A candidate for promotion and/or tenure in the Concrete Industry Management (CIM) Department should consult three university documents: (1) POLICIES AND PROCEDURES OF TENURED AND TENURABLE FACULTY, (2) POLICIES AND PROCEDURES FOR TENURE, Section I. INTRODUCTION and Section II. DEFINITIONS in both documents (1) and (2), and (3) FACULTY APPOINTMENTS.

Section III below, outlines the process and criteria for promotion and/or tenure in the Concrete Industry Management Department

III. CONSIDERATION FOR PROMOTION AND/OR TENURE OF TENURED/TENURE TRACK FACULTY

A. Composition, Structure, and Procedures of Department Committee

1. Concrete Industry Management (CIM) promotion and tenure review committee (PTRC) policies:
   a. The PTRC membership consists of all tenured faculty members, with the exception of the department chairperson and the candidate(s) applying for the position. Applications for tenure and promotion are reviewed by all members of the committee.
   b. A quorum of the PTRC consists of a simple majority of all eligible members, based on the membership requirements outlined above. It is incumbent that all members diligently attempt to attend all meetings of this committee.
   c. A chairperson of this committee is to be elected by the membership at the beginning of each academic year (the fall semester). The chairperson is responsible for calling and conducting all meetings of the committee.
   d. Pre-tenure reviews will be conducted, as specified by university policy, by the CIM-PTRC. A faculty member undergoing pre-tenure review must submit a detailed Outline of Faculty Data and supporting documentation as if s/he was undergoing a tenure review. As with tenure review, a candidate may request a formal meeting with the PTRC to discuss the materials submitted.
   e. Supporting materials for the tenure and/or promotion application must be provided to the Department Chair in accordance with the published university promotion and tenure review calendar.
1) These materials must include but are not limited to items that document the requirements outlined in paragraph III D (General Criteria for Initial Appointment and Promotion in Rank) below.

2) Documents must be organized in 3-ring binder(s) with appropriate section dividers and indicates to assist the reviewers in assessing the materials.

3) Supporting documentation will be available to the membership of the PTRC throughout the review period during the review committee meeting(s). After the PTRC has rendered a recommendation to the Chair and Dean, the documentation will be stored in the Department Chair’s office pending a review request from subsequent review committees or entities on campus.

f. The candidate for tenure/promotion may personally present his/her case to the PTRC upon request to the Chairperson of the PTRC. Such a request must be made at least 24 hours before the stated meeting of the PTRC or the candidate’s right to do so is forfeited.

g. Each PTRC member will evaluate the candidate’s materials and complete an individual Department evaluation form indicating a vote for or against tenure and/or promotion.

h. The Chairperson is responsible for collecting the ballots and reporting the combined vote of the PTRC to the Chair, the Dean of the College, and the candidate through explanatory letters from the PTRC. These letters must be prepared and delivered according to the University promotion and tenure calendar.

B. Expectations for Tenure/Promotion Process to Associate Professor

a. Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.

b. Five (5) years of full-time collegiate experience in the academic discipline or related area as an assistant professor.

c. Evidence of high quality professional performance in teaching.

d. Evidence of continuing direct participation in research/scholarship/creative activity and in service/outreach;

e. Evidence of high quality professional productivity in either research/scholarship/creative activity or service/outreach and quality professional productivity in the other area.

f. Evidence of thorough and systematic study of the research/scholarship/creative activity of others.

g. Evidence of good character, mature attitude, and professional integrity.

C. Expectations for Promotion to Professor

a. Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.

b. Ten (10) years full-time collegiate experience in the academic discipline or related area.

c. Five (5) years of full-time collegiate experience in the academic discipline or related area as an associate professor.

d. Evidence of sustained excellence in teaching.

e. Evidence of sustained high quality professional productivity in both research/scholarship/-creative activity and service/outreach. In one of these
categories, the candidate will demonstrate a level of excellence in the academic discipline that is recognized at the national level. "National recognition" must be defined in department policies with approval at the college level.

f. Evidence of thorough and systematic study of the research/scholarship/creative activity of others.

g. Evidence of good character, mature attitude, and professional integrity

The Concrete Industry Management Department values quality of performance over quantity of individual events, presentations, or publications, presented as documentation to support promotion. Sample quality items in both research/scholarship/creative activity and service/outreach categories are outlined below. The candidate for promotion to professor must demonstrate a sustained record in both research/scholarship/creative ability and service/outreach leading to national recognition. Any and all documentation of national recognition will be reviewed by the PTRC and Chair, and their recommendations for promotion will be based on their findings.

1. National Recognition

a. National recognition in service/outreach for the Concrete Industry Management Department is defined but is not limited to the following activities:

- Serve on or chair a committee of a national discipline-specific organization
- Coach a competitive team to qualify for a national level discipline-specific competition
- Present invited lectures, seminars or symposia outside the region
- Serve as a peer reviewer for a discipline-specific national/international publication
- Serve on the editorial staff for a discipline-specific national/international publication
- Be nominated for/receive a service award at the national level
- Organize/moderate a session at a national/international meeting

b. National recognition in research/scholarship/creative activity for the Concrete Industry Management Department is defined by but is not limited to the following activities:

- Presentation(s) at national/international meeting(s)
- Publication(s) in peer-reviewed journal(s) at national/international level
- External grants funded by public or private sources
- Author peer-reviewed book(s)/book chapter(s)
- Be nominated for/receive a research recognition award at the national level

c. It is recognized that candidates may gain national recognition for regional or local activities in either category. It is the responsibility of the candidate to provide documentation in the application package to support this type recognition.

IV. Criteria to be Considered in Promotion Recommendations (Tenure-Track)

A. Outline of Faculty Data and Supporting Materials

Candidates for promotion to any academic rank in the CIM Department shall submit to the Department PTRC:

a. An itemized list of materials included in the promotion package
b. Reprints or copies of all publications authored or co-authored by the candidate, with appropriate indications of where and when the research for the publication was conducted.

c. A summary sheet of publications submitted in the package which details the title, author(s), journal title, volume/issue number, and page number(s) of each publication.

d. Faculty Workload Forms for each semester taught since the candidate’s last promotion.

e. End of Year Evaluations for each academic year taught since the candidate’s last promotion.

f. Copies of all student assessments completed since the candidate’s last promotion (or appointment) and documentation of the candidate’s continuing efforts to improve teaching quality (see paragraph IV.C.3. in MTSU Policy NO: II:01:05B SUBJECT: POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND TENURABLE FACULTY).

g. Documentation of the candidate’s continuous service/outreach activities (See paragraph IV. E.3. in MTSU Policy NO: II:01:05B, SUBJECT: POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND TENURABLE FACULTY).

h. Documentation of the candidate’s continuous research and scholarly activities (see paragraph IV.D.3 in Policy NO: II:01:05B, SUBJECT: POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND TENURABLE FACULTY in the MTSU Policies and Procedures Manual).

i. Letters of support for the candidate’s promotion (optional).

V. Retention Criteria for Non-Tenure Track Positions

Non-tenure track appointments within the Concrete Industry Management Department are offered in accordance with MTSU Policy II: 01:05D. The CIM Department Tenure and Promotion Committee will review the candidate’s performance in the existing contract and 1) reappoint to a new fixed term 2) advance to a higher rank (clinical track or research track only) or 3) non-reappoint during a fixed term. The following criteria for retention of individuals in these positions at contract renewal time will be utilized:

a. Fulfillment of all contract terms.

b. Teaching evaluations at or above the college averages (as detailed in para. IV.f. below).

c. Evidence of effective teaching preparation.

d. Evidence of effective professional development (as detailed in para. IV.g. and h.below).

VI. Criteria to be Considered in Initial Appointment of Non-Tenure Track Positions and Promotion Recommendations (Research and Clinical Track Appointments)

A. At the Instructor level, candidates must hold a Master’s Degree in a concrete, construction, science, engineering or business related field and may have up to 3 years teaching experience or 5 years’ experience in a concrete or construction related field of employment.
B. At the Assistant Professor level, candidates must hold a terminal degree in a STEM or Business related field, have up to 5 years teaching experience at the college level or up to 5 years’ experience in a concrete or construction related field of employment.

C. At the Associate Professor level, candidates must hold a terminal degree in a STEM or Business related field, have at least 5 years teaching experience at the college level or at least 5 years’ experience in a concrete or construction related field of employment in addition to the University and College requirements for appointment to a tenure track position at the Associate Professor level.

D. At the Professor level, candidates must hold a terminal degree in a STEM or Business related field, have 10 or more years teaching experience at the college level or have 10 or more years’ experience in a concrete and construction related field of employment in addition to the University, College, and Concrete Industry Management Department requirements for appointment to a tenure track position at the Professor level (as outlined in para. III.B. above).

E. In cases where any criteria at any level above the Concrete Industry Management Department conflicts with Department criteria, the more stringent requirements shall be followed.

F. A recommendation for rank prior to initial appointment will be made by the Chairman of the Concrete Industry Management Department PTRC and directed to the Chair.