

**MIDDLE TENNESSEE STATE UNIVERSITY
DEPARTMENT OF AEROSPACE
POLICIES AND PROCEDURES FOR PROMOTION & TENURE**

Approved by Department Henry Beck Date 5/11/21
Approved by Dean Robert Fischer Date 5/20/21
Approved by University Provost Mark Byrnes Date 6-2-21
Approved by University President Elizabeth Holte Date 6/14/21

I. INTRODUCTION

In addition to the guidance in this document, all faculty members within the Department of Aerospace seeking promotion and/or tenure should consult three university documents: (1) Policy 204 – Tenure, (2) Policy 205 – Promotion of Tenured and Tenurable Faculty, and (3) Policy 202 - Faculty Definition, Roles, Responsibilities, and Appointment Types. Specifically, Non-tenure track faculty members seeking continuation and/or promotion in the Department of Aerospace should consult the university document: Policy No. 202 - Faculty Definition, Roles, Responsibilities, and Appointment Types.

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 continuation 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 continuation and/or promotion for Non-tenure track faculty in the Department of Aerospace.

II. D-PTRC COMMITTEE PROCESSES AND PROCEDURES

- A. The Department of Aerospace has a single committee for promotion and tenure recommendations, conducting pre-tenure reviews, and conducting promotion reviews for non-tenure track faculty. This committee is the Department of Aerospace Promotion and Tenure Review Committee (D-PTRC).
- B. University Policy 204 requires that D-PTRC members be tenured. The D-PTRC committee is composed of all tenured faculty not being reviewed for promotion in the Aerospace Department. No requirements for academic rank exist for D-PTRC committee membership or voting privileges.
- C. All full-time tenured and tenure-track faculty members in the department may vote to confirm D-PTRC committee membership, as required by university Policy 204. This vote will normally take place in the spring semester to establish D-PTRC committee membership for the following academic year.
- 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. In the case of a tie vote, the recommendations sent forward will be a negative one.
- E. The Chair of this committee is to be elected by the D-PTRC membership. This vote will normally take place during the spring semester, and the elected Chair will inform the Department Chair of the results of the election. The D-PTRC Chair is responsible for calling and conducting all meetings of the committee.
- 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 via the University's faculty activity software each year to inform the evaluation process.
- G. Pre-tenure reviews will be conducted during year three of the tenure-track period, as specified by University Policy 204, by the D-PTRC. A faculty member undergoing pre-tenure review must submit a detailed Outline of Faculty Data and supporting documentation via the University's faculty activity software as if the candidate was undergoing a tenure review.
- H. The Outline of Faculty Data and supporting materials for the tenure and/or promotion application must be provided to both the D-PTRC and the Department Chair via the University's faculty activity software in accordance with the published University, College of Basic and Applied Sciences, and Department of Aerospace promotion and tenure review calendar.

- I. The materials submitted for evaluation must include but are not limited to items that document the requirements outlined in Section III or IV below.
 1. Submitted documents must be well organized within the University's faculty activity software to assist the reviewers in assessing the materials.
 2. Supporting documentation will be available to the membership of the D-PTRC via the University's faculty activity software throughout the review period during the review committee meetings. After the D-PTRC has rendered a recommendation to the Chair and Dean, the review letter(s) will be stored electronically within the University's faculty activity software.
- J. The candidate for tenure/promotion may personally present his/her case to the D-PTRC upon request to the Chair 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. Each year, the university provides deadlines for all tenure-track faculty to submit review materials. The D-PTRC meetings occur in the weeks that follow these established deadlines.
- K. Each D-PTRC member will attend scheduled D-PTRC meetings to evaluate, discuss, and vote regarding the candidate's materials. D-PTRC members must use the university's faculty activity software to review all candidates' materials and must confirm their review within the university's faculty activity software to exercise voting privileges regarding candidates.
- L. The D-PTRC Chair is responsible for collecting the ballots and reporting the combined vote of the D-PTRC to the department 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. Candidates must also provide evidence of personal integrity and demonstrated willingness to collaborate with MTSU colleagues.

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

Academic ranks are defined in university Policy 202 Faculty Definition, Roles, Responsibilities, and Appointment Types. The criteria, requirements, and processes for tenure and promotion are defined in university Policies 204 and 205, respectively.

Faculty members being considered for promotion and/or tenure must demonstrate commitment to the goals of MTSU. As institutional citizens, they will adhere to high ethical standards per university Policy 205.

For promotion to the rank of associate professor, the candidate will demonstrate high-quality performance in teaching and either research/scholarship/creative activity or service, and quality performance in the other. Typically, the candidate applies for promotion to associate professor at the beginning of the sixth (6th) year.

For promotion to the rank of professor, the candidate will demonstrate sustained excellence in teaching and high-quality professional productivity in both research/scholarship/creative activity and in service. The candidate will demonstrate a level of excellence in either research/scholarship/creative activity or service that is recognized at the national level. The candidate is eligible to apply for promotion to professor at the beginning of the fourth (4th) year as an associate professor.

Candidates for promotion will submit their OFD (including Workload Part A) and all appropriate materials to support activities in teaching, research/scholarship/creative activity, and service via the University's faculty activity software.

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:
 - i. Improvement of courses and the curricular offerings of the department, college and university. This could also include the development of new courses.
 - ii. Improvement of pedagogy/teaching methods with new techniques and integration of new instructional technologies. This includes the development of new laboratory experiments/activities.
 - iii. Evidence of good student evaluations, with the goal of an average of at least 80% positive
 - iv. Performance in teaching as evaluated by peers;
 - v. Performance in advising and mentoring;
 - vi. Performance in outcome assessment activities;
 - vii. Supervision of specialized instructional activities (student research/scholarship/creative activity, service learning, experiential learning, thesis and dissertation direction, internships, student teaching, etc.);
 - viii. Honors received and recognition for teaching;
 - ix. Internal and external funding for instructional activities;

- x. Contributions to teaching, e.g., textbooks, articles, workshops, presentations, instructional technology resources.
- b. Documentation. Evidence of teaching activities will be submitted by faculty seeking tenure and/or promotion via the University's faculty activity software. Supporting materials will include the candidate's statement of teaching philosophy, summary of activities and accomplishments in teaching, syllabi for each unique course, evidence of evaluation by faculty peers, and the one-page quantitative summaries of student evaluations for each course section evaluated since the initial appointment or most recent promotion.

Other supporting materials may include evidence of student mentorship, selected course documents, assessment materials and reports, grant proposals, additional student input, results of alumni surveys and/or student exit interviews, and textbooks or published contributions to pedagogy.

2. Research/Scholarship/Creative Activity

Scholarly activity can take many forms from publications or presentations to peers, conference participation, refereed journal publications, grantsmanship, and presentations or publications to non-specialists to enhance safety and productivity in the aviation industry. In all cases, the quality of the work will be more important than the quantity.

Relative to research/scholarship/creative activity, candidates for promotion to associate professor and/or tenure must demonstrate consistent progress toward establishing an active research program in their area of specialization.

- a. Performance Criteria. To be awarded promotion and/or tenure, candidates must present evidence of, at minimum, quality research/scholarship/creative activity. Such evidence may include, but is not limited to:
 - 1. Participation in research/scholarship/creative activity, which may include: a record of quality peer-reviewed publications, presentations, conference participation, and non-scholarly publications/ presentations.
 - 2. Submission of internal and external funding proposals for research/scholarship/creative activity.
- b. Documentation. Evidence of all research/scholarship/creative activities will be submitted by faculty seeking tenure and/or promotion via the

University's faculty activity software. Documentation of research should include:

1. Summary of activities and accomplishments in research/scholarship/creative activity.
2. Reputable, high-quality peer-reviewed publications including articles, monographs, books, electronic media, and other published works, as well as juried and/or peer-reviewed born-digital scholarly objects; non-peer-reviewed publications may be submitted and will be evaluated accordingly;
3. Funded external or internal grants, with weight given to grants from external agencies and organizations;
4. Written reviews and evaluations by qualified peers of performances, compositions, and other creative activities;
5. Published programs or reviews of public performance or public display;
6. Presentations to one's professional peers at regional, national, or international meetings/conferences;
7. The scholarship of teaching and learning (SOTL), including textbooks, educational articles, and instructional technology resources, and innovative contributions to teaching;
8. Unfunded proposals for external grants, where the documentation supports the quality of the proposal.

c. Documentation must be included to support a designation of accepted and/or in press.

3. Service

Candidates for promotion and/or tenure must demonstrate consistent progress toward establishing a record of quality performance in each of the following areas: public service, university service, and professional service.

University service refers to work other than teaching and research/creative activity performed at the department, college, and/or University level. University service includes, but is not limited to, meaningful participation on department, college, and University committees. University service also includes taking a role in shared governance, such as service as a Faculty Senator, on a specially appointed task force, and/or on a University search committee. It also includes activities that contribute to the recruitment, retention, progression, graduation, and post-graduation career placement of students as well as professional development of faculty.

Professional service refers to the work done for discipline-specific professional organizations or for the teaching profession generally. Service to the profession includes, but is not limited to, association leadership, accreditation review, journal

editorship, article/manuscript/grant proposal review, guest lecturing on other campuses, and other appropriate activities. Examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.

Public service, the University's outreach to the community and society, involves sharing professional expertise and should directly support the goals and mission of the University.

- a. Performance Criteria. Candidates seeking promotion and/or tenure must demonstrate, at minimum, quality service. Departments and/or colleges may assign varying degrees of significance to the following activities based upon their policies.
 - b. Documentation. Evidence of service activities will be submitted by faculty seeking tenure and/or promotion via the University's faculty activity software. Documentation of service may include, but is not limited to:
 1. Summary of activities and accomplishments in service.
 2. An evaluation of the effectiveness of the candidate's service, as judged by its impact. This should include indices of the success of the service activities, in terms of improvement of communities, programs, operating agencies, production processes, or management practices; of satisfaction with the service provided by the candidate; and of the magnitude and complexity of the work.
 3. An external appraisal of the candidate's local, regional, national, and/or international stature.
 4. Evidence of submission of applications seeking internal and external funding for service activities, funded internal and external grants, and University submitted proposals.
4. The candidate must provide evidence of personal integrity that will ensure cooperation with colleagues to ensure a quality program. In addition, the candidate must demonstrate prompt attendance and participation in all department meetings and committee meetings when applicable.

B. Promotion to Professor

Since there is no higher rank, promotion to professor will be considered with great care and requires a level of superior achievement within the discipline with every expectation of continuing contribution to the University and larger academic community. University Policy 202 states that the qualifications for promotion to Professor include:

- a. Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.
- b. Four (4) years of full-time collegiate experience in the academic discipline or related area as an associate professor. Thus, a typical candidate is eligible to apply

for promotion to professor at the beginning of his/her fourth (4th) year as an associate professor.

- c. Evidence of sustained excellence in teaching.
- d. Evidence of sustained high-quality professional productivity in both research/scholarship/creative activity and in service. In one of these categories, the candidate will demonstrate a level of excellence in the academic discipline that is recognized at the national level. National recognition must be defined in department policies with approval at the college level.
- e. Evidence of professional integrity that will ensure cooperation with colleagues and commitment to the programs and students of the department, the college, and the University.

Criteria for promotion to the rank of Professor must include a consistent record of performance in the following:

1. Teaching

For promotion to the rank of professor, the candidate will demonstrate sustained excellence in teaching and high-quality professional productivity in both research/scholarship/creative activity and in service. The candidate will demonstrate a level of excellence in either research/scholarship/creative activity or service that is recognized at the national level. The candidate is eligible to apply for promotion to professor at the beginning of the fourth (4th) year as an associate professor.

a. Performance Criteria

1. Performance in teaching as evaluated by students and peers;
2. Performance in advising and mentoring;
3. Performance in outcome assessment activities;
4. Improvement of their own courses and the larger curriculum;
5. Effectiveness in teaching methods, including efforts to improve pedagogy;
6. Supervision of specialized instructional activities (student research/scholarship/creative activity, service learning, experiential learning, thesis and dissertation direction, internships, student teaching, etc.);
7. Honors received and recognition for teaching;
8. Internal and external funding for instructional activities;
9. Contributions to teaching, e.g., textbooks, articles, workshops, presentations, instructional technology resources.

b. Documentation

1. Supporting materials will include the candidate's summary of activities and accomplishments in teaching, syllabi for each unique course, evidence of evaluation by faculty peers, and the one-page quantitative summaries of student evaluations for each course section evaluated since the initial appointment or most recent promotion.
2. Other supporting materials may include selected course documents, assessment materials and reports, grant proposals, additional student input, results of alumni surveys and/or student exit interviews, and textbooks or published contributions to pedagogy.

2. Research/Scholarship

To be awarded promotion to the rank of Professor, candidates must present evidence of, at minimum, quality research/scholarship/creative activity. Such evidence may include, but is not limited to:

1. Participation in research/scholarship/creative activity, which may include collaboration with undergraduate and/or graduate students;
 2. Submission of internal and external funding proposals for research/scholarship/creative activity.
- a. **Performance Criteria.** All candidates for promotion to Professor must demonstrate a sustained record of high-quality research/scholarship through publications or presentations to peers, refereed journal publications, 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.** Faculty applying for promotion to Professor will provide a summary of activities and accomplishments in research/scholarship/creative activity. Supporting materials may include, but will not be limited to, the following:
 1. Reputable, high-quality peer-reviewed publications including articles, monographs, books, electronic media, and other published works, as well as juried and/or peer-reviewed born-digital scholarly objects; non-peer-reviewed publications may be submitted and will be evaluated accordingly;

2. Funded external or internal grants, with weight given to grants from external agencies and organizations;
 3. Written reviews and evaluations by qualified peers of performances, compositions, and other creative activities;
 4. Published programs or reviews of public performance or public display;
 5. Presentations to one's professional peers at regional, national, or international meetings/conferences;
 6. The scholarship of teaching and learning (SOTL), including textbooks, educational articles, and instructional technology resources, and innovative contributions to teaching;
 7. Unfunded proposals for external grants, where the documentation supports the quality of the proposal.
- c. Documentation must be included to support a designation of accepted and/or in press.

3. Service

To be promoted to the rank of Professor, candidates must demonstrate, at minimum, quality service. Departments and/or colleges may assign varying degrees of significance to the following activities based upon their policies:

1. University service refers to work other than teaching and research/scholarship/creative activity performed at the department, college, and/or University level. University service includes, but is not limited to, meaningful participation on department, college, and University committees. University service also includes taking a role in shared governance, such as service as a Faculty Senator, on a specially appointed task force, and/or on a University search committee. It also includes activities that contribute to the recruitment, retention, progression, graduation, and post-graduation career placement of students as well as professional development of faculty.
2. Professional service refers to the work done for disciplinary professional organizations or for the teaching profession generally. Service to the profession includes, but is not limited to, association leadership, accreditation review, journal editorship, article/manuscript/grant proposal review, guest lecturing on other campuses, and other appropriate activities. Examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.
3. Public service, the University's outreach to the community and society, involves sharing professional expertise and should directly support the goals and mission of the University.

- a. Performance Criteria. All candidates for promotion to professor must provide documentation of 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. 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.
- b. Documentation. Evidence of service activities associated with promotion to the rank of Professor may include, but are not limited to:
 1. Election to office on a national or international level;
 2. Appointment as a committee chairperson/member at the national level;
 3. Work as an editor, proceedings editor or guest editor of a nationally distributed journal;
 4. Administration/receipt of a service grant from a national organization;
 5. Receive recognition for service from a national or international group.
4. The candidate must provide evidence of personal integrity and demonstrated willingness to collaborate with MTSU colleagues to ensure a quality program. In addition, the candidate must demonstrate prompt attendance and participation in all department meetings and committee meetings when applicable.

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

Non-tenure track appointments within the Department of Aerospace are offered in accordance with MTSU Policy 202: Faculty Definition, Roles, Responsibilities, and Appointment Types. The Department Chair will conduct a review of lecturer, instructor, senior instructor, master instructor, clinical-track, research-track, and coordinator positions annually. Though not involved with the annual evaluation and renewal of such positions, the Department of Aerospace Promotion and Tenure Review Committee will review the candidate's performance in the existing contract and make recommendations regarding promotion to a higher rank.

A. Continuation and Promotion of Non-Tenure Track Faculty Members

All faculty in these appointment types must be evaluated annually. Renewal of such appointments is at the discretion of the department chair and the college dean. Renewal of the appointment will be based upon the availability of funds and upon annual performance reviews by the department head in consultation with the dean. Reviews are due annually, and in the case of non-renewal, thirty (30)-day notice must be provided the faculty member. This notice is considered as delivered on the date the notice is placed in the U.S. mail.

To be eligible for continuation of employment a candidate must:

1. Fulfill of contract terms
2. Have a degree in an area appropriate for the discipline;
3. Demonstrate quality work appropriate to the appointment type and discipline;
4. Demonstrate a willingness to collaborate with MTSU colleagues to ensure a quality program;
5. If applicable, demonstrate additional skills outside the primary focus area that are required by the position; and
6. If applicable, hold appropriate certifications/licenses required by the position.

B. Evidence to be Considered in Non-tenure Track Faculty Continuation/Promotion

1. Non-tenure track faculty candidates for promotion or continuation in the Department of Aerospace shall submit to the department Chair via the university's faculty activity software:
 - a. An itemized list of materials included in the continuation 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
 - e. Documentation of the candidate's service/outreach activities
 - f. Documentation of the candidate's research and scholarly activities

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

1. At the Lecturer, Instructor, Senior Instructor, Master Instructor levels, candidates must hold a Master's Degree in Aerospace or a related field, demonstrate personal integrity, and meet the university requirements outlined in Policy 202.

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 personal integrity, 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 personal integrity 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 6 years at the assistant professor level or at least 6 years' experience in the Aerospace industry or a related field of employment, and provide evidence of personal integrity 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 4 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 personal integrity 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.