PROMOTION & TENURE WORKSHOP

April 26, 2018
Why are we here today?

- We hired you because we believe you will succeed
- And we *want* you to succeed
- MTSU has invested in your success
  - Time, money, and energy spent in recruiting
  - Start-up funds
  - Mentoring
- Retention of faculty through promotion and tenure is a hallmark of your success and of our success
Specific objectives for this session

- Discuss the importance of **policy**
- Discuss the **process**
- Discuss the minimum **qualifications**
- Discuss the **criteria**
- Discuss your role in understanding and meeting criteria and **presenting** your case
- Answer questions
Policies

- Separate policies for tenure and promotion
- Detailed criteria & documentation requirements for tenure, promotion to Associate, promotion to Professor
- Detailed criteria & documentation requirements for each professional area: Teaching, Research/Creative Activity, Service
You need to read carefully each policy

- All policies are online
- University (Policies 204 and 205)
- College
- Department
Process: Probationary Reviews

- Annual evaluations & annual tenure-track renewals
  - Be mindful of weaknesses and take steps to address them immediately
- Pre-tenure Review
  - Use this opportunity to compile documentation and make a case as if you were applying for tenure
  - Critical juncture
  - Heed the advice!
- Stopping tenure clock (1 year)
Process: Calendar

- In the Summer before Application
  - Prepare your documentation
  - Suggestion: use your pre-tenure documentation as a platform

- In the Fall
  - Review by Dept., Chair, College, Dean

- Winter-Spring-Summer
  - Review by Provost
  - Review by President
  - Approval by MTSU Board of Trustees
Qualifications:
Tenure & Promotion to Associate Prof.

- Tenure & Promotion to Associate are a single application

- Apply at the beginning of your 6th year (fulfill five complete years in rank of Assistant Professor)

- Evidence of high-quality teaching PLUS evidence of high-quality productivity in either research/creative activity or service and evidence of quality productivity in the other
Qualifications: Professor

- Promotion to the rank of Professor is based upon having achieved professional and scholarly distinction.
  
  - Evidence of **sustained excellence** in teaching, **sustained high-quality professional productivity** in scholarship and service. National recognition (as defined by department policy) in scholarship or service.
  
  - What have you accomplished since last promotion?
  
  - Eligible to apply at beginning of fourth year at Associate Professor rank
Criteria: Teaching

High-quality teaching is required

- Student evaluations
- Peer evaluations
- Evidence of student work/mentorship of students
- Other factors (curricular development, pedagogical advancements, honors received, etc.)
Criteria: Scholarship/Creative Activity

- See your department’s policy
- Continuous growth through time
- Peer-reviewed articles, books, paper presentations, creative works, funded research
- No magic numbers
Criteria: Service

- Sustained, effective service
  - Internal (departmental, college, university)
  - External (local, state, national)
  - Professional organizations
Criteria: Professionalism

- “Evidence of professional integrity that will ensure cooperation with colleagues and commitment to the programs and students of the department, the college, and the University.”

- 204: IV.A.2.d (tenure)
- 205: IV.E.2.f.(promotion)
Your Role: Seek Mentoring

- Some departments assign mentors
- Seek out a mentor
  - Does not need to be from your department
- Consult your Chair and/or Dean
Your Role: General

- Know the criteria & policies
- Meet the criteria—do not wish they were different
- Stay focused
- Demonstrate continuous growth
- Take to heart annual evaluations
- Seek advice
- Request peer teaching evaluations early
Your Role: Present your case!

- You have one chance to tell your story
- Make sure your OFD is organized and complete
- Prepare a binder that is user-friendly
  - Look at examples from others in your department
  - Provide a Table of Contents
  - Use tabs
  - Departments/colleges vary in how far up the line the binder travels
Your Role: Present your case!

- Again: You have one chance to tell your story!
- Your OFD is the key document
  - Organize it according to the layout provided
  - Provide a narrative
    - Make it easy for others to summarize your accomplishments in their letters by providing the summary and making your case
    - Your OFD will be read by people who are not in your discipline. Tell them why your accomplishments merit tenure or promotion
Questions?