

University College
University Studies Department
Middle Tennessee State University
1301 East Main Street, P. O. Box 16
Murfreesboro, TN 37132-0001
Office: 615-898-2568 FAX: 615-898-5907




To: Dr. Cheryl Torsney, Vice Provost, Faculty Affairs
From: Dr. Marva S. Lucas
Re: Updated University Studies (US) Promotion and Tenure Guidelines
Date: October 13, 2020

As requested, the University Studies P. & T. Committee and I have updated departmental guidelines to comply with revisions to Policies 204 Tenure and 205 Promotion approved by the MTSU Board of Trustees at its June 2020 meeting. The document is attached for your approval.

Please let me know if you have questions.




Dr. Scott McDaniel, Chair, P. & T. Committee



Date



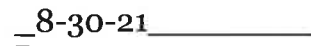
Dr. Marva S. Lucas, Chair



Date




Dr. Rick Sluder, Dean



Date



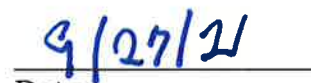
Dr. Mark Byrnes, Provost



Date



Dr. Sidney McPhee, President



Date

Promotion and Tenure Guidelines
Department of University Studies
University College
Middle Tennessee State University

The Department of University Studies will comply with University policies on Promotion and Tenure with the following addendum.

I. Establishment of the University Studies Promotion and Tenure Review Committee.

A. Purpose. The purposes of the University Studies Promotion and Tenure Review Committee (PTRC) are to 1) review and evaluate candidates for promotion and tenure and make recommendations concerning promotion and tenure to the chairperson of the department and 2) review and evaluate the progress of tenure-track faculty toward tenure in a pre-tenure review as specified in MTSU [Policy 204](#) and [Policy 205](#), dated June 16, 2020.

B. Composition and Election. The University Studies PTRC will address both tenure and promotion. The members have the following characteristics:

1. All tenured faculty members in the department are eligible to serve on the PTRC excluding the chairperson and faculty members who are candidates for promotion.
2. Academic rank is unidentifiable.

3. At the first spring faculty meeting of the academic year the full-time tenured and tenure-track faculty will vote to determine the composition of the department PTRC and, if necessary, elect its members.
4. The members of the department PTRC will elect a committee chair.
5. A quorum is required to conduct all PTRC business. A quorum is defined as 2/3 of the PTRC members. All recommendations shall be a simple majority of members attending the meeting after a quorum has been established, since proxy voting and absentee ballots are not permitted.

II. Criteria for Promotion. For promotion to associate professor, the candidate will demonstrate evidence of high-quality performance in teaching and in research/scholarship/creative activity and quality performance in service/outreach. For promotion to professor, the candidate will demonstrate sustained excellence in teaching and research/scholarship/creative activity and sustained high-quality professional productivity in service/outreach. For promotion to professor, the candidate will also demonstrate a level of excellence in research/scholarship/creative activity that is recognized at the national level.

The following criteria have been set forth by the department. Candidates must provide evidence since last promotion of having met or exceeded the following criteria. Any deviations from these standards should be noted and justified fully in the supplemental materials. Tenure and promotion are not formally linked, but typically promotion to associate professor comes with tenure, and granting of tenure comes with promotion to associate professor (MTSU Policy 205). Thus, the expectations for tenure

are the same for promotion to associate professor in teaching, scholarship, and service/outreach.

A. Teaching. Recognizing that student success is the first priority of the department, all faculty members are expected to demonstrate a continuous pattern of high-quality teaching. In addition to the performance criteria listed in Policies and Procedures for Promotion of Tenured and Tenurable Faculty ([Policy 205](#)), the PTRC evaluates evidence that could include, but is not limited to, student evaluation of teaching, annual evaluations by the chairperson, peer evaluations, retention strategies, and retention data.

1. To be considered for promotion to Associate Professor, the candidate will have demonstrated high-quality teaching as evidenced by activities performed, including but not limited to:
 - a. Appropriate quantitative scores from student evaluations consistent with departmental averages and additional subjective data from peer and chair evaluations;
 - b. Implementation of strategies to retain students for course persistence;
 - c. Use of diverse methods of instruction;
 - d. Participation in curriculum improvement or development;
 - e. Contributions to teaching through public dissemination of information at professional conferences, workshops, or symposia at the state or regional level.

2. To be considered for promotion to Professor, the candidate will have demonstrated sustained excellence in teaching as evidenced by activities performed since the last promotion, including but not limited to:
 - a. Appropriate quantitative scores from student evaluations consistent with departmental averages and additional subjective data from peer and chair evaluations;
 - b. Implementation and dissemination of strategies to retain students for course persistence;
 - c. Use of diverse methods of instruction;
 - d. Mentoring of a faculty member or student;
 - e. Leadership in curriculum improvement or development;
 - f. Contributions to teaching through public dissemination of information at professional conferences, workshops, or symposia at the state, regional, national, and international level.

B. RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITIES.

Research, scholarship, or creative activity encompasses studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge and is disseminated to an appropriate audience. Candidates should demonstrate evidence of continuing direct participation in scholarship through research and/or creative activities ([Policy 205 VI: 1-2](#)).

1. To be considered for promotion to Associate Professor, the candidate will have shown evidence of continuing direct participation in high-quality research, scholarship, or creative activities as demonstrated by scholarly activities such as:
 - a. Publishing articles, books, collections, monographs, book chapters, book reviews, or encyclopedia entries;
 - b. Making scholarly presentations at professional conferences;
 - c. Seeking grants from internal and external sources for scholarly activities;
 - d. Thorough and systematic study of research, scholarship, and/or creative activity of others;
 - e. Collaborating with students formally engaged in research.

2. To be considered for promotion to Professor, since the last promotion, the candidate will have shown evidence of sustained excellence in professional productivity in research, scholarship, or creative activities as demonstrated by scholarly activities such as:
 - a. Publishing articles, books, collections, monographs, book chapters, book reviews, or encyclopedia entries;
 - b. Making scholarly presentations at professional conferences;
 - c. Seeking grants from internal and external sources for scholarly activities;
 - d. Thorough and systematic study of research, scholarship, and/or creative activity of others;

- e. Collaborating with students formally engaged in research.

National recognition is defined as including, but not being limited to, the following activities at the national level:

- Presenting at regional, national, or international conferences
- Publishing in peer-reviewed journals
- Receiving externally funded grants
- Publishing peer-reviewed books/book chapters
- Receiving a research award
- External letters of support from colleagues with whom you have completed research projects

C. SERVICE.

The university recognizes three areas of service: university, professional, and public.

University service refers to work other than teaching and research/scholarship/creative activity performed at the department, college, and/or University level. University service includes, but is not limited to, meaningful participation on department, college, and University committees. University service also includes taking a role in shared governance, such as service as a Faculty Senator, on a specially appointed task force, and/or on a University search committee. It also includes activities that contribute to the recruitment, retention,

progression, graduation, and post-graduation career placement of students as well as professional development of faculty.

Professional service refers to the work done for disciplinary professional organizations or for the teaching profession generally. Service to the profession includes, but is not limited to, association leadership, accreditation review, journal editorship, article/manuscript/grant proposal review, guest lecturing on other campuses, and other appropriate activities. While it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance; examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.

Public service refers to the University's outreach to the community and society, involves sharing professional expertise and should directly support the goals and mission of the University.

1. To be considered for promotion to Associate Professor, the quality candidate will have participated in activities in all three service areas.
2. To be considered for promotion to Professor, since the last promotion, the high-quality candidate will have participated in activities in all

three areas with sustained records of productivity in university service and at least one other area.

National recognition is defined as including, but not being limited to, the following appropriate activities at the national level:

- Serving as a member or chairing a council, committee, or professional special interest group, association, or service organization
- Serving as a consultant to a council, committee, or special professional interest group of a professional association or service organization
- Serving as a peer reviewer for conference proposals or a publication of a professional association or service organization
- Serving on the editorial staff for a publication of a professional association or service organization
- Conducting a workshop or making a presentation
- Organizing a program or event
- Receiving an appropriate award
- Receiving an externally funded grant
- Receiving an external letter of support in recognition of service at the national level