Date: December 8, 2017
To: Department of Geosciences FTT faculty
From: Mark Byrnes
University Provost
Bud Fischer
Dean, College of Basic and Applied Sciences
Warner Cribb
Chair, Department of Geosciences

The Department of Geosciences requests applications from current Full Time Temporary (FTT) faculty members for conversion to the rank of Instructor. The rank of Instructor holds advantages over that of FTT, including that of potential promotion. Furthermore, the position of Instructor, although not a tenure-track position, does not require renewal every three years.

Current FTT faculty members wishing to be considered for conversion to the rank of Instructor must submit an application which includes evidence and documentation of all criteria listed on the attached page.

Application materials must be submitted by hard copy to Karen Wolfe in the Department of Geosciences office by January 15, 2018.

Application materials will be evaluated by a Geosciences department committee of tenured/tenure-track faculty, the Department of Geosciences Chair, and the Dean of the College of Basic and Applied Sciences. Candidates will be notified of selection by March 15, 2018.

Warner Cribb
Bud Fischer
Mark Byrnes

Sidney A. McPhee, President
2/1/17
MTSU Geosciences - Criteria (and evidence/documentation) for evaluation of FTT candidates for promotion to the rank of Instructor

1. Cover letter requesting consideration for conversion from FTT to Instructor.

2. Description and evidence of the applicant's contributions to student success through teaching, including:
   (a) use of instructional technology
   (b) pedagogical innovation
   (c) curriculum development.

   This category may also include activities which indirectly or directly result in recruiting students into the Geosciences major.

   Supporting materials for the above must include evidence of teaching effectiveness, as documented by university student teaching evaluations (prior two years, if available). Other evaluations or acknowledgements of teaching effectiveness, written by faculty or students, may be included. Evidence may also include items such as teaching-related publications or conference presentations, revised classroom or laboratory assignments or activities, and field activities.

3. Description of service to the Department and the University. The description should include applicant's assessment of how each service activity positively impacted students, the Department, and the University.

4. Written recommendation from a professional peer familiar with your contributions to Criteria 1 and 2. This recommendation may be submitted by a member of the Geosciences faculty or a faculty member from outside the Department, but not from the Department of Geosciences Chairperson.

5. Description and evidence of student mentoring. The description may include discussion of how supervision of a student(s) in a service-related activity (Criteria 2) was of benefit to the student(s).

6. Written recommendation from a current or former student familiar with your contributions to Criteria 5.

7. Annual evaluations (past two years) written by Department Chair