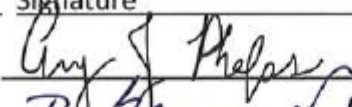
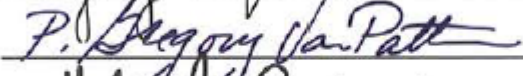

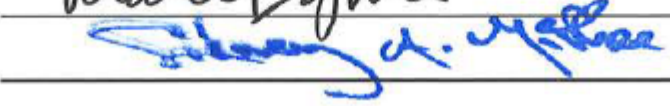




**GUIDELINES FOR PROMOTION AND TENURE AND PROCEDURES FOR THE
DEPARTMENTAL PROMOTION AND TENURE REVIEW COMMITTEE**

<u>Approvals</u>	<u>Signature</u>	<u>Date</u>
Department Chair		February 7, 2024
College Dean		3/26/2024
University Provost		5-7-24
University President		

1 Overview

The Department of Chemistry recognizes the critical importance of tenure and promotion recommendations to the individual faculty member, to the Department, to the College, and to the University. The Department has therefore developed the following performance criteria and procedures to guide the candidate and peer evaluators in tenure and promotion decisions. The Department further recognizes the need for continual updating and revision of these guidelines. In addition to the information contained within these guidelines, information on tenure and promotion criteria and procedures may be found in the University's policies and procedures. It is the responsibility of the faculty member applying for tenure and/or promotion to become familiar with and abide by the policies, procedures, and deadlines involved in the granting of promotion and/or tenure as set by the Department of Chemistry and Middle Tennessee State University. Refer to MTSU policy 204 for additional information regarding tenure and MTSU policy 205 for promotion to Associate Professor or Professor.

These expectations are considered reasonable for faculty members whose workload includes significant, consistent assignment for research/scholarly activity throughout the review period.

Faculty members considered for promotion and/or tenure shall be evaluated with respect to their performance in (1) teaching, (2) research/scholarly activity, and (3) service/outreach. While all candidates for promotion and/or tenure are expected to meet acceptable standards in all three categories, candidates for tenure and promotion to Associate Professor are generally expected to demonstrate high-quality in teaching and high-quality in research/scholarly activity. Promotion to Professor requires sustained excellence in teaching and a demonstration of sustained excellence that is recognized at the national or international level in research/scholarly activity.

In general, high-quality in service is not a sufficient criterion for tenure or promotion.

However, the Department recognizes that some faculty members may be hired whose primary focus will be service/outreach rather than research. In such cases, the service/outreach emphasis of the appointment must be delineated in a written agreement between the faculty member, the Chair of the Department, and the Dean of the College of Basic and Applied Sciences at the time of hiring. This written agreement will also explain the nature of the service/outreach expectations for tenure and promotion to Associate Professor. In order to earn promotion to Professor, a faculty member in this "service/outreach track" must demonstrate national prominence in this area. Examples of achievements that could be used to demonstrate national prominence in the service/outreach area are given in Section 2.3 below.

Moreover, all faculty members are expected to demonstrate professional integrity and commitment to programs and students of the Department, the college, and the university. This expectation includes a willingness to accept and successfully complete assignments in the administration of the Department and taking an active role in improving the Department and its programs. Tenure is only awarded to those members of the faculty who have outstanding abilities sufficient to demonstrate that their future performance will justify the degree of permanence afforded by academic tenure. Promotion in rank is recognition of past achievements as well as the expected potential of the person being recommended for promotion. The granting of promotion or tenure is based on the expectation that the performance level that has been demonstrated will continue or improve.

For promotion to Associate Professor and/or the granting of tenure, the candidate must:

- a. hold an earned doctorate or terminal degree from an accredited institution in an appropriate field.
- b. hold a tenurable position as an Assistant Professor. Candidates must apply for tenure/promotion no later than the Fall semester of their sixth year, following a typical probationary period of not less than five years. Exceptions to this timeline can be found in MTSU policy 204. If tenure is denied to any candidate who applies, the following academic year is the terminal year of service. Candidates given credit for prior service should consult the Chair of the Department of Chemistry as to the appropriate time to apply for tenure/promotion, although the final decision on timing rests in the Provost's office.
- c. show evidence of high-quality teaching.
- d. show evidence of high-quality in research/scholarly activity and high quality in service to the community, the profession, and the institution.
- e. show evidence, through their service, to the professional integrity of, and commitment to, the programs and students of the Department, the College, and the University.

For promotion to Professor, the candidate must:

- a. hold an earned doctorate or terminal degree from an accredited institution in an appropriate field.
- b. have at least four years of full-time collegiate experience in the academic discipline or related areas as an Associate Professor. The typical candidate is eligible to apply for promotion to Professor at the beginning of the fourth year as an Associate Professor.
- c. show evidence of sustained excellence in teaching.
- d. show evidence of sustained excellence in research/scholarly activity. A level of excellence leading to a record of achievement that is recognized at the national or international level must be demonstrated.
- e. show evidence through their high-quality service to the professional integrity of, and a commitment to, the programs and students of the Department, the College, the University, and/or the Chemistry community at-large.

It should be noted that to demonstrate high-quality in a given area, the candidate is not required to meet every one of the criteria listed in the following section under each area. Rather the terms “high-quality” and “excellence” are based on the overall quantity and quality of the faculty member’s performance in the areas of teaching, research/scholarly activity, and service/outreach. It should be further noted that the performance evaluation will be based on the period since the last promotion or since being hired at MTSU for candidates not previously promoted at MTSU.

2 Performance Criteria

2.1 Teaching

MTSU has a long tradition of excellence in instruction and is committed to maintaining high-quality teaching. Therefore, all faculty members are expected to demonstrate high-quality teaching. The factors to be considered in judging a candidate’s teaching effectiveness include, but are not limited to:

- a. quality of courses as judged by members of the D-PTRC (Department Promotion and Tenure Review Committee). Factors to be considered in judging the quality of a course include well-organized and presented lectures as assessed by classroom observations by members of the D-PTRC, along with reasonable and regular assessments of the students’ progress.
- b. updating the content and/or presentation of the courses in response to changes in knowledge, technology, or pedagogy.
- c. conscientiousness in carrying out obligations to students such as meeting classes regularly and on time, giving advance notice of unavoidable absence, being available to students outside of class, and returning assignments and exams in a reasonable amount of time.
- d. performance on student evaluations.

- e. seeking internal and/or external funding for instructional activities. The quality of the grant proposals, whether funded or unfunded, shall be stressed in the evaluation.
- f. recognition by organizations outside the Department of Chemistry in the form of teaching awards.

2.2 Research/Scholarly Activity

The faculty member under consideration for tenure and/or promotion to Associate Professor shall provide evidence demonstrating the establishment of an active and vigorous research program at MTSU. While the factors to be considered for promotion to Professor are the same as for promotion to Associate Professor, candidates for Professor must demonstrate a sustained record of excellence in research/scholarly activity leading to the achievement of national or international recognition.

The factors to be considered in evaluating the research/scholarly activity of the candidate include, but are not limited to

- a. publication of high-quality manuscripts in peer-reviewed well-regarded journals of national and international scope and/or publication of books and book chapters within the candidate's area of expertise. Factors to be considered in evaluating the quality of manuscripts include, but are not limited to, the reputation of the journal within the discipline, the impact factor of the journal, and the number of citations of the manuscript.

Since requirements for publication differ among chemistry sub-disciplines no minimum number of publications will be required. Items accepted for publication, but not yet in print, shall be included with documentation of status. While publications based on work prior to employment at MTSU will be considered, manuscripts based on work at MTSU will be given the greatest weight.

- b. a record of presentations at local, state, regional, national, and/or international meetings.
- c. a record of seeking internal and external funding for research/scholarly activities as appropriate. Funded grants will carry more weight than similar unfunded grant proposals, and external grant applications more weight than internal grant applications. The quality of the grant proposals, whether funded or not funded, shall be stressed in the evaluation.
- d. a record of student involvement in research/scholarly activities. It is expected that the results of student research will be published and/or presented.
- e. other factors such as awards, invitations to speak, serving as reviewer or editor for nationally or internationally recognized journals, serving on

the organizing committee for national and international meetings or symposia, and serving on national review boards for funding agencies. The last three examples may also count as professional service.

2.3 Service/Outreach

Service to the profession, the Department, the College, and the University is expected of every faculty member. While the level of activity within this area may vary over a wide range due to commitments in other areas, everyone is expected to participate in service/outreach activities and shoulder a reasonable share of the service load. Mere presence at a variety of activities does not constitute quality performance. In general, excellence in service is not a sufficient criterion for tenure and/or promotion. However, the Department of Chemistry recognizes the possibility that a faculty member may be hired whose major contribution to the Department, College, and University may be in the area of service. In this case the criteria to be used for tenure and promotion must be agreed to and documented at the time of hire by the faculty member, Chair of the Department, and Dean of the College of Basic and Applied Sciences. In the absence of such documentation, high-quality research/scholarly activity will be a requirement for tenure and promotion.

Evaluation of the service/outreach component shall be based on performance in public service to the community as defined by the university's role and mission; service to the university including serving on departmental, college, and/or university committees; and professional service.

Activities that fall under the rubric of service/outreach include, but are not limited to:

- a. service on a student advisement committee.
- b. coordinator of a course/laboratory, instrument maintenance coordinator, computer maintenance coordinator, seminar director, or other activity required to maintain the smooth functioning of the Department.
- c. service on departmental, college, or university committees, especially as chair of such committees.
- d. service on the Faculty Senate.
- e. service as an officer in a professional organization.
- f. faculty advisor to a student organization.
- g. reviewer or editor for journal, textbook publisher, or granting agency.
- h. organizer of workshops, seminars, symposia, or other types of meetings of a scientific nature.
- i. service to the local community through work with schools, science centers, and other agencies.

Note: The candidate should consult with the Chair of the Department of

Chemistry and the Chair of the D-PTRC as to the suitability of activities not included in the above list.

The D-PTRC recognizes that this list is not comprehensive, nor is service in every category expected or required. Rather, the overall participation of the candidate is to be evaluated in comparison to the Department as a whole.

The Department of Chemistry will consider the following activities when evaluating national or international recognition in the area of service and outreach:

- a. serving as an officer for relevant professional organizations that are national or international in scope,
- b. serving as a consultant, advisor, or recognized expert for private or government panels, agencies, or institutions that are national or international in scope,
- c. serving on organizing committees for national or international meetings, workshops, symposia (this may also be listed under research),
- d. serving as an editor for national and international journals,
- e. invited talks at national or international conferences describing service or outreach activities.
- f. published articles in scholarly periodicals documenting outcomes and innovations in service and outreach activities,
- g. national or international awards for recognized professional service/outreach activities.

3 Documentation

Candidates for promotion and/or tenure shall submit their completed application for tenure and/or promotion via the MTSU digital faculty activity software of record. Because of the importance of the decision to the candidate and the Department, the preparation of the application and the supporting documentation will require a significant amount of time and effort. The information contained in the application will consist of the following:

- a. Application Letter and bulleted information (1 page) containing the most significant accomplishments.
- b. Copy of advertisement for original job posting (for a faculty member relying on their service and outreach activity for promotion a copy of the agreement detailing their promotion criteria with the Department Chair and College Dean must be included).
- c. Outline of Faculty Data, available within the University's faculty activity software.
- d. Prior faculty evaluations from the Chair of the Department of Chemistry and prior recommendations from D-PTRC.
- e. Copies of Workloads.

- f. Results of Student Evaluations of Teaching for each course section evaluated since initial appointment or most recent promotion.
- g. Summary of Grade Distribution Form found in Appendix A (for use in tenure-track renewal advising only, for the purpose of maintaining consistent grading standards within the Department).
- h. Copies of scores and reviewer comments for unfunded grants.

The candidate will also submit supporting documentation such as statement of teaching philosophy, course materials, evidence of student mentorship, publication reprints, grant proposals, including reviews and/or scores if available, certificates of appreciation and participation, and conference schedules showing presentations by the candidate. In addition, the candidate may submit any other documentation he/she feels is relevant to their application and that will aid the D-PTRC in reaching a recommendation. **No material or updates may be added to the Outline of Faculty Data or supporting materials once the departmental review process has formally begun.**

4 Seminar

Candidates for promotion and/or tenure will present a research/scholarly activity seminar early in the fall semester of the year in which they are seeking promotion and/or tenure before the D-PTRC meets to consider their application. This seminar will be presented during the regular time period for the Department of Chemistry seminar, unless teaching obligations interfere. In that case, the candidate will consult with the Chair of the D-PTRC and the faculty member in charge of seminars to set an alternate time before the D-PTRC meets to consider the candidate's application.

5 Procedures

The following is an abbreviated description of the procedures to be followed by the D-PTRC in evaluating an application for promotion and/or tenure. Additional procedures and policies can be found in the MTSU Policy 204 Tenure and Policy 205 Promotion. The D-PTRC will evaluate both tenure and promotion, and a simple majority of the committee will constitute a quorum. Because tenure and/or promotion within the department controls the quality of the Department, committee members must take their duties and responsibilities very seriously.

The membership of the D-PTRC is composed of volunteers from among the tenured department members regardless of rank, excluding individuals under consideration for promotion, faculty members who are relatives of candidates (as defined in MTSU Policy 816) under consideration for tenure and/or promotion, and the Chair of the Department of Chemistry. The committee is selected annually at a faculty meeting in spring of the prior academic year and is composed of all eligible members who volunteer to serve, with a minimum membership of seven faculty members. The membership of the D-PTRC is confirmed by a vote of the entire tenured and tenure-track faculty. The Chair of the D-PTRC will be the Assistant Chair from the previous year. The D-PTRC will select an Assistant Chair at the first meeting of the D-PTRC, who will serve as the Chair of the D-

PTRC for the next year. The Chair of the D- PTRC will schedule and lead all meetings of the D-PTRC, coordinate classroom visits, and write and upload the letters detailing the recommendations of the D-PTRC.

A faculty member applying for discretionary promotion or early tenure and promotion initiates the process by informing the Chair of the Department of Chemistry and the Office of the Provost in writing and entering all required material in the MTSU digital faculty activity software of record. Individual members of the D-PTRC evaluate the candidate based upon the information provided by the candidate and from visits to the candidate's classroom to observe their teaching. These peer evaluators are guided in the evaluation of the candidate by the performance criteria outlined earlier. Individual peer evaluators fill out a Peer Evaluation Form for each candidate.

After the candidate has been evaluated by the individual members, the D-PTRC meets at a date(s) scheduled by the chair of the D-PTRC. The committee then candidly discusses the merits of the candidate's application. To ensure a frank and open exchange, the deliberations of the D-PTRC are confidential and no minutes will be kept. Upon completion of the deliberations, the members of the D-PTRC vote either "yes" or "no" by secret ballot on the candidate's request for promotion and/or tenure. Members of the D-PTRC unable to attend the meeting may vote by absentee ballot. This absentee ballot must be given to the chair of the D-PTRC before the vote in committee is taken. Since promotion and tenure are separate questions, separate votes are required. The Chair and Assistant Chair or the D-PTRC tabulate the votes and announce the results to the committee. A candidate must receive a "yes" vote from a simple majority of the votes cast by members of the D-PTRC to be recommended for tenure and/or promotion. Once the vote has been announced, changes are not permitted unless a committee member requests a revote within two working days of the original vote. The Chair of the D-PTRC will then schedule a meeting of the D-PTRC for the revote. Any member of the committee has a right to request a recount of the votes and observe the recount.

Within two working days of the committee vote, the members of the D-PTRC must provide the Chair of the D-PTRC their Peer Evaluation Forms along with any written comments. The Chair prepares a draft letter summarizing the committee's vote on the candidate's application for promotion and/or tenure based upon the discussion and the written comments received.

The Chair or the D-PTRC distributes this draft to the entire D-PTRC, which meets a final time to discuss and approve the recommendation.

After the letter has been approved by the D-PTRC, the Chair of the D-PTRC submits this letter and decision via the MTSU digital faculty activity software of record to the Department Chairperson. If there are conflicting decisions regarding the application for tenure and/or promotion between the Department Chair and the D-PTRC, they will collaborate in an attempt to resolve the conflict. From there, the process follows that outlined in MTSU Policies 204 and 205.

6 Annual Review of Tenure-Track Faculty

In addition to the evaluation of candidates for tenure and/or promotion, it is the duty of

the D-PTRC to vote on the tenure-track renewal for non-tenured faculty. Tenure-track candidates will prepare documentation similar to that required for an application for tenure and promotion. This documentation will be submitted via the MTSU digital activity software of record for inspection by members of the D-PTRC. The committee will provide in writing an evaluation of the non-tenured tenure-track faculty each year. In this review the committee should address any areas of deficiency and offer constructive suggestions. Copies of this evaluation will be entered into the MTSU digital activity software of record by the date specified in the Annual Faculty Assessment Calendar published by the Provost's office.

Members of the D-PTRC should not make individual recommendations concerning candidates to other administrators or committees in the review process outside the D-PTRC.

7 Pre-Tenure Review

In addition to the annual reviews of tenure-track faculty in years 1, 2, 4, and 5, the D-PTRC will carry out a pre-tenure review of progress toward tenure in the third year for probationary faculty beginning with zero or one year of credit for prior service or in the fourth year for probationary faculty entering with two or three years of credit for prior service. All dates and deadlines are specified in the Annual Faculty Assessment calendar published by the Provost's Office.

The pre-tenure review process will follow the process of the final tenure review described above and in MTSU Policy 204 through the college level. A "yes" vote for the pre-tenure review is interpreted to signify that the activities of the candidate reflect satisfactory progress towards the eventual awarding of tenure at the end of the probationary period. It is expected that the candidate will continue a level of productivity towards tenure to meet expectations for a favorable tenure decision later. It must be emphasized that a favorable Pre-Tenure Review does not guarantee the granting of tenure. A "no" vote signifies an evaluation of insufficient productivity at a rate required to meet the final expectations for the granting of tenure and a recommendation that a terminal contract be issued.

Appendix A: Summary of Grade Distributions for Recent Terms Form

SUMMARY OF GRADE DISTRIBUTIONS FOR RECENT TERMS

Name: _____

Date: _____

Enter the grade distributions for the last classes (up to eight) that you have taught. Omit classes that have such low enrollment (five or fewer students) that distribution would not be meaningful. The terms are entered with earliest on the far right.

Term (e.g. Fall 2016)							
Class(e.g. CH 1020)							
# Students							
% A							
% B							
% C							
% D							
% F							
% W							
% I							

List any additional classes, those with fewer than five students, taught during the time period covered above. (Give semester, year, course number, and enrollment.)
