I. INTRODUCTION

In addition to the guidance in this document, a tenure track or tenured faculty member seeking promotion and/or tenure in the Department of Aerospace should consult two university documents: (1) Policy No: II01:05A POLICIES AND PROCEDURES FOR TENURE, and (2) Policy No. II:01:05B POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND TENURABLE FACULTY. A non-tenure track faculty member seeking promotion and/or retention in the Department of Aerospace should consult the university document: Policy No: II01:05D FACULTY APPOINTMENTS.

The Department of Aerospace, College of Basic and Applied Sciences, and University policies related to promotion and tenure will be distributed to all new faculty members and should be readily available at all times. Faculty members are encouraged to review them, become familiar with all requirements, and keep in mind that this document is an addendum to the University’s policies and procedures regarding promotion and tenure. Simply meeting the requirements included in this document is not sufficient to warrant promotion and/or tenure for tenured or tenure track faculty, or retention and/or promotion for non-tenure track faculty.

Section II of this document outlines the process by which the Department of Aerospace Promotion and Tenure Review Committee is formed and conducts its functions. Section III of this document outlines the process and criteria for pursuing promotion and/or tenure for tenured or tenure-track faculty in the Department of Aerospace. Section IV of this document outlines the process for pursuing promotion and/or retention for non-tenure track faculty in the Department of Aerospace.

II. COMMITTEE PROCESSES AND PROCEDURES

A. The Department of Aerospace has a single committee for promotion and tenure recommendations, conducting pre-tenure reviews, and conducting retention/promotion reviews for non-tenure track faculty. This committee is the Department of Aerospace Promotion and Tenure Review Committee (D-PTRC).
B. The D-PTRC membership consists of all tenured faculty members, with the exception of the department chairperson and candidate(s) applying for the promotion or tenure. Applications for tenure and promotion are reviewed by all members of the committee.

C. No requirements for academic rank exist for committee membership or voting privileges.

D. A quorum of the D-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.

E. A chairperson of this committee is to be elected by the membership 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 a committee chair.

F. Tenure-track faculty members will be evaluated in writing annually and separately by their department chair and the D-PTRC. Separate copies of these evaluations will be provided to tenure-track faculty. A faculty member undergoing annual 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 D-PTRC to discuss the materials submitted.

G. Pre-tenure reviews will be conducted, as specified by university policy, by the D-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 D-PTRC to discuss the materials submitted.

H. One copy of the Outline of Faculty Data and supporting materials for the tenure and/or promotion application must be provided to both the D-PTRC Chairperson and the Department Chair in accordance with the published University, College of Basic and Applied Sciences, and Department of Aerospace promotion and tenure review calendar.

I. These materials must include but are not limited to items that document the requirements outlined in Section III or IV below.

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

2) Supporting documentation will be available to the membership of the D-PTRC throughout the review period during the review committee meeting(s). After the D-PTRC has rendered a recommendation of 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.

J. The candidate for tenure/promotion may personally present his/her case to the D-PTRC upon request to the Chairperson of the D-PTRC. Such a request must be made at least 24 hours before the stated meeting of the D-PTRC or the candidate's right to do so is forfeited.
K. Each D-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, continuation, or reappointment for clinical track. The committee will meet to discuss each candidate.

L. The Chairperson is responsible for collecting the ballots and reporting the combined vote of the D-PTRC to the Chair, the Dean of the College, and the candidate through explanatory letters from the D-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.

M. A simple majority (of the quorum) is required to support a recommendation. In the case of a tie vote, the recommendation sent forward will be a negative one.

III. CRITERIA FOR PROMOTION AND/OR TENURE FOR TENURED OR TENURE TRACK FACULTY

Faculty members in the Department of Aerospace have the option to choose between research/scholarship and service/outreach for a field of focus. They should make this choice early and notify their mentor of that choice. All faculty must demonstrate high quality performance in teaching. In addition, faculty must demonstrate high quality performance in the chosen focus area (research/scholarship or service/outreach), along with quality performance in the remaining area, to be supported for promotion/tenure.

A. Promotion to Associate Professor and/or tenure - the candidate must have a consistent record of performance in the following:

1. Teaching
   a. Performance Criteria. All faculty members are expected to demonstrate high quality performance in teaching and will be evaluated with respect to each of the following criteria for teaching.

      1) Improvement of their own courses and also the curricular offerings of the department, college and university. This could also include the development of new courses.

      2) Improvement in teaching effectiveness, including efforts to improve pedagogy/teaching methods with new techniques and integration of new instructional technologies. This includes the development of new laboratory experiments/activities.

   b. Documentation. Supporting materials will, at a minimum, include: a statement of teaching philosophy; course materials; faculty peer evaluations; evidence of student projects and other forms of student mentorship; and evidence of good student evaluations by receiving an average of at least 4 out of 5 on a 5 point scale (see paragraph IV.C.3. in MTSU Policy NO: II:01:05B).

2. Research/Scholarship
The Department of Aerospace values the scholarship of discovery (seeking knowledge), the scholarship of synthesis (building upon and combining previous findings to develop new approaches), the scholarship of application (attempting to solve practical problems), and the scholarship of teaching (transforming and extending knowledge through classroom-based activities).

Scholarly activity in this area can take many forms from publications or presentations to peers, conference participation, refereed journal publications, student mentoring, grantsmanship, and presentations or publications to non-specialists to enhance safety and productivity in the aviation industry. New faculty with a strong record of scholarly work will be credited with their accomplishments, but will be expected to establish an active program of research/scholarship at MTSU to be considered for promotion. In all cases, the quality of the work will be more important than the quantity, regardless of the absolute number of activities.

Relative to research/scholarship, candidates for promotion to associate professor and/or tenure must demonstrate consistent progress toward establishing an active research program in their area of specialization as evidenced by a record of quality peer-reviewed publications, presentations, student mentoring, conference participation, grantsmanship, and non scholarly publications/presentations (see paragraph IV.D.3 in MTSU Policy NO: II:01:05B).

3. Service/Outreach

Relative to service/outreach, candidates for promotion to associate professor and/or tenure must demonstrate consistent progress toward establishing a record of quality performance in each of the following areas: public service, university service, or professional service (See paragraph IV. E.3. in MTSU Policy NO: II:01:05B).

4. Evidence of collegiality and demonstrated willingness to collaborate with MTSU colleagues to ensure a quality program.

B. Promotion to Professor - the candidate must have a consistent record of performance in the following:

1. Teaching

All candidates for promotion to professor are expected to demonstrate via documentation a sustained record of high quality performance in teaching and will be evaluated by the criteria outlined under promotion to associate professor (see paragraph IV.C.3. in MTSU Policy NO: II:01:05B).

2. Research/Scholarship

a. Performance criteria. All candidates for promotion to professor choosing research/scholarship as their area of focus, must demonstrate a sustained record of high quality research/scholarship through publications or presentations to peers, conference participation, refereed journal publications, student mentoring,
grantsmanship, and presentations or publications to non-specialists to enhance safety and productivity in the aviation industry. At the Professor level these works must have a national reach and be recognized on a national level.

"National recognition" is defined as achieving a level of excellence in their performance that earns the professional respect of colleagues across the country. It can be demonstrated through a variety of activities.

b. Documentation

The Outline of Faculty Data and supporting materials must include evidence of peer-review of some elements of the candidate's research/scholarship (see paragraph IV.D.3 in MTSU Policy NO: II:01:05B). Supporting materials may include,

1) Publications (articles, monographs, books, electronic media, and other published works) that are subject to a formal review process by recognized scholars in the field are considered more significant than those subject to less rigorous examination;

2) Presentations before one's professional peers at regional, national, or international meetings/conferences;

3) Textbooks, educational articles, and/or instructional technology resources and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute "scholarship of teaching";

4) Funded internal grants from the university or external grants from public or private sources;

5) Names and addresses of professional peers who could provide letters of evaluation/recommendation;

6) List of undergraduate/graduate students mentored, student presentations and/or publications;

7) Evidence of serving as a reviewer for journals or funding agencies;

8) Copies of invited lectures, seminars, or evidence of participation in symposia.

3. Service/Outreach

All candidates for promotion to professor choosing service/outreach as their area of focus, must demonstrate via documentation a sustained record of quality performance in public service, university service, and professional service and, in one of these areas, a record of high quality performance that is recognized at the national level (see paragraph IV. E.3. in MTSU Policy NO: II:01:05B).
“National recognition” is defined as achieving a level of excellence in performance that earns the professional respect of colleagues across the country. It can be demonstrated through a variety of activities. The ones mentioned below are intended to be examples rather than an exhaustive list.

a. Election to office on a national or international level;

b. Appointment as a committee chairperson/member at the national level;

c. Work as an editor, proceedings editor or guest editor of a nationally distributed journal;

d. Administration/receipt of a service grant from a national organization;

e. Receive recognition for service from a national or international group.

4. Evidence of collegiality and demonstrated willingness to collaborate with MTSU colleagues to ensure a quality program

IV. CRITERIA FOR RETENTION AND PROMOTION FOR NON-TENURE TRACK POSITIONS

Non-tenure track appointments within the Department of Aerospace are offered in accordance with MTSU Policy II: 01:05D. The Department Chair will conduct a review of clinical-track, research-track, and coordinator positions annually. The Department of Aerospace Promotion and Tenure Review Committee will review the candidate’s performance in the existing contract and recommend 1) reappointment to a new fixed term 2) advancement to a higher rank (clinical track or research track only) or 3) non-reappointment to a new fixed term.

A. Retention and Promotion of Non-tenure track faculty members

The following criteria for retention of individuals in these positions at contract renewal time will be utilized:

a. Fulfillment of all contract terms;

b. Demonstration of quality work appropriate to the appointment type & discipline;

c. Demonstration of a willingness to collaborate with MTSU colleagues to ensure a quality program;

d. Evidence of collegiality;

e. Demonstration of additional skills outside the primary focus area that are required by the position;

f. Holding the appropriate certification/licenses required for the position;
g. For position that involve teaching, evidence of effective teaching as outlined in section III A 1 above;

h. For research position, evidence of quality independent research projects and grantmanship;

i. For coordinator positions, evidence of quality administration of assigned special academic project areas;

j. Evidence of effective professional development.

B. Evidence to be considered in Non-tenure Track Faculty Retention/Promotion

As Part of the Outline of Faculty Data and Supporting Materials, non-tenure track faculty candidates for promotion or retention in the Department of Aerospace shall submit to the D-PTRC:

a. An itemized list of materials included in the retention or promotion package;

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

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

d. 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);

e. 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);

f. 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);

C. Additional Criteria to be considered in Initial Appointment and Promotion
Recommendations for Non-Tenure Track Faculty

1. At the Instructor level, candidates must hold a Master’s Degree in Aerospace or a related field, demonstrate collegiality, and have up to 2 years teaching experience or 3 years’ experience in the aerospace industry or a related field of employment.
2. At the Assistant Professor level, candidates must hold an earned doctorate or terminal degree from an accredited college or university in Aerospace or a related field, demonstrate collegiality, have up to 3 years teaching experience at the college level or may have up to 5 years’ experience in the Aerospace industry or a related field of employment, and provide evidence of collegiality in previously held positions.

3. At the Associate Professor level, candidates must hold an earned doctorate or terminal degree from an accredited college or university in Aerospace or a related field, have at least 5 years at the assistant professor level or at least 5 years’ experience in the Aerospace industry or a related field of employment, and provide evidence of collegiality in previously held positions in addition to the University and College requirements for appointment at the Assistant Professor level.

4. At the Professor level, candidates must hold an earned doctorate or terminal degree from an accredited college or university in Aerospace or a related field have 5 years at associate professor or have 10 or more years’ experience in the Aerospace industry or a related field of employment, and provide evidence of collegiality in previously held positions, in addition to the University, College, and Department of Aerospace requirements for appointment at the Associate Professor level.

5. Coordinator faculty do not hold rank and therefore do not have a minimum educational requirement and are not subject to promotion.

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

7. A recommendation for rank prior to initial appointment will be made by the Chair of the Department.

NOTE: Although not necessarily considered by the University, the Department has the option of considering any new FAA certificates, ratings, or other government or industry certifications in the aviation field as items that can be used to enhance the individual’s professional standing.