

**Department of Physics & Astronomy
Middle Tennessee State University**

**Policies and Procedures for
Review of Coordinator-track Faculty, and
Review and Promotion of Clinical-track and Research-track Faculty**

ITEM 1: Definitions

ITEM 2: Guidelines for Review Committee Composition and Procedures

ITEM 1: Department of Physics and Astronomy Definitions

The term “physically able” shall be understood to mean that a faculty member has had access to information submitted for review and is not prevented by either geographical location or mental capacity from being involved in departmental deliberations or, is able to access electronic means for purposes of communicating their position on these matters and thereby cast an absentee vote.

We also define the term *quorum*, in the era of Internet, not in terms of the number physically present but the number able to cast a vote or make their thoughts or positions known. A quorum, for purposes of the Departmental Promotion & Tenure Committee (Committee) actions, shall therefore be based upon the number of duly constituted (see below) committee members who are physically able to cast a vote, either in person or by absentee or by proxy.

ITEM 2: Department of Physics and Astronomy Review Committee Composition and Procedures

The Department of Physics and Astronomy has developed the following procedures to address the University Policies and Procedures for Non-Tenureable Faculty Appointments (Policy II:01:05D B. 3).

- a) Candidates being reviewed or applying for promotion, and the department chairperson cannot be members;
- b) In the Department of Physics and Astronomy one committee, designated as the departmental promotion and tenure review committee (D-PTRC), will perform all reviews and make promotion recommendations as required;
- c) The committee will be made up of all tenured faculty members having a rank of Associate or Full Professor. The composition of the committee will be reviewed and approved annually by a majority vote of the full-time tenured and tenure-track faculty members;
- d) A committee chairperson will be elected by the members of the committee;

- e) Copies of previous reviews will be a component of materials submitted to the committee. Persons on such tracks who also have teaching duties shall be evaluated by students in those classes in the same manner as regular faculty and these evaluations will be considered by the D-PTRC.
- f) For purposes of deliberations and considering motions a 2/3 majority of the committee members voting will constitute a quorum;
- g) When committee members are unable to attend the D-PTRC meeting, proxy votes will be allowed, but must be provided in writing (email allowed) to the committee chair prior to the meeting; and
- h) Candidates being reviewed or considered for promotion must receive a favorable vote from a 2/3 majority of the votes cast.
- i) The committee will submit a written review of the candidate to the department chair.

Approved by Department R. Anderson

Date 1/25/12

Approved by Dean Thomas J. Cleatham

Date 1/26/12

Approved by Provost Brad Bantel

Date 1/30/12

Approved by President Gregory J. ...

Date 1/31/12