GENERAL EXPECTATIONS FOR TENURE AND PROMOTION

The faculty play an integral role in fulfilling the academic mission of MTSU. The faculty are committed to meeting the diverse needs of Middle Tennessee State University's students, faculty, and staff. This document is in compliance with MTSU's Policies and Procedures for Tenure and MTSU's Policies and Procedures for Promotion of Tenured and Tenurable faculty.¹

Tenure and promotion are not formally linked, but typically promotion to associate professor comes with tenure. Thus, the expectations for tenure are the same as those for promotion to associate professor as described in MTSU Policy.

CRITERIA FOR TENURE AND PROMOTION

In accordance with TBR and MTSU policy, faculty members applying for tenure and/or promotion are evaluated in three areas: teaching, research or creative activity, and service. Following this model but adjusting it to the particular environment of an academic library, library faculty will be evaluated with respect to their activities and accomplishments in librarianship, research/scholarship/creative activity, and service/outreach. These three areas are described in more detail below.

Librarianship (Teaching)

MTSU policy states "teaching includes strategies by which information is imparted so that others may learn." Library faculty perform teaching through their practice of librarianship. The practice of librarianship has a significant impact on the learning outcomes of individual students and directly contributes to the research productivity, teaching, and pedagogical choices of university faculty.

Individual faculty librarians demonstrate expertise, achievements and excellence in librarianship through the activities of their primary work assignment. All faculty members are expected to work with colleagues throughout the library and to contribute to library-wide goals as well as department and university goals. The individual position description is detailed in the Outline of Faculty Data (OFD) and major changes in work assignment will be described in the OFD. The OFD will be the primary document that records an individual's expertise, achievements and excellence in librarianship.

¹ MTSU policies are available on the Provost Office's website: http://www.mtsu.edu/provost/tenpro/index.php
Examples of librarianship include but are not limited to:

- Improving the discovery of information resources, tools, and services.
- Strategically selecting or acquiring information resources and maintaining the information infrastructure.
- Making information resources accessible through tools used for research and information discovery.
- Maintaining and enhancing various types of assessment activities.
- Collaborating with faculty colleagues within the library and across campus.
- Providing direct assistance to students, faculty, staff, and the public with their information seeking needs.
- Contributing to the field of librarianship through workshops, presentations, new technologies, etc.
- Providing research assistance to MTSU faculty, staff, students, and community patrons.
- Promoting the utilization of information resources based on professional expertise
- Supervising and managing library departments, units, services, staff, students, etc.
- Participating in collection development initiatives and activities, including selecting materials necessary to support the teaching and research mission of MTSU.
- Serving as a library liaison to academic departments and/or subject disciplines.
- Retrieving and analyzing information.
- Developing and maintaining bibliographic organization/control over Walker Library materials, holdings, collections.
- Managing of library computer/information systems.
- Improving, maintaining, and monitoring the quality of Walker Library services and collections.

Research, Scholarship, and/or Creative Activity (RSCA)

Faculty can make significant scholarly contributions to librarianship through a wide variety of activities and publications. The faculty recognize emerging trends in cross-disciplinary scholarship. Different expressions of scholarly contributions may be appropriate for librarians according to their professional specialties and academic backgrounds. Scholarship results in research, publications, presentations, projects, and/or creative activity made accessible through a variety of venues and/or formats. MTSU Policy outlines the criteria for scholarship. The department particularly values the following types of RSCA:
- Publication (in print or online) of scholarly articles subject to the peer review process.
- Publication of reports, reviews, commentary, editorials, guides or other works that contribute to the field and are subject to review.
- Scholarly contributions such as exhibits, websites, databases, software, code, data-sets, etc.

Service/Outreach

As a vital component of the university's mission, faculty members are expected to make contributions in the area of service/outreach. Service/outreach can encompass a faculty member's activities in any of the following three areas as noted in MTSU tenure and promotion policies: public service, university service, and professional service. The OFD must include evidence of participation in service/outreach in any of the three areas.

- Public service is the university's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted. Public service primarily involves sharing professional expertise and should directly support the goals and mission of the university as described in MTSU policy. Examples of public service include, but are not limited to: voluntary service to community programs, voluntary consultation to community groups, voluntary service to local schools, and voluntary tutoring to community education centers.
- University service refers to work at the department, college, or university level that is in addition to a faculty member's primary work assignment. University service is expected of every faculty member per MTSU policy. University service includes, but is not limited to, participation in department, college, and university committees, task forces, or working groups; membership on library or university search committee; Faculty Senate; membership on a specially appointed task force; serving as an advisor to a university student organization per MTSU policy.
- Professional service refers to the work done for organizations germane to one's specialty or to the library profession. Professional service includes, but is not limited to, association leadership, membership on editorial boards, articles and grant proposal review, and guest lecturing. Although it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance at meetings or conferences; examples of significant service would be that done by an officer or volunteer of a professional organization or a member of the editorial staff of a journal.
CRITERIA FOR RANK

Initial appointment rank as well as promotions in rank are based on criteria and expectations specified in MTSU policy. The department chair and dean may submit to the provost written recommendations for rank above assistant professor or abbreviations of the probationary period due to academic or professional experience, but these are ultimately determined by the provost. An American Library Association (ALA)-accredited master's degree is considered the terminal degree for faculty. The faculty also value advanced degrees in other disciplines because they enhance the practice of librarianship.

Minimum criteria for Assistant Professor are: Master's degree from an ALA-accredited institution; evidence of potential or demonstrated ability in librarianship; evidence of potential or demonstrated ability in research/scholarship/creative activity and service/outreach; evidence of good character, mature attitude, and professional integrity.

Minimum criteria for Associate Professor: Master's degree from an ALA-accredited institution; five years of full-time collegiate library experience or its equivalent as granted by the provost's office; evidence of high-quality professional expertise in librarianship; evidence of high-quality professional productivity in research/scholarship/creative activity; active participation and involvement in service/outreach; evidence of maintaining currency in the field of librarianship; evidence of good character, mature attitude, and professional integrity.

Minimum criteria for Professor: Master's degree from an ALA-accredited institution; ten years of full-time college library experience or its equivalent as granted by the provost's office; five years of full-time collegiate-level library experience as an associate professor or its equivalent, evidence of sustained excellence in librarianship; 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); evidence of maintaining currency in the field of librarianship; evidence of good character, mature attitude, and professional integrity.

Additionally, for the full professor rank, a candidate must demonstrate sustained and notable work of research/scholarship/creative activity or service/outreach at a national/international level. Contributions may include but are not limited to:

- Publication of peer-reviewed scholarly work(s)
- Scholarship that has gained recognition beyond the region
- Invitations to publish, present, or review papers for major professional conferences or organizations
- External grant awards
- Letters of support from nationally recognized peers
- Authorship of scholarly or pedagogical digital resource
- Citations of the candidate's work in scholarly publications
- Awards received in recognition of noteworthy teaching, scholarship, or service
- Significant service assignments at the national level
- Share expertise on the national or international stage
- Significant partnerships resulting in national recognition

PROCESS

MTSU policy describes the review process for continuing appointment, tenure and promotion. Below is a detailed description of the process. The processes occur according to the annual tenure and promotion schedule circulated by the Provost.

Review for continuing appointment and progress toward tenure

1. Candidates for continuing appointment

   Candidates submit an updated Outline of faculty Data (OFD) to the department chair and to the department P&T review committee. It is the responsibility of the candidate to submit an up-to-date OFD.

2. Department chair

   A candidate is reviewed by the department chair for continuing appointment. The chair writes a formal review with a recommendation. The review with recommendation is forwarded to the candidate and the dean. A copy is filed in the faculty member’s personnel file.

3. Department P&T Review Committee

   The department P&T review committee shall review the candidate for continuing appointment based on their OFD. The committee writes a formal review with recommendation. The review with recommendation is forwarded to the candidate and the dean. A copy is filed in the faculty member’s personnel file.

4. Renewal Form

   The Annual Recommendation for Tenure-Track Faculty (a.k.a. the blue form) is
signed by the dean and the department chair with a recommendation regarding contract renewal. The university P&T calendar established by the provost's office sets a date for the return of the form.

Note: The college P&T review committee does not review candidates for continuing appointment.

Pre-tenure review

The third-year pre-tenure review will follow the process of the final tenure review as outlined in MTSU policy. Although the criteria are the same as for continuing appointment, the pre-tenure review process actually mimics the final tenure review process. The pre-tenure review is an additional review and separate from the continuing appointment review that occurs in year three.

The basic structure of the pre-tenure/tenure/promotion process is predicated on separate consideration at the department level followed by separate consideration at the college level.²

1. Candidate

   It is the responsibility of the individual faculty member to initiate the promotion and tenure process by submitting a Request for Promotion/Tenure Form.³

   Candidate submits an updated Outline of Faculty Data (OFD) and notebook to their department chair and to the department P&T review committee. It is the responsibility of the candidate to submit an up-to-date OFD and submit a well-organized notebook of supplemental material.

2. Department chair

   The department chair reviews the candidate's OFD and notebook and writes a formal review with recommendation.

3. Department P&T Review Committee

   The department P&T review committee shall review the candidate's OFD and notebook. The committee writes a formal review with recommendation.

² At the department level, the chair (administrator) and the department committee (peers) separately review the candidate. At the college level, the dean (administrator) and the college committee (peers) separately review the candidate.

³ Form available at: http://www.mtsu.edu/provost/forms/index.php
4. Department level consultation

The department P&T review committee and the department chair meet to determine if their separate reviews are in concert. If they are in concert, both reviews are forwarded to the faculty member, the dean, and the college P&T review committee along with the recommendation form for pre-tenure review. The OFD and notebook are also made available to the college P&T review committee and the dean.

If the reviews are in conflict and the conflict cannot be resolved, the chair and the committee shall write separate reports describing the points of conflict. Both reviews and reports are forwarded to the faculty member, the dean, and the college P&T review committee. The OFD and notebook are also made available to the college P&T review committee and the dean along with the recommendation form for pre-tenure review.

5. Meeting with candidate

Each candidate will be given the opportunity to meet with the chair and the department promotion and tenure review committee to discuss the review process and the data upon which the decision was made.

6. College P&T review committee

The candidate is reviewed by the college P&T review committee based on the candidate's OFD, notebook, and recommendations from the department P&T review committee and the chair. The college P&T review committee shall write a formal review with recommendation.

7. Dean

The Dean considers the candidate's OFD, notebook, the review from the department chair, and the review from the department P&T review committee. The dean shall write a formal review with recommendation.\(^4\)

8. College level consultation

The college P&T review committee and the dean meet to determine if their separate reviews are in concert. If they are in concert, both reviews along with the reviews and recommendations from the department P&T review committee

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\(^4\) This review is not required by MTSU policy.
and the chair are forwarded to the faculty member. The reviews and the recommendation form for pre-tenure review are filed in the faculty member's department file.\(^5\)

If the reviews are in conflict and the conflict cannot be resolved, the college P&T review committee and the dean shall each write a report describing the points of conflict and submit the report to the dean. Both the reviews and report are forwarded to the faculty member.

9. Meeting with Candidate

Each candidate will be given the opportunity to meet with the dean and the college promotion and tenure review committee to discuss the review process and the data upon which the decision was made.

**Tenure Review**

The annual recommendation for tenure-track faculty (blue) forms are sent to departments from Academic Affairs for faculty eligible to request tenure consideration (6th year tenure-track). The process is the same as that described in the pre-tenure review process except there are no meetings with the candidate, and the annual recommendation for tenure-track faculty (blue) form is sent with the materials from the department level to the college level and then the provost’s office.

**Review for Promotion**

The process is the same as that described in the tenure review process except for the form that must be used and returned to the provost’s office. See the provost’s office’s website for appropriate form [http://www.mtsu.edu/provost/forms/](http://www.mtsu.edu/provost/forms/)

**COMMITTEE FORMATION / STRUCTURE**

The department P&T review committee is elected annually and consists of a minimum of three tenured faculty members residing in the department. All faculty within the department may vote for members of the committee. Members of the department P&T review committee may not also serve on the college P&T review committee. All three members of the committee must be present to form a quorum.

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\(^5\) Later, during the final review process in year 6, the formal reviews and pre-tenure form are sent to the Provost's office.
PROCESS FOR CHANGING THIS POLICY

The US and CDM Documents are mirrored documents. Although each policy represents the faculty of that department, the documents are the same and must remain the same.

1. Initial change
   One department shall propose a change in writing and vote on it. A simple majority of all faculty residing in the department is needed to change departmental criteria or procedures.

2. Second document changed
   The changed document will then be sent to the other department for review with a statement identifying the change and the reasons for it. A simple majority of all faculty residing in the department is needed to change departmental criteria or procedures.

3. Both documents submitted
   The two documents then move forward for review and approval by the dean.

GRANDFATHERING

Faculty who began their employment between July 2010 and this policy’s adoption date may choose to be reviewed for continuing appointment and tenure under the MTSU Walker Library Criteria and Procedures For Appointment, Continuing Appointment, Promotion, and Tenure adopted in 2005, revised in 2007, 2008.⁶

GLOSSARY OF DOCUMENTS

- "Blue Form"
The annual recommendation for tenure-track faculty (blue form) is an administrative form signed by the departmental committee chair, the department chair and the dean. The university P&T calendar establishes the date when the form is to be returned to the provost's office.

- Faculty Annual Performance Appraisal (FAPA)
The FAPA is not part of a formal P&T review. The FAPA is completed in June of each year by the department chair. The dean receives a copy of the FAPA each year as an end-of-year activity. The chair uses the FAPA as a communication tool to assess and report on the activities and progress of the faculty of their department relative to library-wide goals & objectives and individual workplans. The candidate may add their copy of the FAPA to the notebook if they choose to do so.

- Formal Reviews
Formal reviews for continuing appointment, pre-tenure review, and for tenure and/or promotion are written by department chairs, review committees, and the dean as described above. They usually take the form of a memo or letter. These documents are filed in the faculty member's file and included in the notebook.

- Notebook
The notebook (dossier) is a collection of supporting material (such as copies of publications, copies of grant proposals, examples of creative work, work representing innovative or high-quality practices, letters of compliment) that is required for the pre-tenure review, the final tenure review and review for promotion, but not for continuing appointment.

- Outline of Faculty Data (OFD)
The Outline of Faculty Data is the primary document used to review faculty. The OFD template is available through the provost's office website:
http://www.mtsu.edu/provost/forms/ofd.doc

- Pre-tenure Form
The recommendation form for pre-tenure review is an administrative form used during the pre-tenure review. The completed form must be placed in the candidate's department file by the end of the academic year.

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7 It is not as part of the P&T process or continuing appointment renewal process because that would violate the principle of separate consideration.
8 Other examples of supporting materials can be found in MTSU policy.
Approvals

Christy Groves, User Services Dept. Chair  Date 4/5/2016

Dean  Date 4/5/2016

Date

Date
User Services Department
Walker Library
Middle Tennessee State University

The User Services Department faculty in conjunction with the department chairperson, developed the attached tenure and promotion policy during the 2015-16 academic year. The policy was approved by a vote of the faculty on September 1, 2015.

Christy Groves
Chair, User Services Department

Bonnie Allen
Dean, Walker Library

Brad Bartel, Ph.D.
Provost

Sidney A. McPhee, Ph.D.
President