

Information Systems and Analytics

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July 26, 2023

The attached Department of Information Systems and Analytics Tenure & Promotion Committee Policies and Procedures reflect the most current revision in the procedures by the department faculty. The procedures were approved on April 26, 2023.

Handwritten signature of Timothy H. Greer in blue ink.

7-26-2023

Dr. Timothy H. Greer
Chair, Department of Information Systems & Analytics

Handwritten signature of Joyce Heames in blue ink.

7-27-23

Dr. Joyce Heames
Dean, Jones College of Business

Handwritten signature of Mark Byrnes in blue ink.

4-17-24

Dr. Mark Byrnes
Provost

Handwritten signature of Sidney McPhee in blue ink.

4/22/24

Dr. Sidney McPhee
University President

Department of Information Systems and Analytics
Tenure & Promotion Committee
Policies and Procedures

1. One Tenure and Promotion Committee will evaluate candidates for tenure, promotion, and annual retention.
2. The following procedures will be used by the Department of Information Systems and Analytics for tenure and promotion decisions. In addition, all MTSU and Jones College of Business Tenure and Promotion Policies apply to committee formation, committee membership, and to the overall management of ISA Department tenure and promotion processes.
3. The committee will consist of all tenured faculty of the Department of Information Systems and Analytics with the following exceptions:
 - a. The Department Chair is not eligible to serve as a member of the committee.
 - b. Tenured faculty seeking promotion may not serve as a member of the committee during the year of application.
 - c. Only tenured faculty holding the rank of full professor are eligible to participate in discussions related to and votes for recommendations of applicants seeking promotion to the rank of full professor.
 - d. Only tenured faculty holding the rank of associate or full professor are eligible to participate in discussions related to and votes for recommendations for applicants seeking promotion to the rank of associate professor.
4. For all votes before the committee, fifty-one percent (51%) of the committee will constitute a quorum.
 - a. No *in absentia* or proxy votes will be accepted or counted in any vote before the committee.
 - b. Any committee member can call for a vote.
 - c. A motion fails in the event of a tie vote.
 - d. The committee's recommendation letter for each applicant must include the results of the vote (number affirmative, number negative, and number abstained) as well as feedback on commendations or concerns.
5. Based on the deadline presented in the Annual Faculty Assessment Calendar (<https://www.mtsu.edu/provost/calendars.php>), the current committee chair will call a meeting (typically in April) to elect a committee chair for the next academic year.
 - a. The results of the vote will be communicated to the Department Chair by the current committee chair.
 - b. The Department Chair will report the names of the committee chair and members for the next academic year to the Office of the Provost prior to the deadline in the Faculty Assessment calendar.
6. In assessing applications for tenure and promotion, the committee will employ the criteria identified in MTSU Policies and Procedures and any additional criteria provided in the Jones College of Business Tenure and Promotion Policy.

- a. Applications for promotion should reflect the evolution of teaching, research, and service activities into leadership roles in these areas.
 - b. The expectation for leadership in teaching, research, and service is greater for candidates for promotion to Full Professor than for promotion to Associate Professor.
7. The existing annual recommendation process of tenure-track faculty used by the Department will constitute an annual pre-tenure review. Performance evaluation documents and updates provided by individual faculty will be used as input to evaluate the candidates as required by the date posted in the Annual Faculty Assessment Calendar.
 - a. As noted in MTSU policy, certain documentation is required as part of the tenure and promotion review processes. The Department of Information Systems and Analytics requires all documentation noted in MTSU tenure and promotion policies and relevant documentation to support meeting or exceeding requirements for tenure and promotion in MTSU and Jones College of Business policies.
 - b. The Department specifically requires the following documentation for both tenure and promotion applications.
 - i. Tenure-track faculty must provide peer evaluations of teaching each year after the initial year of appointment through the initial tenure application process.
 - ii. Tenured faculty seeking promotion (to associate or full) must provide peer evaluations of teaching as part of the application. Peer evaluations in cases of promotion must be collected in the year prior to submitting the application.
 - iii. After the initial year of appointment, all candidates for tenure and promotion must include copies of previous annual review letters with the current application.
8. The department considers the following as evidence of national recognition:
 - publication in peer-reviewed national or international journals;
 - participation in nationally or internationally recognized research review groups and conferences;
 - election to office in national or international academic or discipline professional societies;
 - participation as a principal investigator in significant extramurally funded research projects; and
 - other evidence presented for consideration by a candidate in the promotion and tenure processes.

While one may use a combination of the above to demonstrate national recognition, publication in peer-reviewed national or international journals is a necessary component of national recognition. The level of expected national recognition will vary depending on rank and tenure status.