Tenure and Promotion Policy  
Department of Communication Studies and Organizational Communication  
Enacted Spring 2015

1. The Department has a single Promotion and Tenure Committee.

2. The Committee consists of all tenured members of the Department except for the Department Chair and candidates who are being evaluated for promotion.
   a. In accordance with University nepotism policies, any member(s) of the Committee with ties of marriage, consanguinity, or similar personal ties with a member being evaluated will recuse himself/herself/themselves from both discussions and voting.
   b. A quorum, in accordance with Roberts Rules of Order, is defined as a majority of the Committee.
   c. A quorum is required for all votes. A vote resulting in a tie will be considered a negative vote.
   d. To cast a vote, Committee members are expected to review the outline of faculty data and supporting materials submitted by the candidate and then attend discussion and voting meetings in person.
   e. The Chair of the Committee is confirmed and a Co-Chair is elected by tenured faculty at the first Departmental meeting each fall semester.
   f. The Co-Chair becomes the Chair at the beginning of the following academic year. If the Co-Chair cannot serve, an election to select a Chair will be held.
   g. A first year member of the Committee is not eligible to serve as the Chair but may be elected as Co-Chair.

3. Each applicant for tenure and/or promotion shall submit a completed Outline of Faculty Data form in both hard copy and digital formats. Candidates will also submit a binder of supporting materials (reprints, letters of support, creative works, etc.). The binder must include evidence of activities in the areas of teaching, research, and service. A list of these supporting materials will be attached to the Outline of Faculty Data form (refer to MTSU policy II:01:05B section # IV B, C, D & E respectively).

4. After review and discussion, the Committee will produce a letter to the candidate reporting its recommendation. The Department Chair will provide a letter to the candidate stating his or her recommendation as well.

5. The Department does not currently have any standards for pre-tenure review other than those adopted by the University as a whole.

6. The Department Chair or a tenured faculty member shall observe the teaching of tenure track faculty annually. It is the charge of the Candidate to initiate and arrange these teaching observations. Observers will provide written feedback to the tenure track
faculty, and these notes should be included in supporting materials.

7. In addition to excellence in teaching, candidates for promotion to Professor are required to meet the criteria outlined in MTSU policy II-01:05B section 4e.

A. Examples of national recognition for research/scholarship/creative activity may include but are not limited to a combination of:

- Authorship of a book(s) based on original research published through a peer-review process.
- Authorship of a chapter(s) in an edited book based on original research published through a peer-review process.
- Authorship of an article(s) in a peer reviewed journal of national or international reputation based on original research.
- Authorship of scholarly monographs that appear as technical publications of government agencies or cultural institutions that have a national significance.
- Significant citation of the candidate's work in scholarly literature.
- External grants and awards.
- Development of creative works that have a national significance.

B. Examples of national recognition for service/outreach activity may include but are not limited to a combination of:

- Leadership positions in organizations beyond the region.
- Editorships of significant publications.
- Invited lecturer/presenter for national organizations.
- Significant outreach to the community and society at large involving the application of professional expertise towards the solution of problems.
- Serving on national or international boards.
- External grants or awards.
- Serving on editorial boards of peer-reviewed journals.
- Invited lecturer to other universities and research institutions.
- Serving as a manuscript reviewer for a national press or scholarly journal.
- Coordinating a conference drawing nationwide participation.
- Reviewing grant applications or proposals for a national organization.
- Significant professional activities beyond simple membership in national organizations.

Approved by Department Committee: April 30, 2015
Approved by Dean: Mark Byrnes 4-30-15
Approved by Provost: Beth Dyche 5/1/15
Approved by President: [Signature] 5/4/15