2019-20 Deadlines for Pre-tenure, Tenure, and Promotion Review; Faculty Renewal; and Annual Evaluation

Beginning in 2020-2021, with anticipated changes to policies 204 and 205, all faculty will be assessed once per academic year. This should be the last year we will use this calendar, which requires two assessments for all promotable faculty.

Depending on the appointment type and the moment in the faculty member’s career, this year’s assessments will take the following forms:

- **REVIEW**, for pre-tenure review (Year 3), tenure (Year 6), promotion, and track appointment promotions
- **RENEWAL/NON-RENEWAL**, for tenure-track faculty in Years 1, 2, 3, 4, and 5. (Chairs and Deans will set deadlines for faculty to submit renewal documents to chairs.)
- **EVALUATION**, for all faculty

**Summer 2019**

**TENURE and/or PROMOTION REVIEW**: Faculty prepare their files (either paper or electronic, the latter for early adopters and those hired after Spring 2019) for tenure and/or promotion review. Files must include the following:

- Outline of Faculty Data (OJD) or Digital Measures Activity Report
- List of supporting materials
- One-page SET results with ratings by question for each course taught during the probationary period or since the last promotion
- Part A of the Workload Form
- Pre-tenure review letters, if candidate is applying for tenure
- Additional documentation to support excellence in teaching, research/scholarship/creative activity, and service *

**September 6**

**TENURE and/or PROMOTION REVIEW**:

- Deadline for faculty to submit their completed files to their department or online.
- Department Chair/Director holds the first organizational meeting of the Department P&T Review Committee (D-PTRC), at which time the Committee selects a Committee Chair and establishes the process for reviewing candidate

**September 13**

**TENURE and/or PROMOTION REVIEW**: 
• College Deans provide the Faculty Senate President with the names of faculty elected to the College Promotion and Tenure Review Committee (C-PTRC).
• College Deans hold the first organizational meeting of the C-PTRC.
• College Committee selects a Committee Chair and establishes the process for reviewing candidates.

October 21

**TENURE and/or PROMOTION REVIEW:**

Deadline for Department Chair/Director and the D-PTRC to review files, meet, discuss, reach consensus (if possible), and write a separate, independent letter for each candidate. Final letters to the C-PTRC and the Dean will copy the candidate.

December 2

**RENEWAL/NON-RENEWAL:** Deadline for Provost’s Office to receive Blue Forms, including appropriate letters, for tenure-track faculty in Year 2.

December 13

**TENURE and/or PROMOTION REVIEW:** Deadline for the C-PTRC and the Dean to review files, meet, discuss, reach consensus (if possible), and write a separate, independent letter for each candidate. Final letters to the Provost will copy the candidate.

January 1

**RENEWAL/NON-RENEWAL:** Deadline for Provost’s Office to notify those in Year 2 of non-renewal of appointment.

February 3

**TENURE and/or PROMOTION REVIEW:** Deadline for the Provost to make a recommendation to the President (copying the candidate) after having reviewed candidate files and the letters by the D-PTRC, the Department Chair/Director, the C-PTRC, and the Dean. Candidates who have been denied promotion and/or tenure may appeal according to University Policy 206 Tenure and Promotion Appeal Process and Policy 60 Appeal and Appearances before the Board.

**PRE-TENURE REVIEW:** Deadline for faculty applying for pre-tenure review to submit their files, either paper or electronic (the latter for early adopters and those hired after Spring 2019). Files must include the following:

• Outline of Faculty Data (OFD) or Digital Measures Activity Report
• List of supporting materials
• One-page SET results with ratings by question for each course taught at MTSU in Years 1, 2, and 3
- Part A of the Workload Form for each semester since hire
- Additional documentation to support excellence in teaching, research/scholarship/creative activity, and service

**RENEWAL/NON-RENEWAL**: Deadline for Provost’s Office to receive Blue Forms, including appropriate letters, for tenure-track faculty in Years 1, 4, and 5.

**March 2**

**PRE-TENURE REVIEW**: Deadline for the D-PTRC and Chair to complete pre-tenure reviews, using both summative and formative assessments, providing benchmarks for tenure review. Final letters to C-PTRC and the Dean will copy the candidate.

**RENEWAL/NON-RENEWAL**: Deadline for Provost’s Office to notify those in Year 1 of non-renewal of appointment.

**March 23**

**PRE-TENURE REVIEW**: Deadline for the C-PTRC and the Dean to review pre-tenure files and write a separate, independent letter for each candidate. Dean’s letter includes both summative and formative assessments, providing benchmarks for tenure review, and copies the candidate.

**RENEWAL/NON-RENEWAL**: Deadline for Provost’s Office to receive Blue Forms for those in Year 3.

**April 1**

**RENEWAL/NON-RENEWAL**: Deadline for Provost’s Office to notify those in Years 3, 4, and 5 of renewal/non-renewal of appointment.

**June 15**

**EVALUATIONS**: Deadline for Provost’s Office to receive evaluations for all faculty, both part-time and full-time. **

**Before the June meeting of the MTSU Board of Trustees:**

**TENURE and/or PROMOTION REVIEW**: The President reviews the tenure and promotion recommendations of the Provost and presents an independent recommendation to the MTSU Board of Trustees for confirmation.

*Track faculty, i.e., coordinator-track, clinical-track, research-track, and instructor-track faculty must meet expectations of their specific assignments.

** Assessments for faculty continuing in their roles must include an evaluation of reassigned time per workload guidelines.