

Department of Criminal Justice Administration

MTSU Box 238
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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 Promotion and Tenure Policy

Date: April 19, 2021

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



Dr. Lee Wade, Interim Dept. Chair

04-19-2021
Date



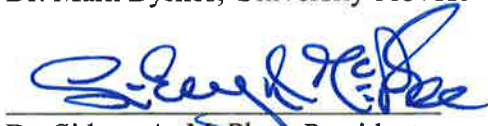
Dr. Barbara Turnage, Associate Dean

4-19-21
Date



Dr. Mark Byrnes, University Provost

4-22-21
Date



Dr. Sidney A. McPhee, President

4/26/21
Date

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Department of Criminal Justice Administration Promotion and Tenure Review Committee Policies and Procedures

1. Department Review

a. The department level review process for tenure and promotion recommendations consists of separate considerations by the Chair and department tenure review committee.

2. Department Promotion and Tenure Review Committee

a. The Department's promotion and tenure review committee is established in accordance with MTSU Policy No. 204 V: C.

b. The purpose of the committee shall be to review and evaluate candidates for promotion and tenure and to make recommendations on promotion and tenure to the Dean of Behavioral and Health Sciences.

c. **Composition and Election:** The Department promotion and tenure committee shall consist of all tenured faculty from within the Department of Criminal Justice Administration. Candidates being evaluated for tenure and/or promotion and the Department Chairperson cannot be committee members. A committee Chairperson shall be elected by plurality vote by the committee members no later than Spring semester that precedes each academic year. In the event of a tie vote, the Chair of the Department shall cast the tie-breaking vote. Committee members are expected to fully understand University, College, and Departmental criteria for tenure and promotion.

3. Promotion and Tenure Review Process and Procedures

a. For purposes of deliberation and voting, the Department promotion and tenure review committee requires a quorum of "one more than half" of the committee membership. A tie vote will be regarded as a negative recommendation. Any recommendation will not specify the individual number of votes either for or against recommending any individual candidate.

b. **Review Process:** The Department Chairperson, after examining all materials submitted by each candidate for tenure and/or promotion, then forwards the materials to the Department promotion and tenure review committee. The Department promotion and tenure review committee will separately consider each candidate's qualifications for tenure and/or promotion on such Department, College, and University criteria as have been approved.

c. After consideration, the committee will consult with the Department Chair. If the recommendations of the Department Chairperson and committee are in concert, separate reports will be filed by the Department Chairperson and by the committee to the College Dean. If the recommendations of the Department Chairperson and committee are in conflict, they will meet in an attempt to resolve the conflict prior to submitting written recommendations to the College Dean. If the conflicts cannot be resolved, reports submitted to the Dean by the committee and by the Department Chairperson will each describe the points of conflict.

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d. When deliberations are concluded, the Department Chairperson and the committee will separately notify each tenure and promotion candidate of the recommendation that has been forwarded to the College Dean. Each candidate will be afforded the opportunity to meet with the Department Chairperson and/or the Department promotion and tenure review committee to discuss the review process and the data upon which the decision was made. It is the candidate's responsibility to initiate requests for a meeting with the Department Chairperson and/or Department committee.

4. Department of Criminal Justice Administration Promotion and Tenure Review Criteria

- a. The Criminal Justice Department's promotion and tenure policies and procedures are established in accordance with MTSU Policy No. 204 for Tenure and Policy 205 for Promotion, which delineate the criteria, procedures, and indicates minimum standards set by MTSU.
- b. The policy for tenure and promotion in the Department of Criminal Justice Administration (CJA) adheres to the Department's Mission Statement in which the faculty member must have demonstrated the ability to assist the Department to achieve its mission and goals on an individual and team level. Tenure and promotion require that the faculty member must have documented evidence of quality advising, partnerships with criminal justice agencies, quality instruction, public/professional/university service, and/or research/creative activity. The documented evidence must support tenure and/or the level of promotion sought by the CJA faculty member consistent with the performance criteria established by the MTSU Board, MTSU, the College of Behavioral and Health Sciences, and the CJA Department. In the last instance, as specified herein, such criteria may exceed, be more specific, or have greater emphasis placed on them than those required by the University.
- c. The Criminal Justice Department is a small Department by number of faculty. As such, it is imperative within the context of a faculty member's teaching, research/scholarship/creative activity, and service/outreach, that the faculty member evidence a willingness and ability to work effectively with a goal to achieving high quality teaching, high quality service, and quality research/creative activity considering the following criteria.

1. National Recognition

In regard to promotion to the rank of professor, it is expected that the faculty member have demonstrated sustained excellence in teaching and high quality service/outreach with quality production in research/creative activity. The candidate must be able to demonstrate in at least one of these categories a level of achievement that is recognized at the national level. For promotion to the rank of associate professor, the candidate will demonstrate high-quality performance in teaching and service, and quality performance in research/scholarship/creative activity, but with or without national recognition in these areas.

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National recognition will be determined by the Tenure and Promotion Committee's evaluation of the candidate's documented record of accomplishments in those three substantive areas, including: citations of the candidate's scholarly work in nationally disseminated academic journals, law reviews, textbooks, or national justice/governmental publications; scholarly works published in nationally disseminated criminal justice (or closely related fields) journals, law reviews, books, national justice/government publications; national recognition for research/scholarly/creative activity and/or service/outreach; presentation at national conferences; significant research/scholarship/creative activity and/or service/outreach at the national level; or international instruction and development of study abroad programs. This list is not meant to be exhaustive of the factors that can evidence national recognition, but rather sets a guidepost to recognizing superior professional productivity.

2. Teaching

Recognizing that our first priority is to our students, all Department faculty are expected to demonstrate sustained, high quality teaching. Among the listed performance criteria for tenure and promotion, the Department places greater weight on teaching compared to research and service in terms of student evaluations, performance in mentoring of students, development of online curriculum/courses, and teaching loads.

3. Research/Scholarship/Creative Activity

Each Department faculty member is expected to engage in and complete scholarly research and/or engage in creative activities appropriate to the needs of the criminal justice community. Research and/or creative activities include (but are not limited to) any of the following: Publications of books, legal articles, editorials, or research articles as single or joint authors; paper presentations; seminar/training presentations, thesis Chair or reader; special appearances, discussions, etc.; development of new courses, programs, etc.; creative educational experiences for students; book reviews; journal referees; other scholarly accomplishments.

4. Service/Outreach

A vital component of the Department's mission is service to the criminal justice community. It is recognized that educating students to assume a community service role in the law enforcement, courts, and correctional arenas is a top priority. As such, a heavy weight is placed on a candidate's documented evidence in outreach activities with the community and state, with major emphasis on forging relationship with criminal justice agencies and service units within the law enforcement, courts, and corrections fields.

Activities such as creating and accessing internships and employment placements, establishing exchange programs, incorporating field observations within the courts and law enforcement areas into class programs, maintaining professional affiliations and/or consultation to criminal justice personnel are emphasized in a candidate's performance.