

Engineering Technology Department

ACADEMIC AFFAIRS

GUIDELINES FOR TENURE-TRACK RENEWAL, TENURE, AND PROMOTION OF TENURABLE POSITIONS

AND

REAPPOINTMENT AND NON-RENEWAL OF NON-TENURABLE POSITIONS AND PROMOTION OF CLINICAL TRACK AND RESEARCH TRACK POSITIONS

Approvals:

Chair ET	<u>Walter W. Bales</u>	Date <u>10-2-15</u>
Dean CBAS	<u>Robert Fincher</u>	Date <u>10/2/15</u>
Provost	<u>Brenda Barty</u>	Date <u>10/6/15</u>
President	<u>Sidney S. Lee</u>	Date <u>10/6/15</u>

Philosophy

The Engineering Technology Department is composed of applied disciplines with many students employed part time or full time while attending classes. Our Graduate students typically have 5-25 years work experience before starting work on the Master's Degree. We seek a broad range of faculty qualifications—both academic and professional to provide students with a wide variety of faculty experience and expertise. The department seeks to provide a balance of professionally experienced/teaching oriented and doctoral/research oriented faculty. We occasionally seek MS qualified faculty with significant work experience. However, we typically seek faculty with terminal degrees in engineering or closely related fields.

Purpose

The purpose of the Promotion and Tenure Review Committee is to review applications for: renewal of tenure-track positions and non-tenurable positions including Clinical-Track, Research-Track, and Coordinator Appointments; academic tenure; promotions for tenurable positions and also for clinical and research-track positions.

Composition

The Promotion and Tenure Review Committee composed of all tenured faculty except individuals who are up for promotion or a member of an immediate household of an individual up for promotion. Separate committees for tenure and promotion under special circumstance (for example, to restrict membership to full professors when considering a request for promotion to full professor)

Committee Chair

The committee elects the chair annually and the chair may not serve more than two consecutive terms.

Quorum

A quorum shall consist of one-half of the eligible committee members.

Resources

- Tenure-Track, Tenure and Promotion Roles and Procedures – College of Basic and Applied Sciences provided by the Dean
- Calendar for Tenure-Track, Tenure, and Promotion Review provided by the VPAA

- The following minimum requirements are taken verbatim from MTSU Policies and Procedures Manual, II:01:05A, II:01:05B.I, and II:01:05D:

Committee Meetings

- Dates and times of all meetings (with the exception of Organizational Meeting) will be distributed to all faculty.
 - Organizational meeting
 - Elect Chair
 - Set time and location for additional meetings
 - Regular Meeting(s)
 - As many as necessary
 - Must follow Robert's Rules of Order
 - Review faculty data (Faculty members under consideration may elect to present their case orally in addition to the required documentation.)
 - Vote on candidates
 - In case of a tie vote, the committee shall conduct further discussions and vote again. A tie vote is considered a "NO" vote.
 - Committee Chair drafts letter of recommendation for committee approval and after approval, notifies the Department Chair or Preliminary Findings
 - Meeting with Department Chair
 - Compare recommendations and revise if necessary with approval of the PEC committee
 - Committee Chair sends written notice of recommendations to each faculty member under consideration with deadline for challenge
 - NOTE: The faculty member under consideration may elect to withdraw at this point or any point during the process without prejudice.
- Challenge Meeting(s)
 - Faculty members under consideration may elect to challenge the written findings of the committee by appearing before the committee in person.
 - Such meeting called at request of faculty member up for promotion or tenure and scheduled by the committee chair.
 - Committee will decide whether reconsideration is appropriate and act accordingly.
- Committee Chair forwards final recommendations directly to school Dean
- Committee Chair provides copy of letter of recommendation to each faculty member under consideration of the committee's recommendation. This should be done the same day the department chair submits a written recommendation to the individual.

Materials Provided to the Committee

- Letter of request from faculty member for consideration for tenure or promotion (including clinical- and research-track faculty) or reappointment to a new fixed term for non-tenurable appointments.
- Deadline for submitting these materials will be established by the Committee Chair who will notify the Department Chair and all departmental faculty at least three weeks prior to the deadline. College and University timelines must be considered.
 - Department Chair
 - List of individuals eligible for being considered for promotion/tenure
 - Student evaluations to include departmental and college comparisons
 - Faculty Member (Submitted to Dept. Chair who forwards to Committee) Required
 - Letter of intent to be considered

- Current “Outline of Faculty Data”
- Chronological listing of information in the “Outline of Faculty Data”
- Supporting Documentation:
 - See University POLICY NO: II:01:05A (II:01:05D for non-tenurable positions, <http://www.mtsu.edu/provost/tenpro/index.php>, supporting materials for teaching documentation, research/creative activities, and public service/outreach

Material Review Procedure

- Information included in the candidate’s folder will be listed on the front of the folder. Checkout and return of review folders to central location in departmental office.

Voting

- Voting will be by secret ballot. Individual committee member’s votes shall not be disclosed.
- Committee members must be present at the committee meeting to vote (no proxies).
- Voting requires a quorum, and a positive recommendation requires a simple majority.
- A tie vote results in a negative recommendation.

Documentation

- Calendar of meeting dates and deadlines for submission of materials by Committee Chair (INITIAL MEETING SET BY DEPARTMENT CHAIR)
- Forms supplied by the Dean of Basic and Applied Sciences
 - (Titles of specific forms will be listed here when supplied by the dean)
- Committee’s Final Recommendations

Tenure [“MTSU Tenure Policy III:B:1.c.]

The faculty member will receive two formal reviews for tenure: a pre-tenure review of progress toward tenure and a final review following the fifth or sixth year. The preliminary review will follow the process of the final tenure review through the department and college level as outlined in Section III. Tenure-track faculty entering with zero or one years of credit for prior service will be evaluated in the third year of their probationary appointment; probationary faculty entering with two or three years of credit for prior service will be evaluated in the fourth year of their probationary appointment.

TENURE-TRACK RENEWAL, TENURE AND PROMOTION OF TENURABLE POSITIONS

Promotion to Assistant Professor (minimum requirements):

1. Except as noted below, the rank of assistant professor requires that a person shall hold an **earned doctorate** from an accredited college or university in a major appropriate to the teaching field. If the degree is outside a faculty member’s discipline, the department chairperson, dean, and provost shall determine whether the degree is appropriate to the teaching field, a determination that is normally made at the time of a faculty member’s initial appointment.

[In certain special areas – as determined by the provost – in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the master’s degree, when accompanied by extensive, distinguished professional experience and/or a record of distinguished accomplishment, may meet the minimum requirement for the rank of assistant professor. The department chairperson, college dean, and provost are responsible for evaluating a candidate’s professional experience and record of their accomplishment. They are also responsible for determining whether the candidate’s degree

is appropriate to the teaching field, if it is outside a candidate's discipline. These determinations shall normally be made at the time of a faculty member's initial appointment.]

[When the earned doctorate is not normally available in a faculty member's teaching field, other degrees - - for example, the M.F.A. - - may substitute for the earned doctorate. It shall be the responsibility of the department chairperson, dean, and provost to determine whether an earned doctorate is normally available in a faculty member's initial appointment.]

A master's degree (M.A. or M.S., or their equivalent degrees) plus thirty (30) semester hours beyond the master's degree in a doctoral program at an accredited college or university may substitute for the earned doctorate. The graduate hours beyond the master's degree shall be in that instructional discipline or related area, and the faculty member must have at least three(3) years of full-time collegiate experience in the instructional discipline or related area. These determinations shall normally be made by the department chairperson, college dean, and, provost at the time of a faculty member's initial appointment.]

2. **Evidence of potential ability in teaching** if initially appointed at this rank or documented ability if promoted into this rank.
3. Evidence of potential ability in **research/scholarship/ creative activity** and service/outreach
4. Evidence of **character, attitude, and personality** that ensures cooperation with colleagues and commitment to program and students of the department, the college, and the university

Promotion to Associate Professor:

1. Except as noted below, the rank of associate professor requires that a person shall have an earned doctorate from an accredited college or university in a major appropriate to the teaching field. If the degree is outside a faculty member's discipline, the department chairperson, dean, and provost shall determine whether the degree is appropriate to the teaching field, a determination that is normally made at the time of a faculty member's initial appointment.

[In certain special areas- -as determined by the provost-- in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the master's degree, when accompanied by extensive, distinguished professional experience and/or a record of distinguished accomplishment, may meet the minimum requirement for the rank of associate professor. The department chairperson, college dean, and provost are responsible for evaluating a candidate's professional experience and record of an accomplishment. They are also responsible for determining whether the terminal degree is appropriate to the teaching field, if it is outside a candidate's discipline. These determinations shall normally be made at the time of a faculty member's initial appointment.]

[When the earned doctorate is not normally available in a faculty member's teaching field, other degrees—for example, the M.F.A. – may substitute for the earned doctorate. It shall be the responsibility of the department chairperson, dean, and provost to determine whether an earned doctorate is normally available in a faculty member's teaching field. This determination shall normally be made at the time of a faculty member's initial appointment.]

2. Five (5) years of full-time collegiate experience in the teaching field or related area as an assistant professor. If the experience is outside a faculty member's discipline, the department chairperson, dean, and provost shall determine whether the experience is appropriate, a determination that is normally made at the time of a faculty member's initial appointment to the university.
3. Documented evidence of high quality professional performance in instruction.
4. Documented evidence of continuing direct participation in research/scholarship/creative activity and public service/outreach.
5. Evidence of high quality professional productivity in either research/scholarship/creative activity or service/outreach and quality professional productivity in the other area.
6. Documented evidence of thorough and systematic study of the research/scholarship/creative activity of others.
7. Evidence of character, attitude, and personality that will ensure cooperation with colleagues and commitment to programs and students of the department, the college, and the university.

Promotion to Professor

1. Except as noted below, the rank of professor requires that a person shall hold an earned doctorate from an accredited college or university in a major appropriate to the teaching field. If the chairperson, dean, and provost shall determine whether the degree is appropriate to the teaching field, a determination that is normally made at the time of a faculty member's initial appointment.

[In certain special areas- -as determined by the provost – in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the master's degree, when accompanied by extensive, distinguished professional experience and a record of distinguished accomplishment, may meet the minimum requirement for the rank of professor. The department chairperson, college dean, and provost are responsible for evaluating a candidate's professional experience and record of accomplishment. They also are responsible for determining whether the terminal degree is appropriate to the teaching field, if it is outside a candidate's discipline. These determinations shall normally be made at the time of a faculty member's initial appointment.]

[When the earned doctorate is not normally available in a faculty member's teaching field, other degrees -- for example, the M.F.A. – may substitute for the earned doctorate. It shall be the responsibility of the department chairperson, dean and provost to determine whether an earned doctorate is normally available in a faculty member's teaching field. This determination shall normally be made at the time of a faculty member's initial appointment.]

2. Ten (10) years of full-time collegiate experience in the instructional discipline or related area.
3. Five (5) years of full-time collegiate experience in the teaching field or related area as an associate professor.
4. Documented evidence of sustained excellence in teaching.

5. Documented evidence of quality professional productivity in research/scholarship/creative activity and in public service/outreach. National recognition is expected in at least one of these areas. The term “national recognition” must be defined in department policy with college level approval.
6. Documented evidence of thorough and systematic study of the research/scholarship/creative activity of others.
7. Evidence of character, attitude, and personality that will ensure cooperation with colleagues and commitment to programs and students of the department, the college, and the university.

Examples of national recognition are:

1. Service/Outreach
 - Serving on national level committees of such national, professional organizations such as
 - American Society of Civil (mechanical, electrical, etc.) Engineers
 - Society of Manufacturing Engineers
 - Conference organizing committees of national professional organizations, session chair, etc.
 - Other activities that bring national recognition to the professor and MTSU such as national student competitions
2. Research
 - Publishing manuscripts in peer-reviewed national venues in one’s academic discipline and making presentations at the same venues. For example, publishing in the engineering conferences and archival journals. Refereed journal publications are preferred.
 - Other activities include those that bring national recognition to the professor and MTSU such as national competitive grants (e.g., NASA, DOD, DOT, NSF).

EVALUATION OF COORDINATOR, CLINICAL-TRACK, AND RESEARCH TRACK FACULTY POSITIONS FOR A NEW TERM

The Department Tenure and Promotion Committee will review applications for retention by coordinators/ clinical-track/research track to renew their appointments for a new term. (The Department’s policy related to the review of faculty for tenure, promotion, and retention provides procedures for electing the committee that will make retention recommendations for appointing coordinator/clinical-track/research-track faculty to a new term.) Requirements for a quorum are also provided in the department tenure, promotion, and retention policy.

Any policy changes in committee structure and committee operations that are approved by the department for the department tenure, promotion, and retention policy will also be applied to this policy.

Term Review for Coordinators/Clinical-Track/Research-Track

Candidates due for renewal of their term should submit a completed Outline of Faculty Data form and supporting materials in the department office by the date specified in the annual calendar provided by

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the office of the university provost for candidates for promotion and tenure recommendations.

Processes and procedures for evaluation of coordinators/ clinical-track/research-track for renewal of a fixed term are the same as for retention of tenure-track faculty and these are explained in the department tenure, promotion, and retention policy.

The performance criteria used by the committee are outlined in MTSU Policy II:01:05D. They include:

To be eligible for renewal of the appointment, a candidate must:

1. demonstrate quality work appropriate to the appointment type and discipline
2. demonstrate a willingness to collaborate with MTSU colleagues to ensure a quality program
3. demonstrate additional skills outside the primary focus area that are required by the position, and
4. hold appropriate certifications/licenses required by the position.

Additionally, coordinators/ clinical-track/research-track are reviewed specifically for the

1. quality of their teaching
2. quality of their service/outreach related to their coordinator role
3. Tenure and promotion committees reviewing research track faculty recognize and give credit to publications from prestigious organizations and look at the number of times publications are cited by other researchers in the same field. In addition, they place heavy credit for service on nationally and internationally recognized organization committees (especially as board member or officer). Research grants are important and a candidate is rated on being the PI (primarily) or Co-PI (participation is investigated) on funded research grants.

Promotion Review for Clinical-Track and Research-Track Faculty

Appointment to a higher rank may be recommended at the beginning of a new fixed term. Titles of ranks for clinical-track/research-track and requirements for promotion are:

Clinical-track/Research-track Assistant Professor – MTSU Policy II:01:05B indicates the requirement for an assistant professor is an earned doctorate or terminal degree and other qualifications stated in the policy.

Clinical-track/Research-track Associate Professor – MTSU Policy II:01:05B indicates the requirements for an associate professor is five years at assistant professor (or 5 years of equivalent experience) and other qualifications stated in the policy.

Clinical-track/Research-track Professor – MTSU Policy 11:01:05B indicates the requirements for a professor requires five years at associate professor (or 10 years of equivalent experience) and other qualifications stated in the promotion policy.

Any appointment to a higher rank for clinical-track/research-track will occur at the beginning of a new fixed term once the criteria for the higher rank have been met.