

Instructor Continuation of Employment and Promotion
Guidelines
Version 1.1

Department of English
Middle Tennessee State University

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RECORD OF CHANGES

Date	Version #	Detail of Change(s)	Approval Details
14 May 2018	1.0	Original submitted.	Approved by vote of 24 to 2.
31 Mar 2021	1.1	Language regarding submission of materials revised to reflect MTSU move to Digital Measures system. Section numbers were also added to allow faculty to more easily reference the document.	Approved by vote of 38 to 0.

APPROVAL RECORD

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Date

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Date

1.0 INTRODUCTION

This policy provides continuation of employment and promotion guidelines for Instructors in compliance with University Policy 202 (Faculty Definition, Roles, Responsibilities, and Appointment Types), available at the website of the Office of the Provost:

<http://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/202.php>

The primary criterion for appointment, continuation of employment, and promotion is excellence in teaching.

1.1 General Considerations

1.1.1 Continuation of Employment and Advancement in Rank Calendar

Continuation of employment and advancement in rank evaluations follow the same calendar as promotion for tenured/tenure-track faculty (see University Policy 205 --

<http://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/205.php>)

1.1.2 Approval of Continuation of Employment and Advancement in Rank

Approval of continuation of employment requires recommendation from the following:

- the Department Chair

Approval of advancement in rank requires recommendations from the following:

- the Department Chair
- the English Department Tenure and Promotion Committee
- the Liberal Arts Tenure and Promotion Committee
- the Liberal Arts Dean
- the Provost, the President, and the Board of Trustees

2.0 CONTINUATION OF EMPLOYMENT

Continuation of employment is dependent upon a positive annual evaluation by the Department Chair based exclusively on the candidate's teaching record and teaching-related activities.

All faculty members are expected to demonstrate high quality performance in teaching. Evidence can be exhibited through a combination of the following possible activities and processes:

- student mentoring
- managing classroom and online pedagogical activities
- developing course materials and courseware, and innovative instructional and assessment methods
- facilitating student learning through effective pedagogical techniques such as those described in the MT Engage program
- using instructional materials appropriate to the program and discipline
- providing updated information and materials
- engaging students in active learning
- conducting appropriate and effective assessment activities
- incorporating collaborative and experiential learning
- providing timely and useful feedback to students
- revising course content and scope as required by advances in disciplinary knowledge or changes in curriculum
- revising teaching strategies based on innovations in instructional technology

Annual evaluations are based on documentation of the activities and processes listed above.

3.0 ADVANCEMENT IN RANK

In compliance with Department of English policies, all candidates for promotion to Senior Instructor and Master Instructor are expected to demonstrate high quality performance in teaching.

In the Department of English, this means that the candidate meets or exceeds university averages on the majority of student evaluations and provides evidence of the following criteria:

- enhancement of courses in General Education English and, if applicable, other curricular offerings or specialized instructional activities of the department, college, and university
- effectiveness in teaching methods, including efforts to enhance pedagogy with new techniques and integration of new instructional technologies

3.1 Supplementary Evidence

Other activities and achievements that may be considered by the evaluating bodies include:

- Honors received and recognition for excellence in teaching
- Demonstration of professional development, including activities that enhance teaching expertise or pedagogical practice (textbooks, handbooks, articles, workshops, presentations, instructional technology resources, etc.)

3.2 Process Initiation

Promotion review takes place at the request of the faculty instructor and is based exclusively on the candidate's teaching record and teaching-related activities as outlined in **Section 3.4** and **Section 3.5**.

Individuals on the instructor track may apply for promotion once they have accrued the required amount of work experience. If promotion is subsequently denied following review, the candidate is permitted to reapply.

3.3 Ethical Expectations

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

Rank differentiation for the instructor track is distinguished by years of experience and quality of teaching.

3.4 Senior Instructor Promotion Criteria

In compliance with University Policy 202, promotion to Senior Instructor requires at a minimum:

- a master's degree from an accredited institution in the academic discipline or related area
- a minimum of six (6) years as an instructor with documented evidence of high quality teaching and contribution to student development

Thus, a typical candidate is eligible to apply for promotion to Senior Instructor at the beginning of his/her sixth (6th) year as an instructor. However, an instructor may count prior years of experience as a lecturer to this minimum number needed to apply for promotion.

3.5 Master Instructor Promotion Criteria

This rank is not a reward for long service; rather it recognizes superior teaching and contributions to student development.

In compliance with University Policy 202, promotion to Master Instructor requires the following:

- documented evidence of teaching excellence, education or commensurate experience, and superior contribution to student development
- a minimum of four (4) years of experience at the Senior Instructor rank or ten (10) years of experience as an instructor/lecturer

Thus, a typical candidate is eligible to apply for promotion to Master Instructor at the beginning of his/her fourth (4th) year as a senior instructor.

- a master's degree from an accredited institution in the discipline or related area

While not required, it is desirable that the Master Instructor has an earned doctorate or terminal degree in an appropriate discipline or equivalent professional experience.

3.6 Supporting Materials for Advancement in Rank

In compliance with MTSU Policy 202 Section VIII.A, evaluations of instructors' requests to advance in rank are based on review of the following supporting materials:

- student evaluations in all courses since the last advancement in rank
- peer observations and evaluations
- annual departmental evaluations
- additional materials such as syllabi, exams, student papers, etc., letters of commendation from faculty peers, chair/directors or external colleagues, innovations in teaching that have measureable student success results, awards or other recognition for teaching, contributions to student development, etc.

Candidates in the English Department will submit, using the university's digital activity software of record, their supporting materials, including the following:

- a 2-page cover letter that outlines various contributions to teaching in English, with attention to:
 - descriptions of how the candidate maintains pedagogical currency in all courses
 - descriptions of use of instructional variety to improve student learning
 - descriptions of maintaining performance standards in the Quest for Student Success
- abbreviated vita foregrounding teaching and professional development since previous advancement in rank
- a 500-word statement of teaching philosophy
- representative syllabi and pedagogical materials
- annual evaluations
- classroom observations and evaluation letters from T/TT faculty
- student evaluations

Other supporting material may include evidence of student projects and other forms of student mentorship, grant proposals, results of alumni surveys and/or student exit interviews, textbooks or educational articles, awards and honors, and innovative contributions to teaching.

4.0 APPEALS

Advancement in rank evaluations are governed by university policies regarding appeals (see University Policy 206 --

<http://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/206.php>)