

ANNUAL FACULTY ASSESSMENT CALENDAR 2021-22

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

- 9/8/2021 Faculty submits OFD and supporting materials in DM for initial check by Department Chair. Chair may suggest revisions to candidate.
- 9/17/2021 Department Chair affirms that all required materials are included and forwards to Department Committee.
- 10/13/2021 Department Committee submits recommendation to Department Chair.
- 10/22/2021 Department Chair submits recommendation to College Committee.
- 11/5/2021 Faculty Deadline to submit rebuttal.
- 11/30/2021 College Committee submits recommendation to Dean.
- 12/22/2021 Dean submits recommendation to Provost.
- 1/11/2022 Faculty Deadline to submit rebuttal.
- 2/3/2022 Provost notifies Faculty of their recommendation to the President.
- 2/17/2022 Faculty Deadline to submit appeal (per Policy 206).
- 5/30/2022* President reviews Provost's recommendation and makes recommendation to the MTSU Board of Trustees. President notifies faculty who have not been recommended for tenure that they will receive a terminal contract for the upcoming academic year.
- 6/6/2022 Faculty submits electronic signature to acknowledge President's Recommendation.
- June 2022 BOT confirms President's recommendation for award of tenure and promotion at Summer meeting.

REVIEW: Pre-tenure

- 2/15/2022 Faculty submits OFD and supporting materials in DM for initial check by Department Chair. Chair may suggest revisions to candidate.
- 2/22/2022 Department Chair affirms that all required materials are included and forwards to Department Committee.
- 3/4/2022 Department Committee submits recommendation to Department Chair.
- 3/18/2022 Department Chair submits recommendation to College Committee.
- 4/4/2022 College Committee submits recommendation to Dean.

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

- 4/18/2022 Dean submits recommendation to Provost.
- 5/9/2022 Provost submits their decision to the Faculty. If positive, the decision triggers a contract renewal for the next academic year.
- 5/16/2022 Faculty submits electronic signature to acknowledge Provost's Decision.
- 5/30/2022* President notifies Faculty who received negative pre-tenure reviews that they will receive a terminal contract for the upcoming academic year.

ANNUAL EVALUATION: Tenure-Track Faculty Years 1, 2, 4, and 5

- 2/15/2022 Faculty submits OFD and supporting materials in DM to Department T&P Committee.
- 2/28/2022 Department T&P Committee submits annual evaluation to Department Chair.
- 3/14/2022 Department Chair submits annual evaluation to Dean.
- 3/29/2022 Dean confirms or does not confirm Department Chair annual evaluation and submits to Provost.
- 4/8/2022 Provost confirms or does not confirm Dean's annual evaluation decision to faculty. Faculty acknowledges results with electronic signature.

Positive evaluation triggers a contract renewal for the next academic year. Negative evaluation is forwarded to the President.
- 4/15/2022* President notifies as follows: (1) 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; (2) tenure-track faculty in years 4 and 5 that they will receive a terminal contract for the upcoming year.
- 4/29/2022 Faculty acknowledges results with electronic signature.

ANNUAL EVALUATION: Tenured Faculty

- 4/15/2022 Faculty submits OFD and supporting materials in DM to Department Chair.
- 5/20/2022 Department Chair submits annual evaluation letter to Faculty for electronic signature.
- 5/25/2022 Faculty submits electronic signature to acknowledge Department Chair's annual evaluation.

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

ANNUAL EVALUATION: Lecturers, and Instructor/Coordinator/Clinical/Professional Practice/Research Faculty Not Seeking Promotion

- 4/15/2022 Faculty submits OFD and supporting materials in DM to Department Chair.
- 5/20/2022 Department Chair submits annual evaluation letter to Faculty for electronic signature.
- 5/25/2022 Faculty submits electronic signature to acknowledge Department Chair's annual evaluation.

ANNUAL EVALUATION: Adjuncts

- 4/15/2022 Faculty submits their syllabi and a paragraph on their teaching.
- 5/20/2022 Chair reviews SETs and submits annual evaluation to Faculty for electronic signature.
- 5/25/2022 Faculty submits electronic signature to acknowledge Department Chair annual evaluation.

OTHER IMPORTANT P&T DATES

5/15/21

- Department and College Committee P&T chairs send their committee rosters to their chair, dean, Cheryl Torsney, and Teresa Johnson.
- Deans send names of those on their AY 2021-22 College P&T Committee to the Faculty Senate President.

6/15/21

- Faculty intending to apply for *discretionary* promotion send their names to their chair, dean, Cheryl Torsney, and Teresa Johnson.