TO: Dr. E. James Burton  
   Dean, Jones College of Business  
FROM: Jill Austin  
   Chair, Management and Marketing Department  
SUBJECT: Revision of Department Policy for Evaluation of Coordinators for a New Term  
DATE: April 6, 2012  
The attached revision of the department policy needs approval to be current. The only change made is to delete the section on promotion of coordinators. This request is being made because the option of requesting promotion was taken out of the university and TBR policy.  
Thank you.  
Approved:  
   Dean E. James Burton  
   Provost Brad Bartel  
President Sidney McPhee  

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ACADEMIC RESOURCE:
DEPARTMENT OF MANAGEMENT AND MARKETING EVALUATION OF COORDINATOR
FACULTY POSITIONS FOR A NEW TERM

The Department Tenure and Promotion Committee will review applications for retention by coordinators to renew their appointments for a new term. (The Department policy related to the review of faculty for tenure, promotion, and retention provides procedures for electing the committee that will make retention recommendations for appointing coordinator faculty to a new term.) Requirements for a quorum are also provided in the department tenure, promotion, and retention policy.

Any policy changes in committee structure and committee operations that are approved by the department for the department tenure, promotion, and retention policy will also be applied to this policy.

Term Review for Coordinators

Candidates due for renewal of their term should submit a completed Outline of Faculty Data form and supporting materials in the department office by the date specified in the annual calendar provided by the office of the executive vice president and provost for 3rd, 4th, and 5th year tenure-track faculty.

Processes and procedures for evaluation of coordinators for renewal of a fixed term are the same as for retention of tenure-track faculty and these are explained in the department tenure, promotion, and retention policy.

The performance criteria used by the committee are outlined in MTSU Policy II:01:05D. They include:

To be eligible for renewal of the appointment, a candidate must:

1. demonstrate quality work appropriate to the appointment type and discipline
2. have an appropriate number of years of experience in an appropriate position: five years at assistant professor (or 5 years of equivalent experience) are required for appointment to associate professor; 5 years at associate professor (or 10 years of equivalent experience) are required for appointment to professor.
3. demonstrate a willingness to collaborate with MTSU colleagues to ensure a quality program
4. demonstrate additional skills outside the primary focus area that are required by the position, and
5. hold appropriate certifications/licenses required by the position.

Additionally, coordinators are reviewed specifically for the

1. quality of their teaching
2. quality of their service/outreach related to their coordinator role

Approved:

Tenured Faculty – March 19, 2010
Department – March 26, 2010
Approved by Dean, Provost, President – October 29, 2010