Middle Tennessee State University
James E Walker Library
College Level Tenure and Promotion Policy

College Review

1. In accordance with MTSU Policies II:01:05A & B, the review process for tenure and promotion recommendations at the college level consists of separate considerations by the Dean and a College Promotion and Tenure Review Committee (hereafter called the College Committee). Each fall semester, the Office of the Provost will issue a calendar for the pre-tenure and tenure review process for the academic year, which will include key dates at each major step in the process.

College Promotion and Tenure Review Committee

1. Establishment. Beginning, 2016, the Walker Library will establish the College Committee in accordance with Middle Tennessee State University Policies No. II:01:05A & B. Terms of service on the committee are three years with a rotation of members. To initiate the committee rotation, those tenured faculty elected to serve on the first college promotion and tenure review committee will draw numbers to determine whether they serve for periods of one, two, or three years; one-third of the members will rotate off the committee each year. College Committee members are expected to fully understand university, college and departmental criteria for tenure and promotion.

2. Purpose. The purpose of the College Committee is to (1) review and evaluate candidates for promotion and tenure and to make recommendations concerning promotion and tenure to the Provost; and (2) review and evaluate the progress of tenure-track faculty toward tenure in a pre-tenure review as specified in MTSU Policy II:01:05A.

3. Composition and Eligibility. The College Committee shall consist of two tenured professors from each department of the College. Faculty members being evaluated for tenure or promotion may not serve on the Committee. Department chairperson are not eligible to serve on the college committee. In the event of a resignation, long-term absence, or withdrawal of a committee member for any reason, the academic department will provide an alternate member, elected according to the same procedures governing all elections to the College Committee, who will serve the remainder of that member’s term.

4. Election. Department representatives on the College Committee shall be elected by plurality vote by the full-time tenured and tenure-track faculty in their respective departments. Election to the College Committee shall be held at the

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beginning of the academic year.
5. College Committee Chair. At the first meeting of each academic year, the members of the College Committee will elect a committee chair.

**Promotion and Tenure Review Process and Procedures**

1. Recommendation letters from the department committees and department chairperson are forwarded to the Dean according to the promotion and tenure calendar.
2. Upon receipt of recommendations and other materials from the department chairperson and department promotion and tenure review committee, the Dean will make the materials available to the College Committee.
3. For purposes of deliberation and voting, the College Committee requires a quorum of 'one more than half' of the committee membership. In the event of a tie vote, that vote will be regarded as a negative recommendation.
4. The Walker Library uses the same criteria for tenure and promotion specified in University policy. Within the general framework of the college policy, department policies may be more specific than the University policy, that is, they may offer more detailed descriptions of the tenure and promotion requirements; and are more rigorous than the University policy, that is, they may exceed the minimum standards required by the college and university policies for tenure and promotion.
5. After recommendations for each candidate are made, the College Committee will consult with the Dean to determine if the two parties are in general agreement. If the recommendations of the Dean and College Committee are not in concert, the Dean and the College Committee will meet in an attempt to resolve any disagreement prior to submitting formal recommendations. If the differences cannot be resolved, a report submitted by the College Committee to the Dean will describe the points of disagreement for each candidate.
6. Letters of recommendation directed to the Provost by the College Committee will specify the performance criteria used and explain how the candidate has or has not met those criteria.
7. The Dean will forward the College Committee's recommendations, along with his/her own recommendations, to the Provost.
8. When deliberations are concluded, the Dean and the College Committee will independently notify each person considered for tenure and/or promotion of their recommendations. Each candidate will be afforded the opportunity to meet with the Dean and the chair of the College Committee to discuss the review process and the data upon which the decision was made. It is the candidate's responsibility to initiate requests for meeting(s) with the Dean and College Committee.

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Pre-Tenure Review Process and Procedures

1. Pre-tenure intensive review is designed to provide tenure-track faculty members with an evaluation of their pre-tenure activities and current trajectory towards the formal tenure review. Tenure-track faculty entering with zero or one years of credit for prior service will be evaluated in their third academic year of employment at Middle Tennessee State University; tenure-track faculty entering with two or three years of credit for prior service will be evaluated in their second academic year of employment at Middle Tennessee State University. Tenure-track faculty with three years credit for prior service are eligible to stand for tenure in their third academic year of employment. If they elect to do so, the formal tenure review process obviates the requirement for a pre-tenure review.

2. As specified in MTSU Policy II: 01:05A, the Dean and College Committee will follow the same review and evaluation procedures as outlined for tenure review.

3. College Committee Review. The College Committee will use established department, college, and university criteria to review the candidate's progress towards the formal tenure review. Perceived strengths and/or weaknesses will be clearly identified in a letter of evaluation of the candidate's progress towards tenure. Since the pre-tenure review is intended as a mentoring activity, letters of evaluation should describe a candidate's areas of strength and give recommendations for improvement in any areas of weakness.

4. Dean's Review. The Dean will use established department, college, and university criteria to review the candidate's progress towards the formal tenure review. Perceived strengths and/or weaknesses will be clearly identified in a letter of evaluation of the candidate's progress towards tenure. Since the pre-tenure review is intended as a mentoring activity, letters of evaluation should describe a candidate's areas of strength and give recommendations for improvement in any areas of weakness.

5. When deliberations are concluded, the Dean and the College Committee will independently submit letters of evaluation to the department chair, department peer review committee, and each tenure-track faculty member under review. Each tenure-track faculty member under review will be afforded the opportunity to meet with the Dean and/or the chair of the College Committee to discuss the review process and the data upon which the decision was made. It is the responsibility of the faculty member to initiate requests for meeting(s) with the Dean and/or the chair of the College Committee.

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Qualified Privilege of Academic Confidentiality for Promotion Review Committees

a. Peers and other faculty members serving on committees that make evaluations are expected to observe the highest appropriate standards of confidentiality concerning deliberations. Promotion review committees have qualified privilege of academic confidentiality against disclosure of individual promotion votes unless there is evidence that casts doubt upon the integrity of the committee. This policy will be interpreted in a manner consistent with the Tennessee Public Records Act, as recorded in Tennessee Codes Annotated Sections 10-7-101 et seq.

b. In general, no such privilege is recognized for proceedings outside of the university. The records created during the promotion process are subject to disclosure pursuant to Tennessee Code Annotated, 10-7-503 et seq., and information regarding the process may be sought by subpoena or court order.

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The Dean and chairs of the Walker Library representing the faculty of the Library along with the chair of the interim College Review Committee have been involved with the development of the College Level Tenure and Promotion Policy for Walker Library.

Bonnie Allen, Dean of Walker Library

Christy Groves, Chair, User Services

David N. Nelson PhD, Chair Collection Development and Management

Mary Ellen Sloane, Chair of Interim College Level Review Committee, 2015/16
Approvals

Bonnie Allen, Dean
Date 4/5/2016

Brett Batch
Date 4/12/16

Siegfried Fike
Date 4/29/16

Date