MIDDLE TENNESSEE STATE UNIVERSITY
DEPARTMENT OF GEOSCIENCES
POLICIES AND PROCEDURES FOR PROMOTION & TENURE

Approved by Department
Date 6/4/15

Approved by Dean
Date 6/8/15

Approved by University Provost
Date 6/26/15

Approved by University President
Date 6/26/15

A candidate for promotion and/or tenure in the Department of Geosciences 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.

The sections below, outlines the process and criteria for promotion and/or tenure in the Department of Geosciences.

A. Tenure/Promotion Process

1. Geosciences Promotion and Tenure Review Committee (PTRC) policies:

   a. The PTRC membership consists of all tenured faculty members, with the exception of the Department Chair and the candidate(s) applying for promotion and/or tenure. 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.

   c. A chair of this committee is to be elected by its members at the beginning of each academic year (the fall semester). The Committee Chairperson is responsible for calling and conducting all meetings of the committee. The Department Chair will schedule the meeting for the election of the committee chair.

   d. Pre-tenure reviews will be conducted, as specified by university policy, by the PTRC. A faculty member undergoing pre-tenure review must submit a detailed Outline of Faculty Data and supporting documentation as if he/she was undergoing a tenure review.
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 IV.A. below.

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

   3) Supporting documentation will be available to the membership of the PTRC throughout the review period and during review committee meeting(s). After the PTRC has rendered a recommendation to the Department Chair and Dean, the documentation will be stored in the Department Chair's office for future reference.

f. The candidate for tenure/promotion may personally present his/her case to the PTRC upon request to the Chair of the PTRC. Such a request must be made at least 24 hours before the final meeting of the PTRC on the candidate involved. The PTRC may also request a meeting with the candidate.

g. The Committee will discuss each candidate. Each PTRC member will evaluate the candidate’s materials and vote for or against tenure and/or promotion.

h. The Committee Chair is responsible for reporting the combined vote of the PTRC to the Department 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 and include a discussion of the candidate’s performance on teaching, research, and service.

i. The Department Chair and the PTRC will complete the Annual Recommendation for Tenure-Track Form and provide a written summary of faculty member’s progress toward tenure. These determinations will be sent to the Dean.
B. Criteria to be considered in Promotion and Tenure Recommendations (Tenure-Track)

1. Outline of Faculty Data and Supporting Materials

Candidates for promotion to any academic rank and/or tenure in the Geosciences Department shall submit to the Department PTRC:

a. An itemized list of materials included in the promotion and/or tenure 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. A minimum of 3 peer reviewed publications is expected.

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

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

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 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 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 and/or tenure (recommended).
C. Criteria to be considered in Promotion to Professor

The Department of Geosciences values quality of performance over quantity of individual events, presentations, or publications presented as documentation to support promotion. Sample quality items in research/scholarship/creative activity and service/outreach categories are outlined below. The candidate for promotion to professor must demonstrate a sustained record in research/scholarship and either effective teaching or service/outreach leading to national recognition.

1. National Recognition

   a. Items contributing to national recognition in service/outreach for the Department of Geosciences include but are not limited to the following:

   - Serve on or chair a committee of a national discipline-specific organization
   - 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
   - Organize/moderate a session at a national/international meeting
   - Be nominated for/receive a service award at the national level

   b. Items contributing to national recognition in research/scholarship/creative activity for the Department of Geosciences include but are not limited to the following:

   - Publication(s) in peer-reviewed journal(s) at national/international level
   - Presentation(s) at national/international meeting(s)
   - External grants funded by national agencies
   - 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 of recognition.
Date: June 4, 2015

To: Bud Fischer, Dean
    College of Basic and Applied Sciences

From: Warner Cribb, Chair
    Department of Geosciences

Per Dr. Bartel’s recommendation, The Department of Geosciences faculty agrees to delete assessment of collegiality as a criteria for tenure and promotion. Accordingly, I request approval of the attached Geosciences Policies and Procedures for Tenure and Promotion which have been revised to delete the collegiality requirement.

Thank you. Please let me know if you have any questions.