. PROCEDURES**

1. Voting Procedures

For purposes of committee business, a quorum is established when the number of committee members present exceeds 50% of the committee membership by at least one person.

Absentee ballots are allowed for committee decisions. If a member of the committee cannot attend a meeting, that member must inform the chair of the committee before the meeting and may cast a vote by selecting a "yes" or "no" voting slip and putting it into the ballot box. Any absentee votes will then be counted when all others are counted at the meeting.

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.

2. Faculty under consideration for promotion or tenure must submit an Outline of Faculty Data and appropriate supporting materials as described in Section IV-B of the University's Promotion and Tenure documents.
3. Annual reviews will be conducted on all tenure track faculty in accordance with University Policies.
4. As indicated in the University policy for promotion to Full Professor the candidate must demonstrate "national recognition". Within the School of Nursing, "national recognition" is defined as achieving a level of excellence in either research/scholarship/creative activity or service/outreach and having the regard of colleagues across the country as a result. It can be demonstrated through a variety of activities. The ones included under each area are meant to be examples rather than an exhaustive list.
  - A. Research/Scholarship/Creative Activity
    - Publication in nationally distributed journals
    - Publication or other works (books, monographs, etc) distributed nationally
    - Presentations at national or international conferences
    - Receipt of an extramural research grant from a national agency
  - B. Service/Outreach
    - Election to office on a national or international level
    - Appointment as a committee chairperson/member at the national level
    - Work as an editor, proceedings editor or guest editor of a nationally distributed journal
    - Administration/receipt of a service grant from a national organization
    - Receiving a national or international award for teaching excellence in nursing

The School of Nursing, College of Basic and Applied Sciences, and the University policies related to promotion and tenure will be distributed to all new faculty members and should be easily available at all times, via the Web. Faculty are encouraged to review them, become familiar with all requirements, and keep in mind that this document is an addendum to the overall policies and procedures regarding promotion and tenure. Simply meeting the requirements included in this document is not sufficient to warrant promotion or tenure.

The SON-PTRC welcomes individual questions as they arise.