

Tenure and Promotion Policy
Walker Library College Tenure & Promotion Review Committee
Middle Tennessee State University

I. Policy Overview

This policy covers committee structure, election of members, and the operating procedures for the Walker Library College Tenure and Promotion Review Committee (hereafter called the College Committee) in accordance with [MTSU Policy 204 *Tenure*](#) and [MTSU Policy 205 *Promotion of Tenured and Tenurable Faculty*](#).

II. Committee Charge/Purpose

The College Committee is charged with making recommendations regarding tenure and/or promotion for library faculty. The College Committee will also review a candidate's progress toward tenure during the candidate's pre-tenure review. The College Committee will periodically review the policy as needed (see VI. Policy Revisions below).

III. Committee Formation

- A. The College Committee will include two tenured faculty members from each department.
- B. There are no rank requirements.
- C. Department Chairs and tenured faculty applying for promotion are ineligible to serve on the committee.
- D. Each department will elect members from their respective department to serve on the College Committee. Elections will be held in the spring semester, per MTSU Policy 204.V.A.4.
- E. Members serve staggered 3-year terms.
- F. Department Chairs should keep a record of their department members' terms on the College Committee.
- G. If an inadequate number of tenured faculty are available to serve, a member may serve on their Department Committee and the College Committee in the same academic year.
- H. In the event that a College Committee member is unable to complete their term, the academic department will provide an alternate member who will serve the remainder of that member's term.
- I. All members of the College Committee must be present to form a quorum.
- J. Members of the committee will elect a committee chair.
- K. The College Committee chair will send their name along with the names of the other committee members to the Library Dean and the Department Chairs. The Library Dean will send the names to the Faculty Senate President and the faculty activity software administrator.

IV. Review

The process for review at the college level consists of separate and independent considerations by the College Committee and the Library Dean per MTSU Policy 204.V.D.2 and 205.V.C.2. The College Committee review procedures should align with procedures established in MTSU Policy 204 *Tenure* and MTSU Policy 205 *Promotion of Tenured and Tenurable Faculty*. Additionally, the faculty assessment calendar posted by the Office of the Provost should be consulted.

- A. The College Committee will receive access to the candidate's application materials, the department level review letter, and the Chair's review letter according to the established calendar.

- B. The College Committee's review and the Library Dean's review will occur concurrently. The reviews will evaluate a candidate's application for tenure and/or promotion using criteria from the appropriate department policy and university policy.
- C. The College Committee members will meet to vote on a recommendation.
- D. When the College Committee and the Dean have both completed their reviews, they will share their recommendations.
- E. If the two recommendations differ, the College Committee and the Dean will meet to discuss the differences and attempt to form consensus.
- F. After the recommendations are finalized, the College Committee and the Library Dean will each complete a letter of recommendation and submit it into the faculty activity software. A copy of the College Committee's letter will also be sent directly to the candidate.
- G. As specified in MTSU Policy 204.II.M and 205.III.F, the candidate has 10 business days after the letters appear in the faculty activity software to submit a rebuttal.

V. Pre-Tenure Review

Pre-tenure review evaluates the candidate's progress toward successfully achieving tenure and follows the same department level and college level process as final tenure review. Although typically pre-tenure review occurs during the faculty member's third year of service, MTSU policy should be consulted to determine when a faculty member should receive their pre-tenure review. The pre-tenure review is intended as a mentoring activity. As such, letters of evaluation should describe a candidate's areas of strength and give recommendations for improvement in any areas of weakness. Tenure-track faculty who have received a pre-tenure review will be afforded the opportunity to meet with the Dean and/or the College Committee to discuss the review process and the data upon which the evaluation was made. It is the responsibility of the faculty member to initiate a request to meet.

VI. Policy Revisions

As needed, the College Committee will draft a revised Tenure and Promotion policy and submit it to each library department for review and approval by the faculty. When both departments approve the new policy, it will be signed by the chair of the College Committee and sent to the Library Dean for approval. The revised policy must then be approved by the University Provost and the University President.

Approved by faculty vote, July 27, 2021


Beverly Geckle

Chair, Walker Library College Tenure & Promotion Committee

7/27/2021
Date


Kathleen L. Schmand

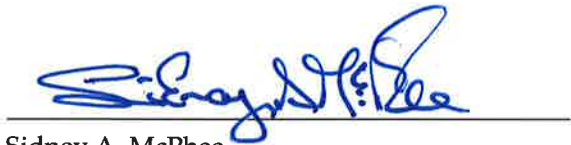
Dean, James E. Walker Library

7/28/2021
Date


Mark Byrnes

Provost

8-12-21
Date


Sidney A. McPhee

President

8/16/21
Date