

Approved by the Department on: 16 April 2021

**PROMOTION AND TENURE GUIDELINES
DEPARTMENT OF ELEMENTARY AND SPECIAL EDUCATION
MIDDLE TENNESSEE STATE UNIVERSITY**

I. INTRODUCTION

This document describes the policies and procedures for both promotion and tenure for full-time tenure-track faculty in the Department of Elementary and Special Education. The document is provided to all new faculty members at the time of their initial appointment and will be maintained in the office of the Chair of the Department of Elementary and Special Education.

**II. COMPOSITION, STRUCTURE, AND PROCEDURES OF
DEPARTMENT COMMITTEES**

A. Composition and Structure

The Department of Elementary and Special Education establishes one committee for both promotion and tenure review. The committee consists of five (5) members. Only full-time tenured full and associate professors serve on the committee. There is at least one representative from both Elementary Education and Special Education on the committee. Three (3) members of the committee constitute a quorum.

B. Procedures

Each spring semester, the Office of the Provost will issue the dates for faculty review and evaluation for the upcoming academic year; and department and college committees will be provisionally elected pending the Board's awarding of tenure and promotion.

The promotion and tenure committee is thus elected by the tenure-track and tenured faculty at large prior to the end of the Spring semester of each year. Prior to the end of the Spring semester, the elected committee will meet in order to elect a chair from among the five committee members. The chair is nominated and then voted upon. A majority of votes constitutes the election of the chair.

III. TENURE AND PROMOTION PROCESS

A. General Guidelines

Three major areas are identified in university policy for promotion and tenure: teaching, research/scholarship/creative activities, and service/outreach. Policy states that candidates must meet criteria in all three areas at all ranks and must demonstrate excellence in teaching.

The Chair of the Department of Elementary and Special Education will appoint formal mentors. New faculty are also encouraged, though not required, to find an informal mentor, who can become the formal mentor at the agreement of the mentor and mentee. Names of willing full-time professors will be given to the Chair of the Department of Elementary and Special Education in order to form a pool of mentors. The Chair will

then offer these names to the new faculty member. Mentors should be willing to go beyond the occasional help and assistance that all new faculty members need. Mentors should be willing to meet with the new faculty members on a regular basis to assist in their growth toward tenure and rank.

Faculty members are expected to exhibit ethical and professional behavior and to maintain acceptable levels of collegial behavior. This includes but is not limited to: working collaboratively and cooperatively with others, recognizing themselves as members of a department, meeting all teaching and advising obligations and conducting themselves in a professional manner.

B. Yearly Review of Tenure-Track Faculty

All tenured-track faculty members in the Department of Elementary and Special Education seeking promotion and higher rank are required to annually submit a completed Outline of Faculty Data (OFD) along with supporting materials using the University's faculty activity software, unless the Provost has approved an exception.

1) Tenure-Track Faculty

The Department Chair and one member of the Promotion and Tenure Committee will observe and evaluate the new tenure-track faculty's teaching each semester. Observation forms will be provided to both the tenure-track faculty member as well as to the observer. A debriefing concerning the observation will take place afterwards.

Tenure-Track Faculty. According to the timeline specified by the Office of the Provost, all non-tenured faculty members will submit the Outline of Faculty Data along with all supporting materials for review (usually in the fall semester). Once tenure and the rank of Associate Professor have been granted, it is up to each individual faculty member as to whether materials are submitted to the Promotion and Tenure Committee.

2) Materials

The following materials are to be submitted by the date set by the Provost using the University's faculty activity software and according to the university-established timeline.

- a. Completed Outline of Faculty Data
- b. Copies of the most recent student evaluations of teaching and, if applicable, peer teacher evaluations.
- c. Copies of past student evaluations of teaching and, if applicable, peer teacher evaluations.
- d. Teaching
 - (1) Copies of feedback of teaching based on observations made by a faculty peer and the Chair of the department
 - (2) Copies of syllabi and course outlines, materials, hand-outs, reading lists, etc.

- e. Support Documents including, but not limited to, all prior annual evaluations from the department, chair, college, and university.

C. Review Procedures

The members of the Promotion and Tenure Committee individually review the tenure-track faculty member's Outline of Faculty Data along with their supporting materials. Criteria for each of the three areas at each rank are distributed to new faculty members. A generic rubric is used for each area.

1) Rubrics

The following rubric will be used in each of the three areas required for tenure and promotion to a higher rank - teaching, research/scholarship/creative activities and service/outreach.

5 - Candidate excels in criteria with regard to quantity and quality

4 - Candidate meets and exceeds criteria for targeted rank

3 - Candidate satisfactorily completes identified criteria for targeted rank

2 - Candidate is deficient in one area

1 - Candidate is deficient in two or more areas

Note: For a candidate to achieve tenure, a minimum score of 3 must be attained in each of the three areas. For a candidate to achieve promotion to a higher rank, a minimum score of 4 must be attained in each of the three areas.

2) Criteria for Tenure and Promotion

The following guidelines should be followed when evaluating a non-tenured faculty member's submitted materials as well as a faculty member seeking higher rank:

TEACHING

Outstanding teaching must be evidenced within the materials submitted for promotion and tenure. Evidence may include, but is not limited to, student evaluations; observational feedback from the Chair and a member of the Promotion and Tenure Committee; and course syllabi, hand-outs, reading lists, etc.

Assistant Professor -Ability in Instructional

- a. Student evaluations (on current instrument) with 70% of responses per item in the top 2 categories
- b. Peer/chair feedback based on observations each semester of each year
- c. Reading lists and other materials reflect high quality, current research of subject matter, and demonstrate knowledge of area/field
- d. Syllabi consistent with skills and knowledge indicated in course outlines and consistent with licensure requirements
- e. Active participation in departmental activities
 - (1) Meets advising obligations
 - (2) Maintenance of office hours

- (3) Participation in faculty meetings
- f. Annual evaluations from the Chair of the Department

Associate Professor - High Quality Professional Performance

- a. Student evaluations (on current instrument) with 70% of responses per item in the top 2 categories
- b. Peer/chair feedback based on observation each semester of each year
- c. Evidence of diversity of strategies/activities
- d. Syllabi and/or other documents indicate integration of objectives, current research, and program standards
- e. Innovative/creative approaches used to present material
- f. Connections made between facts and interpretation of research (may include personal research) into larger intellectual patterns
- g. Active participation in departmental activities
 - (1) Meets advising obligations
 - (2) Maintenance of office hours
 - (3) Participation in faculty meetings
- h. Annual evaluations from the Chair of the Department

Professor - High Quality Professional Performance

- a. Continue with items for Assistant and Associate
- b. Collaborate with others in course improvement
- c. Take leadership role in course development
- d. Active participation in departmental activities
 - (1) Meets advising obligations
 - (2) Maintenance of office hours
 - (3) Participation in faculty meetings
- e. Annual evaluations from the Chair of the Department

RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY

Faculty members seeking tenure and higher rank must show evidence in scholarly research and/or in creative activities. This implies that faculty members are actively working towards a research and/or creative activities agenda that will contribute to their field of expertise. Scholarly research and creative activities should also significantly contribute to improved instruction in the classroom.

Assistant Professor

- a. A minimum of one refereed scholarly publication (includes books, book chapters, monographs, journal articles, book reviews, abstracts, etc.). In-press or accepted manuscripts qualify with appropriate documentation (e.g., formal acceptance letter).
- b. Scholarly papers presented at professional conferences (minimum of two presentations at state, regional, or national conferences)
- c. One or more from the following
 - (1) Funded research project (MTSU or outside source)
 - (2) Funded grant (public service, instructional development, outside foundations, etc.)
 - (3) Collaborative research with established researchers
 - (4) Video production and/or video conference
 - (5) Technological productions
- d. Annual evaluations from the Chair of the Department

Associate Professor

- a. A minimum of two refereed scholarly publications (includes books, book chapters, monographs, journal articles, book reviews, abstracts, etc.). In-press or

accepted manuscripts qualify with appropriate documentation (e.g., formal acceptance letter).

- b. Scholarly papers presented at professional conferences (minimum of three presentations at regional or national conferences)
- c. One or more from the following
 - (1) Funded research project (MTSU or outside source)
 - (2) Funded grant (public service/instructional development/outside foundations- \$2500 or more)
 - (3) Collaborative research with established researchers
 - (4) Video production and/or video conference
 - (5) Technological productions
 - (6) Special projects
- d. Annual evaluations from the Chair of the Department

Professor

- a. Professional writings- choose at least one of the following:
 - (1) Three articles accepted in a national or international refereed journal. In-press or accepted manuscripts qualify with appropriate documentation (e.g., formal acceptance letter).
 - (2) One book accepted for publication.
 - (3) Extensive grant writings, book chapters, etc.
- b. Scholarly papers presented at professional conferences (minimum of three presentations at national or international conferences)
- c. One or more from the following
 - (1) Funded research project (MTSU or outside source)
 - (2) Funded grant (public service/instructional development/outside foundations- \$5000 or more)
 - (3) Collaborative research with established researchers
 - (4) Video production and/or video conference
 - (5) Technological productions
 - (6) Special projects
- d. Annual evaluations from the Chair of the Department

National Recognition involves the faculty member in active participation in scholarly activity at the national/international level, it may include one or more of the following: book/book chapters published with reputable, nationally known publishing companies, articles, monographs, etc. published in nationally refereed journals.

SERVICE/OUTREACH

Evaluation of activities under this section for promotion and tenure decisions include several areas of service and outreach. Public service should be reserved for projects that address an identified need, are of greater duration than brief in-service/workshop activities and that result in a written product or products that document accomplishments and positive evaluation by the recipients of the service. Outreach activities should demonstrate a faculty member's commitment to university, college, and department committees and functions. In addition, faculty members must demonstrate their commitment to outreach as they become involved in professional organizations at the state and national level.

Assistant Professor

- a. Public Service
 - (1) Workshops
 - (2) In service activities with schools and/or community and/or professional agencies
 - (3) Attendance at meetings of local professional and/or students Organizations

- b. University Service
 - (1) Active participation in departmental and/or college meetings
 - (2) Adherence to office hours
- c. Professional Service
 - (1) Voluntary attendance at department/college/university events
- d. Annual evaluations from the Chair of the Department

Associate Professor

- a. Public Service
 - (1) Workshops involving more than one hour after school
 - (2) In service activities with schools and/or community and/or professional agencies
 - (3) Evidence of involvement in projects which link the university to the community
- b. University Service
 - (1) Serves on department and university committees (when eligible)
 - (2) Adheres to office hours
- c. Professional Service
 - (1) Voluntary attendance at department/college/university events
 - (2) Officer/sponsor professional and/or student organization
 - (3) Active participation in a discipline-related group
- d. Annual evaluations from the Chair of the Department

Professor

- a. Public Service (continued from Associate level and show growth to showcase your area of interest and expertise)
- b. University Service
 - (1) Serves on department and university committees (when eligible)
 - (2) Adheres to office hours
- c. Professional Service
 - (1) Voluntary attendance at department/college/university events
 - (2) Officer/sponsor professional and/or student organization
 - (3) Active participation in a discipline related group
- d. Annual evaluations from the Chair of the Department

National Recognition involves a faculty member in active participation at the national or international level in professional organizations. This may include one or more of the following: presentations at national and/or international conferences, offices held in national/international organizations, work group/committee functions at the national/international organizations, invited workshops/presentations/institutes at national/international organizations.

3) Evaluation and Scoring

Evaluation of tenure-track faculty members will be done on an individual basis using the rating scales previously discussed.

Pre-Tenure and Promotion Review. A pre-tenure and promotion review will take place in the 3rd year of a tenure-track faculty member's appointment. Previous years' rating scales will be reviewed and a cumulative score will be given.

Final-Tenure and Promotion Review. A final tenure and promotion review will take place in the 6th year of the tenure-track faculty member's appointment. Previous years' rating scales will be reviewed and a cumulative score will be given.

Note: For a candidate to achieve tenure, a minimum score of 3 must be attained in each of the three areas. For a candidate to achieve promotion to a higher rank, a minimum score of 4 must be attained in each of the three areas.

4) Tenure and Promotion Decisions

Once each member of the Promotion and Tenure Committee has evaluated and scored the tenure-track faculty member's materials, the whole committee will meet together to discuss each member individually. A score will be awarded to each faculty member. Recommendations will be made to the Chair of the Department.

Voting choices for tenure are:

- Retain without reservations - excellent progress toward meeting the requirements for tenure
- Do not retain - progress toward tenure does not meet expectations

Voting choices for promotion are:

- Retain without reservations - excellent progress toward meeting the requirements for promotion
- Do not retain - progress toward promotion does not meet expectations

University Policy References

MTSU Policy 204

<https://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/204.php>

MTSU Policy 205

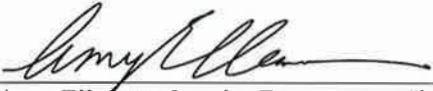
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Submitted on behalf of the 2020-2021 Department of Elementary & Special Education Promotion and Tenure Committee by:

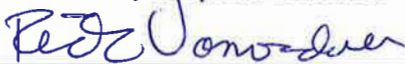

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