

School of Nursing
MIDDLE TENNESSEE STATE UNIVERSITY
Addendum to MTSU POLICIES AND PROCEDURES
for PROMOTION, TENURE, AND REAPPOINTMENT

I. Introduction

This document serves as an addendum to MTSU Policy numbers 202, 204 and 205 regarding promotion, tenure, and reappointment.

Included in this document are the areas specific to the School of Nursing, as required by the University, and developed by the School of Nursing. New faculty will receive information on university policies 202, 204, 205 and this addendum as part of their orientation to the faculty role.

II. Process

The School of Nursing (SON) has a single committee for promotion, tenure, and reappointment recommendations. This committee is the School of Nursing Promotion and Tenure Review Committee (SON-PTRC)

1. Membership shall consist of a minimum of (3) eligible faculty members. One (1) alternate member shall be elected in case an elected member cannot complete the term.
2. All tenured faculty in the SON are eligible to be elected annually to the SON-PTRC. The policy relating to committee membership is included in the SON Bylaws and is available to all faculty.

This policy includes the following:

- a) no requirements for academic rank exist for committee membership or voting privileges.
 - b) all full-time faculty members in the SON are entitled to a vote on the committee membership.
 - c) candidates for promotion and the Director are not eligible for membership.
 - d) a committee chairperson will be elected by the members of the committee.
3. For purposes of committee business, a quorum is established when the number of committee members present exceeds 50% of the committee membership by at least one person.

Absentee ballots are allowed for committee decisions. If a committee member

cannot attend a meeting, that member must inform the committee chair before the meeting and may cast a vote by selecting a 'yes' or 'no' on the voting slip and putting into the ballot box.

A simple majority is required to support a recommendation.

A record of all votes will be recorded and on file in the SON.

III. Other Procedures

Faculty under consideration for promotion, tenure, or reappointment must submit all documentation in the Faculty Success system as described by the University's Promotion and Tenure documents.

All tenure track faculty (see University Policy 205) and clinical track faculty (see University Policy 202) will be reviewed annually by the committee in accordance with University policy.

Clinical track faculty under consideration for reappointment or promotion are reviewed for quality of their teaching and extent of any service/outreach related to their designated role.

A points system document established by the SON should be used by faculty to self-assess and by the committee to evaluate candidates for promotion, tenure and reappointment.

As stated in the University policy 205 for promotion to full professor, the candidate must demonstrate national recognition. Within the SON, national recognition for tenure track faculty is defined as achieving a level of excellence in either teaching, research/scholarship/creative activity or service/outreach and having the regard of colleagues across the country as a result.

National recognition can be demonstrated through a variety of activities including:

1. publication in nationally distributed journals
2. publication or other works (book, monographs, etc.) distributed nationally
3. presentations at national or international conferences
4. receipt of an extramural research grant from a national agency
5. election to office on a national or international level
6. work as an editor, proceedings editor or guest editor of a nationally distributed journal
7. administration/receipt of a service grant from a national organization
8. receiving a national or international award for excellence in nursing

Per Policy 202, non-tenure track faculty are eligible for advancement in rank once criteria for the higher rank have been met. Advancement will follow the same calendar as tenure-track faculty and requires a recommendation from the Department Chair/Director, the department/school review committee, the college review committee, the Dean, the Provost, the President, and the Board of Trustees. Evaluation criteria will include student evaluations, peer observations, annual department evaluations, and additional materials as applicable.

Examples of teaching excellence include, but are not limited to:

1. facilitating student learning through effective pedagogical techniques
2. providing current information and materials in the classroom and/or laboratory
3. engaging students in an active learning process
4. constructing appropriate and effective assessment activities
5. providing timely and useful feedback to students
6. revising teaching strategies with innovations in instructional technology

Examples of service excellence include, but are not limited to:


1. mentoring new faculty
2. participating in interprofessional activities
3. participating in SON committees
4. attaining national and/or international recognition awards

Clear evidence must be provided. Additional examples for teaching excellence as well as service/outreach excellence, can be found in the SON points system document for clinical-track faculty.

The School of Nursing, College of Behavioral & Health Sciences, and the University policies related to promotion, tenure, and reappointment are available to all faculty members via the University website. Faculty are encouraged to review them, become familiar with all requirements, and keep in mind that this document is an addendum to the overall policies and procedures regarding promotion, tenure, and reappointment. Simply meeting the requirements included in this document is not sufficient to warrant promotion, tenure, or reappointment.

The SON-PTRC welcomes individual questions as they arise.

Approved:

 _____ Date: 4/10/24

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 _____ Date: 4/11/24

Michael Hein, Interim Dean, College of Behavioral & Health Sciences

 _____ Date: 5-7-24

Mark Byrnes, Provost, Division of Academic Affairs

 _____ Date: _____

Sidney A. McPhee, President, Middle Tennessee State University

Approved by SON May 2024
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