

Department of Criminal Justice Administration

MTSU Box 238
1301 East Main Street
Murfreesboro, Tennessee 37132
o: 615-898-2630 • f: 615- 898-5159
mtsu.edu/criminaljustice



Memorandum

To: Dr. Mark Byrnes, University Provost
Dr. Harold D. Whiteside, Dean
College of Behavioral and Health Sciences

From: Dr. Lee Wade, Interim Chair
Department of Criminal Justice Administration

Re: Department of Criminal Justice Administration's Instructor Promotion Policy

Attached for approval is the Department of Criminal Justice Administration's Instructor Promotion Policy.



Prof. William Shulman, Committee Chair Date 10/8/20



Dr. Lee Wade, Interim Dept. Chair Date 10-8-2020



Dr. Harold D. Whiteside, Dean Date 10/8/20



Dr. Mark Byrnes, University Provost Date 7-27-21



Dr. Sidney A. McPhee, President Date 7/31/21

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**Department of Criminal Justice Administration
Promotion Guidelines for Instructor positions (per MTSU Policy 202.IV.C.2-4)**

- I. Those faculty designated as Instructors will have the following:
 - a. Demonstrated ability in teaching and student development
 - b. Master's degree from an accredited institution in the academic discipline or related area
 - c. Evidence of professional integrity
- II. To be promoted to the rank of Senior Instructor, the Instructor must demonstrate the following:
 - a. Documented evidence of high-quality teaching and contribution to student development with a minimum of six (6) years as an instructor/lecturer
 - b. Master's degree from an accredited institution in the academic discipline or related area
 - c. Evidence of professional integrity
- III. To be promoted to the rank of Master Instructor, the Senior Instructor must demonstrate the following:
 - a. Documented evidence of teaching excellence; education or commensurate experience; and superior contribution to student development
 - b. A minimum of four (4) years of experience at the Senior Instructor rank or ten (10) years of experience as an instructor/lecturer
 - c. An earned doctorate or terminal degree in an appropriate discipline or equivalent professional experience is preferred
 - d. Evidence of professional integrity
- IV. Coordinator
 - a. Candidates who apply for an instructor rank with coordinator designation must meet the requirements set forth in MTSU Policy 202 regarding administrative duties and responsibilities.

Note: Candidates for promotion will follow the promotion process detailed in MTSU Policy 205 and the calendar issued each fall term by the Office of the Provost for submitting materials.