REVIEW AND COMMITTEE FORMATION

University Policy 204 states: "Recommendations for or against tenure originate from the department or academic program unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the department or academic program unit."

Members of the CDM Tenure and Promotion Review Committee will be elected annually. The committee will consist of a minimum of three tenured faculty in the department. The department chair and tenured faculty applying for promotion are not eligible to serve. All three members of the committee must be present to form a quorum. Committee members do not need to hold specific academic rank. Two tenured faculty in the department are elected to serve on the college promotion and tenure review committee for three year terms. University Policy 204 states: “All full-time tenured and tenure-track faculty members in the department and/or academic program unit are entitled to a vote on the committee membership.”

This policy was approved by full-time tenured and tenure-track faculty members in the department on November 3, 2017.

Beverly J. Ceckle, Interim Chair  
Bonnie J. Allen, Dean  
Mark Byrnes, Provost  
Sidney A. McPhee, President

11/3/17  
Date  
5/25/2018  
Date  
6-18-18  
Date  
6/18/19  
Date
Tenure and Promotion Policy
Collection Development and Management Department
Walker Library
Middle Tennessee State University

University policies regarding tenure and promotion are available on the Office of the Provost’s website. Department policy must be consistent with university policy. If discrepancies arise, university policy supersedes department policy.

CRITERIA FOR TENURE AND PROMOTION
Faculty at MTSU are evaluated in the following three areas: teaching, research/scholarship/creative activity (RSCA), and service. Collection Development and Management (CDM) faculty will be evaluated with respect to their activities and accomplishments in librarianship, RSCA, and service.

Librarianship (Teaching)
University Policy 204 states: "Teaching includes strategies by which information is imparted so that others may learn." CDM faculty perform teaching through their practice of librarianship.

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 will be 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 a faculty member’s expertise, achievements, and excellence in librarianship. Examples of librarianship include, but are not limited to:

1. Providing assistance to students, faculty, staff, and the public with their information seeking needs
2. Providing lectures, instruction sessions, presentations, or demonstrations to students, faculty, or staff
3. Supervising and managing library departments, units, services, staff, and students
4. Selecting appropriate materials to support learning, teaching, and research
5. Acquiring library materials or access to resources for faculty, students, and staff
6. Serving as a library liaison to academic departments and/or subject disciplines
7. Retrieving, organizing, and analyzing data as well as maintaining and enhancing assessment activities
8. Providing data/bibliographic management for library materials, holdings, and collections
9. Making information resources discoverable and accessible through tools and services
10. Managing library computer/information systems and maintaining the information infrastructure

Research/Scholarship/Creative Activity (RSCA)
Various expressions of individual or joint scholarly contributions may be appropriate for faculty according to their professional specialties and academic backgrounds. These contributions may be
made accessible through a variety of venues and formats. Examples of RSCA include, but are not limited to:

1. Publication (in print or online) of scholarly articles subject to the peer review process
2. Publication of articles, chapters, monographs, reports, conference proceedings, presentations, guides, translations, or other works that contribute to the field
3. Scholarly contributions such as exhibits, websites, databases, software, code, data-sets, etc.

Service
Service includes a faculty member's activities in any of the following three service areas: public service (i.e. sharing professional expertise off campus), university service at the department, college or university level, and professional service. Contributions in the area of service are described in more detail in university policies. CDM faculty are expected to demonstrate evidence of participation in university service and at least one of the other areas of service.

CRITERIA FOR RANK
An American Library Association (ALA) accredited master's degree or international equivalent is considered the terminal degree for faculty in the library.

CONTRIBUTIONS AT THE NATIONAL LEVEL
A candidate for the rank of professor must present evidence of sustained excellence in teaching as well as evidence of sustained high quality professional productivity in both RSCA and service. The candidate must also present evidence of excellence that is recognized at the national level in the area RSCA or service. Examples include, but are not limited to:

1. Publication of peer-reviewed scholarly works
2. Publication of monographs, book chapters, conference proceedings, etc.
3. Citations of the candidate's scholarly work
4. Invitations to present for major professional conferences or organizations
5. National grants
6. Awards received in recognition of scholarship or service
7. Service as an officer or committee member