



Tenure and Promotion Review

This packet includes the following:

- Tenure & Promotion Policies
- Overview of the Faculty Success workflow
 - Dates and Deadlines
 - Tenure & Promotion Candidate Application
 - Printable Checklist of required materials

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Tenure & Promotion Policies

(204) Tenure

(205) Promotion of Tenured and Tenurable Faculty

(206) Tenure and Promotion Appeal Process

Tenure and Promotion Policies (by College & Department)

Promotion Policies for Instructor (by College & Department)

204.VI.A General Tenure Criteria

1. Faculty members being considered for tenure must **demonstrate commitment to the goals of MTSU**. As institutional citizens, they will adhere to high ethical standards.

2. Candidates will be evaluated with respect to their performance in (a) **teaching**, (b) **research/scholarship/creative activity**, and (c) **service**. They must demonstrate high-quality performance in teaching, high-quality performance in either research/scholarship/creative activity or service, and quality performance in the remaining area. College and department criteria, however, may require high-quality performance in both teaching and research/scholarship/creative activity, in which case those requirements will supersede the University's requirements.

3. 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, the faculty member must demonstrate willingness to support the mission and goals of the department, the college, and University.

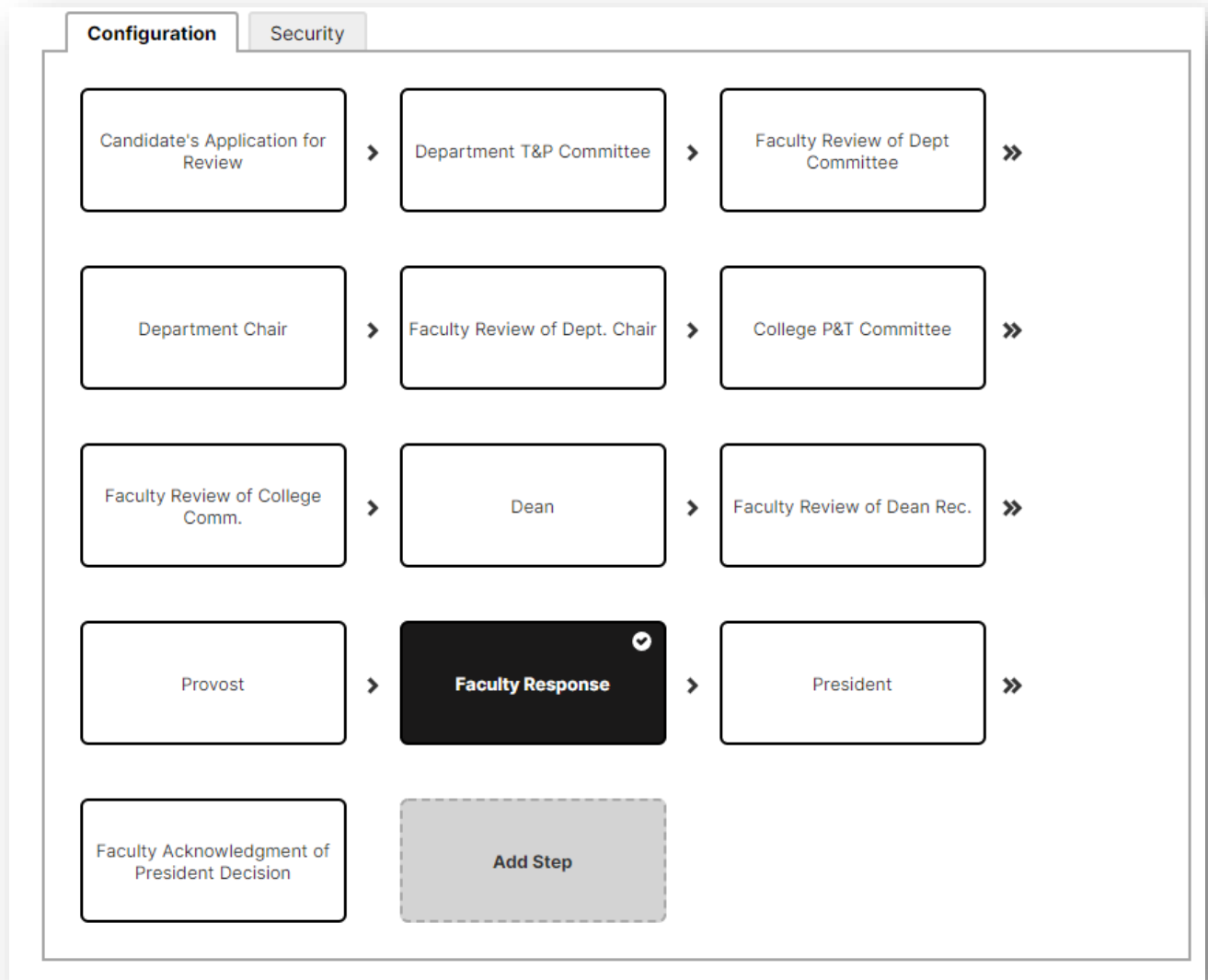
*Tenure and promotion are not
formally linked, but typically
promotion to associate professor
comes with tenure.* 205.IV.C

205.IV.A General Promotion Criteria

1. The minimum criteria that distinguish among academic ranks are defined in [Policy 202 Faculty Definition, Roles, Responsibilities, and Appointment Types](#) which also includes exceptions to minimum academic rank and terminal degree designation.
2. Faculty members being considered for promotion must **demonstrate commitment to the goals of MTSU**. As institutional citizens, they will adhere to high ethical standards.
3. For promotion to the rank of associate professor, the candidate will demonstrate high-quality performance in teaching and either research/scholarship/creative activity or service, and quality performance in the other. College and department criteria, however, may require high-quality performance in both teaching and research/scholarship/creative activity, in which case those requirements will supersede the University's. **Typically, the candidate applies for promotion to associate professor at the beginning of the sixth (6th) year.**
4. For promotion to the rank of professor, the candidate will demonstrate sustained excellence in teaching and high-quality professional productivity in both research/scholarship/creative activity and in service. The candidate will demonstrate a level of excellence in either research/scholarship/creative activity or service that is recognized at the national level. National recognition must be defined in department policies. **The candidate is eligible to apply for promotion to professor at the beginning of the fourth (4th) year as an associate professor.**



Overview of the Faculty Success workflow





Dates & Deadlines

June 14, 2023 (6/14/2023)

Faculty intending to apply for *discretionary promotion*, i.e., promotion by request as opposed to contractually required, send their name to their Chair/Director, College Dean, Vice Provost for Faculty Affairs, and Faculty Success Administrator.

September 1, 2023 (9/1/2023)

Faculty submit digital portfolio (including OFD and supporting materials) in Faculty Success.

September 22, 2023 (9/22/2023)

Department/School Committee submits recommendation, which routes to Chair/Director.

October 6, 2023 (10/6/2023)

Faculty deadline to submit rebuttal of departmental recommendation, if desired.

October 20, 2023 (10/20/2023)

Chair/Director submits recommendation, which routes to College Committee and Dean.

November 3, 2023 (11/3/2023)

Faculty deadline to submit rebuttal of Chair/Director recommendation, if desired.

November 29, 2023 (11/29/2023)

College Committee submits recommendation, which routes to Dean.

December 13, 2023 (12/13/2023)

Faculty deadline to submit rebuttal of college recommendation, if desired.

December 21, 2023 (12/21/2023)

Dean submits recommendation, which routes to Provost.

January 10, 2024 (1/10/2024)

Faculty deadline to submit rebuttal of Dean's recommendation, if desired.

February 9, 2024 (2/9/2024)

Provost notifies faculty of their recommendation to the President.

February 23, 2024 (2/23/2024)

Faculty deadline to submit appeal (per Policy 206).

May 30, 2024 (5/30/2024)*

President reviews Provost's recommendation and makes recommendation to the MTSU Board of Trustees. President notifies faculty who are not recommended for tenure that they will receive a terminal contract for the upcoming academic year.

**Date is stipulated in MTSU Policy 204, rev. June 2020.*

Report Last Updated Date and Time Refresh Report

Application continued

Research/Scholarship/Creative Activity

[MTSU Policy 204.VLD](#)

To be awarded tenure, candidates must present evidence of, at minimum, quality research/scholarship/creative activity. Candidates should **summarize teaching activities**. Supporting materials may include, but will not be limited to, the following:

- Reputable, high-quality peer-reviewed publications, including articles, monographs, books, electronic media, and other published works, as well as juried and/or peer-reviewed scholarly works
- Funded external or internal grants
- Written reviews and evaluations by qualified peers of performances, compositions, and other creative activities
- Published programs or reviews of public performance or public display
- Presentations to one's professional peers at regional, national, or international meetings/conferences
- The scholarship of teaching and learning (SOTL), including textbooks, educational articles, instructional technology resources, and innovative contributions to teaching
- Unfunded proposals for external grants, where the documentation supports the quality of the proposal.

Workflow Tip: You can hyperlink your text to external webpages. For example, if you have a digital library of videos you could hyperlink your text to that external webpage. Click [here](#) for instructions on this workflow tip.

- Research/Creative Activity Summary (between 500 and 2,000 words)

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Service Activity

[MTSU Policy 204.VLE](#)

Service activity refers to work other than teaching and research/scholarship/creative activity performed. Candidates should **summarize teaching activities**. Supporting materials may include, but will not be limited to, the following:

- An evaluation of the effectiveness of the candidate's service, as judged by its impact. This should include indices of the success of the service activities, in terms of improvement of communities, programs, operating agencies, production processes, or management practices, of satisfaction with the service provided by the candidate; and of the magnitude and complexity of the work
- An external appraisal of the candidate's local, regional, national, and/or international stature
- Evidence of submission of applications seeking internal and external funding for service activities, funded internal and external grants, and University submitted proposals

- Service Summary (between 500 and 2,000 words)

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Supplemental Materials

Please upload any supplemental materials NOT included above. If you have not included **Peer Reviews** elsewhere, upload those files below. If you upload files, please be sure to give them descriptive names and organize them for ease of review, e.g., SmithJohn_StudentComments_21.22.

Supplemental Materials (if needed)

[Drop files here or click to upload](#)



Checklist

Candidate's Application of Review

Cover Letter

Previous Annual Evaluations or Reviews

Update Electronic OFD (E-OFD)

Teaching Summary

Scheduled Teaching Report

Research/Creative Activity Summary

Service Summary

Supplemental Materials, if desired

Rebuttals

Review of Departmental Committee

Review of Department Chair

Review of College Committee

Review of Dean

Faculty Acknowledgment and Response

Acknowledgment & Appeal (if desired) of Provost Decision

Acknowledgment of President's Decision