

School of Nursing
MIDDLE TENNESSEE STATE UNIVERSITY
Addendum to MTSU POLICIES AND PROCEDURES
for PROMOTION, TENURE, AND REAPPOINTMENT

Approved by SON February 2016
Approved by Dean February 2016
Approved by Provost February 2016

I. INTRODUCTION

This document serves as an addendum to MTSU POLICY NOS: **II:01:05A, II:01:05B, and II:01:05D** regarding promotion, tenure, and reappointment and is in compliance with Board of Regents Policies **5:02:02:20** and **5:02:03:60**.

Included in this document are the areas specific to the School of Nursing, as required by the University, and developed by the School of Nursing. New faculty will receive information on the policies and procedures mentioned above as part of their orientation to the faculty role.

II. PROCESS

1. The School of Nursing has a single committee for promotion, tenure, and reappointment recommendations. This committee is the School of Nursing Promotion and Tenure Review Committee (SON-PTRC).
2. All tenured faculty in the School of Nursing are eligible to be elected annually to the SON-PTRC. The policy relating to committee membership is included in the School of Nursing Bylaws and is available to all faculty. This policy includes the following:
 - a) committee members must be tenured;
 - b) all full-time faculty members in the School of Nursing are entitled to a vote on the committee membership;
 - c) candidates for promotion and the Director cannot be members;
 - d) a committee chairperson will be elected by the members of the committee, and;
 - e) no requirements for academic rank exist for committee membership or voting privileges.

III. PROCEDURES

1. Voting Procedures

For purposes of committee business, a quorum is established when the number of committee members present exceeds 50% of the committee membership by at least one person.

Absentee ballots are allowed for committee decisions. If a member of the committee cannot attend a meeting, that member must inform the chair of the committee before the meeting and may cast a vote by selecting a "yes" or "no" voting slip and putting it into the ballot box. Any absentee votes will then be counted when all others are counted at the meeting.

A simple majority is required to support a recommendation. In the case of a tie vote, the recommendation sent forward will be a negative one.

2. Other Procedures

Faculty under consideration for promotion, tenure, or renewal must submit an Outline of Faculty Data and appropriate supporting materials as described in Section IV-B of the University's Promotion and Tenure documents.

All tenure track faculty (see University Policy II:01:05B) will be reviewed annually, and clinical track faculty (see University Policy II:01:05D) will be reviewed every third year by the committee in accordance with University Policies.

Clinical track faculty under consideration for renewal or promotion are also reviewed for quality of their teaching and extent of any service/outreach related to their designated role.

3. Additional Considerations

As indicated in the University policy for promotion to Full Professor, the candidate must demonstrate "national recognition." Within the School of Nursing, "national recognition" is defined as achieving a level of excellence in either research/scholarship/creative activity or service/outreach and having the regard of colleagues across the country as a result.

National recognition can be demonstrated through a variety of activities including:

- publication in nationally distributed journals
- publication or other works (books, monographs, etc.) distributed nationally
- presentations at national or international conferences
- receipt of an extramural research grant from a national agency
- election to office on a national or international level
- appointment as a committee chairperson/member at the national level
- work as an editor, proceedings editor or guest editor of a nationally distributed journal
- Administration/receipt of a service grant from a national organization
- Receiving a national or international award for teaching excellence in nursing

The School of Nursing, College of Behavioral & Health Sciences, and the University policies related to promotion, tenure, and renewal are available to all faculty members via the University website. Faculty are encouraged to review them, become familiar with all requirements, and keep in mind that this document is an addendum to the overall policies and procedures regarding promotion, tenure, and renewal. Simply meeting the requirements included in this document is not sufficient to warrant promotion, tenure, or renewal.

The SON-PTRC welcomes individual questions as they arise.

Approved:



Jenny Sauls, Director, School of Nursing

Date 2/17/16



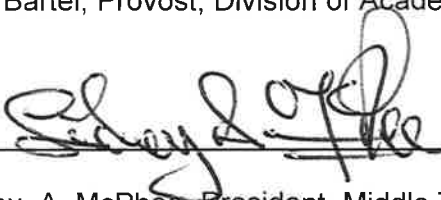
Harold D. Whiteside, Dean, College of Behavioral & Health Sciences

Date 2/17/16



Brad Bartel, Provost, Division of Academic Affairs

Date 2/22/16



Sidney, A. McPhee, President, Middle Tennessee State University

Date 2/23/16