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26 June 2022

MEMORANDUM

From: Dr. Steve Severn, Chair, Department of English  
To: Dr. Sidney McPhee, President MTSU

Via: Dr. Leah Lyons, Dean, College of Liberal Arts  
Dr. Mark Byrnes, University Provost

Subj: REQUEST REVIEW AND APPROVAL OF THE ENGLISH DEPARTMENT'S REVISED POLICIES ON TENURE AND PROMOTION.

Enclosed you will find a revised version of the English Department's *Policies on Tenure and Promotion*. It brings to completion the revision process that began in AY 2020 – 2021 to accommodate the updates to MTSU Policies 204 and 205 that were approved in 2020 .

This revision was approved without objection by a vote of the English Department's tenured and tenure-track faculty on 4/27/2022.

I ask that you please review and approve.

Stephen E. Severn, Chair

6/28/22

Date

Leah Lyons, Dean CLA

07/26/2022

Date

Mark Byrnes, Provost

8-9-22

Date

Sidney McPhee, President

8/19/22

Date

# **ENGLISH DEPARTMENT POLICIES ON TENURE AND PROMOTION**

Version 2.1

Department of English  
Middle Tennessee State University

## RECORD OF CHANGES

Date	Version #	Detail of Change(s)
4/24/18	1.0	Original submitted
9/24/18	1.1	Revised Section III.B.2.b to allow faculty members, when applying for promotion to Professor, to submit materials published after they have submitted their application for promotion to Associate Professor but before their actual appointment date.
5/4/21	2.0	Significant revision undertaken to reflect changes to MTSU Policies 204 and 205, adoption of new Digital Measures System, switch to gender neutral pronouns and updating of Departmental practices.
4/27/22	2.1	Continuation and completion of revision process begun in 2020 – 2021 Academic Year. Key changes: Language added regarding administrative service; a third category of scholarly accomplishments for promotion to Associate Professor and pursuit of grant activity. Requirement for manifest publications removed.

## CONTENTS

<b>I. English Department Tenure and Promotion Review</b>	3
<b>II. Duties and Responsibilities of the Department Chair</b>	3
<b>III. English Department Tenure and Promotion Committee (DTPC)</b>	4
A. Establishment	4
B. Purpose	4
C. Composition, Eligibility, and Election	4
D. Process	6
<b>IV. Criteria for Tenure and Promotion</b>	7
A. Criteria for Tenure in the English Department	7
B. Criteria for Promotion in the English Department	8
1. Promotion to Associate Professor	8
a. Criteria for Teaching Performance	8
b. Criteria for Research/Scholarship/Creative Activity	10
c. Criteria for Service and Outreach	12
2. Promotion to Full Professor	13
a. Criteria for Teaching Performance	13
b. Criteria for Research/Scholarship/Creative Activity	14
c. Criteria for Service and Outreach	16
<b>V. English Department Tenure and Promotion Review Procedures</b>	18
A. Initiating the Process	18
B. Submitting Materials	18
1. Supporting Materials for Teaching	18
2. Supporting Materials for Research, Scholarship, and Creative Activity	19
3. Supporting Materials for Service	20
C. Appealing the Decision	20
D. Annual Renewal and Pre-Tenure Review Procedures	21

## **I. English Department Tenure and Promotion Review**

Candidates for tenure and promotion should take responsibility for fully understanding the University and College policies defined in the following documents, all of which are available at [the website of the Office of the Provost](#):

- MTSU Policy 204 Tenure;
- MTSU Policy 205 Promotion;
- MTSU Policy 206 Tenure and Promotion Appeals Process; and
- CLA Policies and Procedure for Promotion and Tenure Review.

In addition, this policy document provides information specific to English Department faculty in regard to tenure and promotion.

In accordance with MTSU Policies 204.V.C and 205.V.B, the review process for Tenure and Promotion recommendations at the departmental level consists of separate consideration by the Department Chair and the Department Tenure and Promotion Committee (hereafter DTPC).

## **II. Duties and Responsibilities of the Department Chair**

The duties and responsibilities of the Department Chair are in accordance with MTSU Policies 204 and 205, with the following two additional duties assigned:

1. Conducting the election of the DPTC (see Section III.C)
2. Informing tenure-track faculty of the University's annual tenure and promotion calendar (see Section V.D.1)

### **III. English Department Tenure and Promotion Committee (DTPC)**

#### **A. Establishment**

In compliance with MTSU Policies 204.V.C.1 and 205.V.B.1 a single English DTPC is established to carry out the processes involved in tenure and promotion review.

#### **B. Purpose**

In compliance with MTSU Policies 204 and 205, the purpose of the DTPC is to (1) review and evaluate candidates for tenure and/or promotion, (2) conduct annual reviews of tenure-track faculty, and (3) conduct formal pre-tenure reviews. In the English Department, this committee also has the responsibility of reviewing any changes to University and College policies regarding tenure and promotion to ensure that departmental policies remain in compliance. The committee may also be charged with revising, if and when the faculty deems it necessary, any tenure and promotion procedures or criteria particular to the English department.

#### **C. Composition, Eligibility, and Election**

In compliance with MTSU Policies 204.V.C.1 and 205.V.B.1, the DTPC shall consist of five tenured members of the English Department. In addition, the English Department requires at least two of the five members be at the rank of full professor. Committee members are elected by all eligible full-time tenured and tenure-track members of the Department. The DTPC is elected each spring for the following academic year. The Department Chair will forward a ballot to department faculty members that lists all full-time tenured and tenure-track faculty members. This list will clearly designate which members are not eligible to serve on the committee.

Those not eligible to serve in any given year include the following:

- non-tenured faculty;
- candidates for tenure and/or promotion;
- spouses of candidates for promotion and/or tenure;
- the Department Chair;
- Any faculty member who served the DPTC previous academic year
- Any faculty member who has already served twice on the DTPC committee during the past five academic years;
- faculty awarded non-instructional assignments for one or more semesters during the relevant academic year;
- faculty on leave;
- the departmental representative on the College of Liberal Arts Tenure and Promotion Committee;
- a faculty member who has completed a three-year term of service on the College of Liberal Arts Tenure and Promotion Committee within the past two academic years. (e.g. a member who served on the CLA T&P Committee from AY 2020/21 through AY 2023/24 would be excused from the Department's T&P Committee in AY 2024/25 and again in AY 2025/26. They would be eligible to serve in AY 2026/27.);
- faculty serving on the Faculty Appeals Committee;
- faculty serving full-time in University administration whose role involves the tenure and promotion review process.

The five individuals who receive the most votes, including at least two full professors, will constitute the Committee. In the case of a tie, a run-off election will break the tie. The individuals with the sixth-and seventh-highest vote totals will serve as alternate members in the case of certain contingencies spelled out below. The Department Chair will retain the election results for the following academic year.

Within five working days of finalizing the list of faculty members going up for tenure, promotion, and third-year review, the Department Chair will provide the Tenure and Promotion committee with that list. Any committee member recognizing a conflict of interest or other circumstance that would compromise their disinterested participation in the evaluation process will recuse themselves before the review of materials begins. In such cases, the alternate member who ensures the balance of rank as stipulated above will be appointed to the DTPC.

Once the review process begins, if a member becomes incapacitated, an alternate member of the committee who ensures the balance of rank as stipulated above will be called upon to review materials and cast a vote.

In the event that there are multiple faculty members who tie for either the first or second alternate positions and at some point in the academic year their service is required, the Department Chair will coordinate with the Faculty Governance Committee to conduct run-off elections as needed to fill the T&P Committee vacancies.

The committee will elect its Chair at the beginning of the fall semester and follow the calendar regarding the Tenure and Promotion review process published by the Office of the Provost.

#### **D. Process**

In compliance with MTSU Policies 204.V.C.2 and 205.V.B.2 the DTPC will consider the materials pertaining to each candidate, vote, and make a recommendation. The letter documenting the committee's recommendation will specify the criteria used and state how the candidate has met (or not met) the criteria. In accordance with the College of Liberal Arts Policies and Procedures for Tenure and Promotion Review (III.B), the department committee vote will be reported by number.

1. In compliance with MTSU Policy 204.V.A.6 and 205.V.A.7, members of the committee will observe the highest standards of confidentiality concerning deliberations.
2. A quorum for the purposes of deliberation shall be defined as four members of the DTPC. All five members of the Committee will vote on whether the candidate has met the criteria for tenure and/or promotion. A simple majority vote shall constitute the basis for the recommendation from the committee.
3. In compliance with MTSU 204.V.C.2.b and 205.V.B.2.b, after the Chair and the committee have concluded their deliberations, the Chair and the Committee chair will meet to convey their respective decisions to each other. If the recommendations of the Department Chair and the Department Committee are in conflict, they will meet in an attempt to resolve the conflict prior to forwarding their recommendations. If the conflicts cannot be resolved, the reports submitted to the Dean by the Department Committee and by the Department Chair will each describe the points of conflict.

Both the DPTC's evaluation and the Department Chair's evaluation will be submitted to the Dean of the College of Liberal Arts using the University's faculty activity software. The system will provide the candidate with copies of both documents.



## **IV. Criteria for Tenure and Promotion**

### **A. Criteria for Tenure in the English Department**

In the English Department, criteria for tenure are based on the rank of the candidate at the time of application. In all tenure considerations, the English Department will comply with the stipulations and definitions set forth in MTSU Policy 204.III Tenure Appointments. In compliance with MTSU Policy 204.VI.A.2, all faculty members considered for tenure will be evaluated with respect to their performance in (a) teaching, (b) research/scholarship/creative activity, and (c) service/outreach. They will be expected to demonstrate high quality performance in teaching, high quality performance in one of the other two areas, and quality performance in the remaining area. To be considered as meeting quality performance, candidates must meet the stated minimums. To be considered as meeting high quality performance, candidates must exceed the minimums. The quality of the work submitted will be considered as well as the quantity.

All candidates regardless of rank are expected to abide by the Ethics Guidelines for Faculty (adopted by the Faculty Senate, April 11, 1994) and available at [http://mtsu.edu/provost/fac\\_handbook/ETHICS\\_GUIDELINES\\_FOR\\_FACULTY.pdf](http://mtsu.edu/provost/fac_handbook/ETHICS_GUIDELINES_FOR_FACULTY.pdf)

#### *1. Criteria for tenure for Associate Professors*

In order to be considered for tenure at the rank of Associate Professor, the candidate must meet the criteria for promotion to that rank, as articulated below in III.B (Criteria for Promotion).

#### *2. Criteria for tenure for Professors*

In order to be considered for tenure at the rank of Professor, the candidate must meet the criteria for promotion to that rank, as articulated below in III.B (Criteria for Promotion).

## **B. Criteria for Promotion in the English Department**

All candidates for promotion to Associate Professor and Full Professor are encouraged to review the University minimum standards for eligibility and criteria for evaluation found in MTSU Policy 205 available at <http://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/205.php>. In all promotion considerations, the English Department will comply with the stipulations and definitions set forth in MTSU Policy 205.VI Criteria to Be Considered in Promotion Recommendations

In compliance with MTSU Policy 205.VI.3-4, all faculty members considered for promotion will be evaluated with respect to their performance in (a) teaching, (b) research/scholarship/creative activity, and (c) service/outreach. In all categories of evaluation, documentation of quality will be stressed over quantity.

### *1. Promotion to Associate Professor*

#### *a. Criteria for Teaching Performance.*

All candidates for promotion to Associate Professor shall demonstrate high quality performance in teaching. In the English Department, high quality performance minimums mean that the candidate provides documentation of peer review of a variety of courses from the period under review, and documents at least five activities to enhance one's instruction (for examples of such activities, see the list of additional activities below). Such documentation must include a discussion of how the activity relates to teaching performance.

All faculty members will be evaluated with respect to the following criteria for teaching:

- Performance in teaching of students as evaluated by students and peers
- Performance in the advisement and mentoring of students
- Improvement of one's own courses or the curricular offerings of the department, college and university
- Effectiveness in teaching methods (including efforts to improve pedagogy with new techniques and integration of new instructional technologies)
- Supervision of specialized instructional activities (student research/scholarship/creative activity, thesis and dissertation direction, experiential learning, service learning, internships, student teaching, etc.)
- Honors received and recognition for teaching
- Currency and continued intellectual development in the field of specialization
- Seeking internal and external funding for instructional activities. Whether such proposals are funded or unfunded, the quality of the proposal will be stressed in the evaluation. Other factors may include the reputation of the funding source and the competition for funding
- Contributions to teaching (for example, textbooks, articles, workshops, presentations, instructional technology resources, etc.) could be appropriate here or under research/scholarship/creative activity depending on the nature of the work

Additional activities that demonstrate efforts to enhance instruction include, but are not limited to, the following:

- LT&ITC workshops
- Conference sessions on pedagogical innovations in the discipline
- Self-study
- Departmental curriculum meetings
- Voluntary peer observations
- Substantive revisions of courses

b. Criteria for Research/Scholarship/Creative Activity

Candidates for Promotion to Associate Professor should demonstrate high quality performance in either research or service and quality performance in the other area.

The DTPC will assess the quality as well as the quantity of evidence submitted. In addition to documenting one's research, scholarship, or creative activity, the candidate should include a detailed description of short- and long-term research research/scholarship/creative activity goals (500 words maximum).

It is the candidate's responsibility to help the various evaluating bodies in the tenure and promotion process understand the significance, nature, and quality of his or her published work; the level of the candidate's contribution to collaborative work, if applicable; and the way in which the candidate's publications fit into a recognizable research agenda. The burden of evidence of a productive research/scholarly/creative activity agenda rests upon the candidate.

In the English Department, evidence of a productive research/scholarly/creative activity agenda must include, as a minimum, one of the following:

- the publication of a book (monograph, translation, collection, or scholarly edition of which the candidate is a primary editor) by a university or nationally recognized academic press, or literary press in the case of creative publications; **or**
- the publication of **three** substantial research articles, book chapters or creative works in peer-reviewed print or digital research or literary journals or in peer-reviewed collections published by nationally recognized academic or literary presses; **or**
- the publication of **two** substantial research articles, book chapters, or creative works in peer-reviewed print or digital research or literary journals or in peer-reviewed collections published by nationally recognized academic or literary presses **as well as** the presentation of two scholarly papers or creative works (at least one single-authored) at academic conferences or comparable creative venues, one of which must be national or international.

Additional activities that demonstrate a productive research/scholarly/creative activity agenda include, but are not limited to, the following:

- public performances, compositions, and other creative activities documented by published programs, reviews, or letters of evaluation by qualified peers
- book reviews
- journal editorship
- production of digital videos, podcasts, or other digital projects or multi-media productions
- encyclopedia entries
- bibliographical projects
- contributions to the scholarship of teaching and learning
- Pursuit of internal and external grants

Work presented as evidence of a productive research/scholarly/creative activity agenda must be published during the tenure-track employment at MTSU. In cases where the candidate has received credit toward tenure, any scholarship completed during the credited years of service can be included for consideration (see MTSU Policy 204.III.E).

If a candidate puts forward a publication or other evidence of "professional productivity" as evidence of meeting the criteria required for promotion to Associate Professor and that item has not actually been published – either in paper or digital form – the candidate must provide evidence that the publishing authority has made a clear commitment to publish the piece. Evidence could include items such as emails, letters or other official correspondence; publishing contracts; or advertisements.

c. Criteria for Service and Outreach

Candidates for Promotion to Associate Professor should demonstrate high quality performance in either research or service and quality performance in the other area.

Participation in university service is expected of every faculty member. Although differences in emphases may exist depending on expertise, preference, and department needs, evaluation of service/outreach will be based on an appraisal of the candidate's performance, resourcefulness, and creativity. In each case, documentation of the service contribution will be as detailed and complete as possible.

The English Department Tenure and Promotion Committee shall recognize and consider the unique demands of administrative positions when assessing candidates whose academic appointment resides within the English Department and who also hold full or partial administrative appointments within the English Department or in organizations that are external to it, such as the Honors College, the Writing Center, and Office of the Provost. When evaluating such candidates, the Committee shall demonstrate flexibility when applying departmental standards related to the area of service, particularly if service/administration is a significant component of the assignment. Service that results from these administrative appointments, including those that involve the application of professional expertise to support undergraduate and graduate research efforts aligned with the institution's strategic plan, may be considered service activities that meet the departmental criteria for tenure and/or promotion.

In the English Department, the minimum criteria for quality performance is membership on two department committees, one of which is responsible for curricular governance (i.e., General Education Committee, Undergraduate Studies Committee, Graduate Committee) and two college or campus-wide university committees.

Additional service could include, but is not limited to, the following:

- contributions to community service programs;
- contributions in the form of public service consultation;
- contributions to department, college, and university committees;
- contributions to department, college, or university administrative responsibilities;
- active service contributions to professional associations;
- dedicated workload hours to advising;
- director of minors housed in the department;
- serving as a manuscript reviewer for a national or international press or scholarly journal;
- dedicated service positions such as directors of English Department divisions or interdisciplinary programs/minors outside of the department.

## 2. *Promotion to Full Professor*

### a. Criteria for Teaching Performance

All candidates for promotion to Full Professor shall demonstrate sustained excellence in teaching.

In the English Department, sustained high quality performance minimum means that the candidate provides documentation of peer review of a variety of courses from the period under review, and documents at least five activities to enhance one's pedagogy (for examples of such activities, see the list of additional activities below). Such documentation must include a discussion of how the activity relates to teaching performance.

All faculty members will be evaluated with respect to the following criteria for teaching:

- Performance in teaching of students as evaluated by students and peers
- Performance in the advisement and mentoring of students
- Improvement of their own courses or the curricular offerings of the department, college and university
- Effectiveness in teaching methods (including efforts to improve pedagogy with new techniques and integration of new instructional technologies)
- Supervision of specialized instructional activities (student research/scholarship/creative activity, thesis and dissertation direction, experiential learning, service learning, internships, student teaching, etc.)
- Honors received and recognition for teaching
- Currency and continued intellectual development in the field of specialization
- Seeking internal and external funding for instructional activities. Whether such proposals are funded or unfunded, the quality of the proposal will be stressed in the evaluation. Other factors may include the reputation of the funding source and the competition for funding
- Contributions to teaching (for example, textbooks, articles, workshops, presentations, instructional technology resources, etc.) could be appropriate here or under research/scholarship/creative activity depending on the nature of the work

Additional activities that demonstrate efforts to enhance instruction include, but are not limited to, the following:

- LT&ITC workshops
- Conference sessions on pedagogical innovations in the discipline
- Self-study
- Departmental curriculum meetings
- Voluntary peer observations
- Substantive revisions of courses

b. Criteria for Research/Scholarship/Creative Activity

MTSU Policy 205.IV.E.3.d., delineating criteria and requirements for promotion to the rank of Professor, states the need for “[e]vidence of sustained high quality professional productivity both in research/scholarship/creative activity and service/outreach. In one of these categories, the candidate will demonstrate a level of excellence in the academic discipline that is recognized at the national level.”

The English Department defines “sustained high quality professional productivity” in regard to research/scholarly/creative activity as ongoing contributions to a field of study that demonstrates a clearly defined research/scholarly/creative agenda. These contributions must take the form of high quality professional or discipline-specific publications in peer-reviewed venues, performances, conference presentations, book reviews, journal editing, preparation of scholarly editions, editing collections of essays, or other activities as outlined below under “additional activities.”

In addition to documenting one’s research, scholarship, or creative activity, the candidate should include a detailed description of short- and long-term research research/scholarship/creative activity goals. The DTTC will assess the quality as well as the quantity of evidence submitted.

It is the candidate's responsibility to help the various evaluating bodies in the tenure and promotion process understand the significance, nature, and quality of his or her published work; the level of the candidate's contribution to collaborative works, if applicable; and the way in which the candidate's publications fit into a recognizable research agenda. The burden of evidence of a productive research/scholarly/creative activity agenda rests upon the candidate.

To be considered as meeting the criteria for “sustained high quality professional productivity,” the candidate should document the following activities:

- The publication of two substantial articles, one of which must be single-authored, in peer-reviewed print or digital journals or in collections of essays **and**
- presentation of two scholarly papers (one of which must be single-authored) at academic conferences, **and**
- an additional (or similar) activity listed below.
  - public performances, compositions, and other creative activities documented by published programs, reviews, or letters of evaluation by qualified peers
  - book reviews
  - journal editorship
  - pursuit of internal and external grant activity
  - production of digital videos, podcasts, or other digital projects or multi-media productions
  - encyclopedia entries
  - bibliographical projects
  - contributions to the scholarship of teaching and learning



Alternatively, the candidate may choose to meet the criteria for “sustained high quality professional productivity” by publishing a book (monograph, translation, collection, or scholarly edition of which the candidate is a primary editor) that has undergone peer review by the press.

Candidates for promotion to Professor can elect to meet the criteria for “national recognition” through their research, scholarship, or creative activity. In the English Department, national recognition can be established via impact criteria, including, but not limited to, whether

- the work has appeared in national or international presses/journals
- the work has been reviewed and/or cited in national or international publications
- the work has been supported by national or international grants
- the work has led to invitations to speak or lead panels at national or international conferences
- the work has led to invitations to edit special issues of journals or book series
- the work has led to invitations to review articles for national or international scholarly journals or manuscripts for national or international

If a candidate puts forward a publication or other evidence of "professional productivity" as evidence of meeting the criteria required for promotion to Professor and that item has not actually been published – either in paper or digital form – the candidate must provide evidence that the publishing authority has made a clear commitment to publish the piece. Evidence could include items such as emails, letters or other official correspondence; publishing contracts; or advertisements.

Work offered in support of promotion must have been accepted since the applicant submitted their application for promotion to Associate Professor.

c. Criteria for Service and Outreach.

Participation in university service is expected of every faculty member. Although differences in emphases may exist depending on expertise, preference, and department needs, evaluation of service/outreach will be based on an appraisal of the candidate's performance, resourcefulness, and creativity.

The English Department Tenure and Promotion Committee shall recognize and consider the unique demands of administrative positions when assessing candidates whose academic appointment resides within the English Department and who also hold full or partial administrative appointments within the English Department or in organizations that are external to it, such as the Honors College, the Writing Center, and Office of the Provost. When evaluating such candidates, the Committee shall demonstrate flexibility when applying departmental standards related to the area of service, particularly if service/administration is a significant component of the assignment. Service that results from these administrative appointments, including those that involve the application of professional expertise to support undergraduate and graduate research efforts aligned with the institution's strategic plan, may be considered service activities that meet the departmental criteria for tenure and/or promotion.

The minimum expectation of a candidate seeking promotion to Professor is documentation of departmental or university leadership which may include, but is not limited to, the following:

- dedicated service positions such as directors of English Department divisions or interdisciplinary programs or minors housed outside of the department;
- chairing committees at the departmental or university level;
- sponsorship of organizations;
- representation of the department on the Faculty Senate;
- dedicated workload hours as an advisor;
- director of minors housed in the department.

Candidates for promotion to the rank of Full Professor could elect to meet the requirement of achieving "national recognition" through their service work. In consideration of a candidate's service and outreach, the English Department defines "national recognition" as participation in activities serving the profession or representing the department at a national or international level, including but not limited to, the following:

- serving as a manuscript reviewer for a national or international press or scholarly journal
- organizing or coordinating a conference drawing nationwide or international participation
- serving as an officer or committee member in a national or international organization
- reviewing grant applications or proposals for a national or international organization

Work provided as evidence of service/outreach must be completed during the years since the applicant was promoted to Associate Professor.

## **V. English Department Tenure and Promotion Review Procedures**

### **A. Initiating Formal Reviews**

In compliance with MTSU 204.V.A.1 and 205.V.A.1, consideration for tenure and promotion originates in the department or academic program unit to which the faculty member has been assigned. For additional information on the probationary period and stopping the tenure clock, refer to MTSU Policy 204.V.B.4.

### **B. Submitting Materials**

In compliance with MTSU Policy 204.V.A.1 and 205.V.A.1, candidates for promotion and tenure are also responsible for submitting to the department chairperson the Outline of Faculty Data form and pertinent supporting material, including copies of all previous annual renewal evaluations, according to the Tenure and Promotion calendar published by the Office of the Provost. No material can be added to the Outline of Faculty Data or supporting materials once the department review process has formally begun.

Candidates for tenure and/or promotion will submit the Outline of Faculty Data (OFD) and other supporting materials using the University's faculty activity software. In addition, the English Department requires a cover letter to the portfolio of supporting materials which frames and contextualizes the supporting materials in such a way as to give the committee a sense of the candidate's professional choices, accomplishments, and goals.

Candidates can review guidelines for minimal and appropriate supporting materials for each of the three areas of evaluation—teaching, research, and service—by consulting MTSU Policy 204.VI.B–E and 205.VI.B–E, as well as Section III of this document.

#### **1. Supporting Materials for Teaching**

In compliance with MTSU Policy 204.VI.C.2 and 205.VI.C.2, the minimum supporting materials must include a statement of teaching philosophy; a judicious selection of course materials; evidence of evaluation by faculty peers; and student evaluations for each course section evaluated during the probationary period.

Other supporting material may include, but will not be limited to

- Evidence of student projects and other forms of student mentorship;
- Grant proposals related to teaching;
- Results of alumni surveys and/or student exit interviews;
- Textbooks or educational articles;
- Innovative contributions to teaching, if published or presented in a peer-reviewed forum.

## 2. Supporting Materials for Research, Scholarship, and Creative Activity

The supporting materials must include evidence of peer-review of some elements of the candidate's research/scholarship/creative activity.

Supporting materials may include, but will not be limited to, the following:

- Publications (articles, monographs, books, electronic media, and other published works). Publications that are subject to a formal review process by recognized scholars in the field are considered more significant than those subject to less rigorous examination;
- Written reviews and evaluations of performances, compositions, and other creative activities by qualified peers, either in person or aided by other forms of reports, are considered appropriate documentation;
- Published programs or reviews of public performance or public display will constitute documentation of original creative work;
- Presentations (evidenced by conference programs) before one's professional peers at regional, national, or international meetings/conferences;
- Appropriate textbooks, educational articles, and/or instructional technology resources and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute "scholarship of teaching";
- Internal research grants from the university or external grants from public or private sources;
- Unfunded proposals for internal and external grants, where the documentation supports the quality of the proposal;
- Letters of support from research collaborators;
- Judicious inclusion of evaluative reports such as readers' reports or editors' responses.

### 3. Supporting Materials for Service

Supporting materials which document University, professional and public service may include, but are not limited to, the following:

- A description of each of the candidate's service positions that explains the parameters and particulars of the service contributions, including a statement of the purpose or objectives of the position, specific assigned tasks and responsibilities of the position or of the committee, the audience or groups the service benefits, and the level (department, University, or professional) of each position held; it should further include the start and end dates of the service position;
- Letters of support from colleagues in professional organizations in which the candidate has participated, chairs of departments or academic programs, or chairs of university or department committees on which the candidate has served;
- If applicable, indications of the effectiveness of the service, such as tasks accomplished while in the position or on the committee, numbers of people impacted by the candidate's performance in the position or by the committee on which the candidate served, or other data indicating the success or effect of the service;
- If applicable, in order to meet the criteria for promotion to Full Professor, the description of the service contributions should include a statement indicating how the service achieves "national recognition" as described in Section IV.B.2.c. of this document;
- Evidence of applications seeking internal and external funding for service activities; funded grants from the University, public agencies, or private foundations; submitted proposals for external funding by public agencies or private foundations. The quality of the grant proposals, whether funded or unfunded, will be stressed in the evaluation.

### **C. Appealing the Decision**

A candidate who is denied tenure or promotion has the right to appeal that decision. For information about the appeals process, please see MTSU Policy 206, Tenure and Promotion Appeals Process.

## **D. Annual Renewal and Pre-Tenure Review Procedures**

In compliance with MTSU Policy 204.III.B.1., the Department Chair and the DTPC will separately provide annual written evaluations of tenure-track faculty. The evaluation will serve as an annual assessment of the progress of the faculty member toward tenure and promotion as well as an opportunity for them to receive suggestions as to the developmental areas they might need to focus on for the next year.

### **1. Annual Evaluation and Renewal of Tenure-Track Faculty**

During the probationary period, the Tenure and Promotion Committee will conduct an annual evaluation of all tenure-track faculty members who will not be undergoing Pre-Tenure Review during the current academic year. These tenure-track faculty will submit, using the University's faculty activity software, the Outline of Faculty Data form, a classroom observation letter completed by any tenured faculty member that the candidate selects, copies of all student evaluations completed during the probationary period, copies of Renewal Review Letters by Chair and T & P Committee, and optional supporting materials.

These materials should be submitted to the Department Chair and the DTPC following the tenure and promotion calendar published by the Provost and the Dean of Liberal Arts. It is the responsibility of the Department Chair to communicate this schedule to the candidates for renewal.

Evaluations and recommendations for renewal will be based on evidence of accomplishments in teaching, research, and service and staffing needs of the department. All candidates regardless of rank are expected to abide by the Ethics Guidelines for Faculty (adopted by the Faculty Senate, April 11, 1994) and available at

[http://mtsu.edu/provost/fac\\_handbook/ETHICS\\_GUIDELINES\\_FOR\\_FACULTY.pdf](http://mtsu.edu/provost/fac_handbook/ETHICS_GUIDELINES_FOR_FACULTY.pdf)

Both the DTPC's evaluation and the Department Chair's evaluation will be submitted to the Dean of the College of Liberal Arts using the University's faculty activity software. The system will provide the candidate with copies of both documents.

## 2. Pre-tenure Review

The DTPC will conduct a formal pre-tenure review for all tenure-track faculty members. The pre-tenure review process will duplicate the review process for Tenure and Promotion as closely as possible.

The department will follow the calendar for pre-tenure review outlined in MTSU Policy 204.III.B, with annual deadlines as listed on calendars published at the beginning of each academic year by the Provost and Dean of the College of Liberal Arts.

The candidate will submit, using the University's faculty activity software, an Outline of Faculty Data and supporting materials as described in section IV.B. to the Department Chair and the DTPC in accordance with the calendar published by the Provost and the Dean of Liberal Arts.

After careful review of the Outline of Faculty Data and the supporting materials, the Department Chair and the DTPC will independently evaluate the candidate's progress toward tenure using the criteria established in Section III of this document.

In cases where the recommendations of the DPTC and Department Chair conflict, the process described in II.D.3. (above) would apply.

Both the DPTC's evaluation and the Department Chair's evaluation will be submitted to the Dean of the College of Liberal Arts using the University's faculty activity software. The system will provide the candidate with copies of both documents.