

ANNUAL FACULTY ASSESSMENT CALENDAR 2024-25

REVIEW: Tenure and Promotion, Instructor/Coordinator/Clinical/ Professional Practice/Research Tracks Seeking Promotion

- 8/30/2024 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success.
- 9/20/2024 Department/School Committee submits recommendation, which routes to Chair/Director.
- 10/4/2024 Faculty deadline to submit rebuttal of departmental recommendation, if desired.
- 10/18/2024 Chair/Director submits recommendation, which routes to College Committee and Dean.
- 11/1/2024 Faculty deadline to submit rebuttal of Chair/Director recommendation, if desired.
- 11/22/2024 College Committee submits recommendation, which routes to Dean.
- 12/6/2024 Faculty deadline to submit rebuttal of college recommendation, if desired.
- 12/20/2024 Dean submits recommendation, which routes to Provost.
- 1/10/2025 Faculty deadline to submit rebuttal of Dean's recommendation, if desired.
- 2/10/2025 Provost notifies faculty of their recommendation to the President.
- 2/24/2025 Faculty deadline to submit appeal (per Policy 206)
- *5/30/2025 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.

REVIEW: Pre-tenure (i.e., Third-Year Review, per Policy 204 IV:C)

- 2/21/2025 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success.
- 3/7/2025 Department/School Committee submits recommendation, which routes to Chair/Director.
- 3/21/2025 Chair/Director submits recommendation, which routes to College Committee and Dean.
- 4/4/2025 College Committee submits recommendation, which routes to Dean.
- 4/18/2025 Dean submits recommendation, which routes to Provost.
- 5/9/2025 Provost submits decision to the faculty member. If positive, the decision triggers a contract renewal for the next academic year.
- *5/30/2025 Deadline by which President notifies Faculty who received a negative pre-tenure review that they will receive a terminal contract for the upcoming academic year.

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

ANNUAL EVALUATION/RENEWAL: Tenure-track Faculty Years 1, 2, 4, and 5

- 2/14/2025 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success.
- 2/28/2025 Department/School Committee submits annual evaluation/renewal recommendation, which routes to Chair/Director.
- 3/14/2025 Chair/Director submits annual evaluation/renewal recommendation, which routes to Dean.
- 3/28/2025 Dean submits annual evaluation/renewal recommendation, which routes to Provost.
- 4/11/2025 Provost confirms or does not confirm Dean's annual evaluation/renewal recommendation. Positive evaluation triggers a contract renewal for the next academic year. Negative evaluation is forwarded to the President.
- *4/15/2025 Deadline by which President notifies tenure-track faculty in years 1 and 2 who received a negative evaluation that they will not receive a contract for the upcoming academic year.
- *5/30/2025 Deadline by which President officially notifies tenure-track faculty in years 4 and 5 who received a negative evaluation that they will receive a terminal contract for the upcoming academic year.

ANNUAL EVALUATION: Tenured Faculty

- 4/18/2025 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success.
- 5/30/2025 Chair/Director submits annual evaluation of tenured faculty.

ANNUAL EVALUATION: Non-tenurable Faculty (Lecturers, and Instructor/Coordinator/Clinical/Professional Practice/Research Faculty Not Seeking Promotion)

- 4/18/2025 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success.
- 5/16/2025 Chair/Director submits annual evaluation of non-tenurable faculty.

ANNUAL EVALUATION: Fall ONLY Adjuncts

- 11/15/2024 Faculty submits digital portfolio (and supporting materials, if desired) in Faculty Success.
- 12/13/2024 Chair/Director reviews submission and SETs and submits annual evaluation of faculty.

ANNUAL EVALUATION: Full Academic Year and Spring ONLY Adjuncts

- 4/18/2025 Faculty submits digital portfolio (and supporting materials, if desired) in Faculty Success.
- 5/30/2025 Chair/Director reviews submission and SETs and submits annual evaluation of faculty.

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

ANNUAL EVALUATION: Department Chairs/School Directors

6/2/2025 Chair/Director submits/updates all information in Faculty Success.

6/16/2025 Dean uploads letter.

6/23/2025 Packet advances to Provost (with option to view).

7/1/2025 Evaluation auto-advances to completion.

OTHER IMPORTANT T&P DATES

5/15/24

- Department/School and College Committee T&P chairs send their AY 2024-25 committee rosters, including the chair, to their Chair/Director, College Dean, Vice Provost Brian Hinote, and Sabrina Wright.
- Deans send the names of those on their AY 2024-25 College T&P Committee, including the chair, to the Faculty Senate President per policy to ensure diversity.

6/14/24

- Faculty intending to apply for *discretionary* promotion, i.e., promotion by request as opposed to contractually required, send their names to their Chair/Director, College Dean, Vice Provost Brian Hinote, and Sabrina Wright.