

Middle Tennessee State University
College of Liberal Arts
Policies and Procedures for Promotion and Tenure Review

1. College Review

- a. In accordance with MTSU Policies 204 and 205, the review process for tenure and promotion recommendations at the college level consists of separate considerations by the Dean and the College Promotion and Tenure Review Committee (hereafter called the College Committee).

2. College Promotion and Tenure Review Committee

- a. **Establishment.** Each year the College of Liberal Arts establishes the College Committee in accordance with MTSU Policies 204 & 205.
- b. **Purpose.** The purpose of the College Committee is to **1)** review and evaluate candidates for promotion and tenure and to make recommendations concerning promotion and tenure to the Provost; **2)** review and evaluate the progress of tenure-track faculty toward tenure in a pre-tenure review as specified in MTSU Policy 204.
- c. **Composition and Eligibility.** The College Committee shall consist of one tenured Associate or Full Professor from each department of the College. Faculty members being evaluated for tenure or promotion may **not** serve on the Committee. Faculty members serving on department peer evaluation committees are eligible to serve on the College Committee, if department policy permits. In the event of a resignation, long-term absence, or withdrawal of a committee member for any reason, the academic department will provide an alternate member elected according to the same procedures governing all elections to the College Committee.
- d. **Election.** Department representatives on the College Committee shall be elected by plurality vote by the full-time tenured and tenure-track faculty in their respective departments. Election to the College Committee shall take place in the spring semester and no later than the date specified in the Annual Faculty Assessment Calendar published by the Provost's Office. College Committee members are expected to fully understand and apply university, college and departmental criteria for tenure and promotion.
- e. **College Committee Chair.** The College Committee chair will be elected by the College Committee membership during the spring semester and no later than the date specified in the Annual Faculty Assessment Calendar published by the Provost's Office.

3. Promotion and Tenure Review Process and Procedures

- a. In addition to meeting the guidelines set forth by MTSU policy 204, department Promotion and Tenure Committees must have a minimum of three tenured members. In situations where three tenured members are not available in a

department, the Department will propose up to two additional tenured faculty members from other departments in the College to serve as members, following existing departmental policy concerning the election of members to the department committee.

- b. Recommendation letters from the department committee must record the specific (numerical) vote.
- c. Upon receipt of recommendations and other materials from the department chairperson and department promotion and tenure review committee, the Dean and the College Committee will begin the review process.
- d. For purposes of deliberation and voting, the College Committee requires a quorum of "one more than half" of the committee membership, with any exceptions requiring the approval of the Faculty Senate President and Provost. In the event of a tie vote, that vote will be regarded as a negative recommendation.
- e. The College of Liberal Arts uses the same criteria for tenure and promotion specified in University policy. Within the general framework of the college policy, individual department policies may be (a) more specific than the college policy, that is, they may offer more detailed, discipline-specific descriptions of the tenure and promotion requirements, and (b) more rigorous than the college policy, that is, they may exceed the minimum standards required by the college and university policies for tenure and promotion. When department policies require criteria above and beyond the university criteria, recommendations forwarded by the Department Chair and Department Peer Evaluation Committee(s) will specifically address each of the criteria and explain how the candidate has or has not met those criteria. When department criteria expand upon university criteria (pursuant to (a) and (b) in this section above), deliberations by and recommendations of the College Committee and Dean will be conducted pursuant to the department policy criteria. It is also incumbent upon individual departments to provide the Dean and College Committee with clear explanations in writing when the criteria used to make promotion or tenure decisions exceed university criteria.
- f. After recommendations for each candidate are made, the College Committee will consult with the Dean to determine if the two parties are in general agreement. If the recommendations of the Dean and College Committee are not in concert, the Dean and the College Committee will meet in an attempt to resolve any disagreement prior to submitting formal recommendations. If the differences cannot be resolved, a report submitted by the College Committee to the Dean will describe the points of disagreement for each candidate.

- g. Letters of recommendation directed to the Provost by the College Committee will specify the performance criteria used and explain how the candidate has or has not met those criteria. Letters directed to the Provost shall include specific numerical votes of the College Committee. Information provided in these letters is protected by Qualified Privilege of Academic Confidentiality for Peer Committees.
- h. The Dean will forward the College Committee's recommendations, along with his/her own recommendations, to the Provost.
- i. When deliberations are concluded, the Dean and the College Committee will independently notify each person considered for tenure and/or promotion of their recommendations. Each candidate will be afforded the opportunity to meet with the Dean and the chair of the College Committee to discuss the review process and the data upon which the decision was made. It is the candidate's responsibility to initiate requests for meeting(s) with the Dean and College Committee.

4. Pre-Tenure Review Process and Procedures

- a. Pre-tenure intensive review is designed to provide tenure-track faculty members with an evaluation of their pre-tenure activities and current trajectory towards the formal tenure review. Tenure-track faculty entering with zero (0) credit for prior service will be subject to pre-tenure review in the third (3rd) year of their appointment. Tenure-track faculty entering with one (1) year or two (2) years of credit for prior service will be subject to pre-tenure review in the second (2nd) year of their appointment. Tenure-track faculty entering with three (3) years of credit for prior service will be subject to pre-tenure review in the first (1st) year of their appointment.
- b. As specified in MTSU Policy 204, the Dean and College Committee will follow the same review and evaluation procedures outlined in Section IIIC-E of the College "Policies and Procedures for Promotion and Tenure Review."
- c. **Calendar of the Pre-Tenure Review Process.** Letters and supporting materials from departments will be due to the Office of the Dean in accordance with the date specified in the Annual Faculty Assessment Calendar published by the Provost's Office.
- d. **College Committee Review.** Following completion of the process as outlined in IIIC-E above, the College Committee will use established department, college, and university criteria to identify perceived strengths and/or weaknesses in the candidate's progress towards the formal tenure review. Perceived strengths

and/or weaknesses will be clearly identified in a letter of evaluation of the candidate's progress towards tenure. Since the pre-tenure review is intended as a mentoring activity, letters of evaluation should describe a candidate's areas of strength and give recommendations for improvement in any areas of weakness.

- e. **Dean's Review.** Following completion of the process as outlined in IIC-E above, the Dean will use established department, college, and university criteria to identify perceived strengths and/or weaknesses in the candidate's progress towards the formal tenure review. Perceived strengths and/or weaknesses will be clearly identified in a letter of evaluation of the candidate's progress towards tenure. Since the pre-tenure review is intended as a mentoring activity, letters of evaluation should describe a candidate's areas of strength and give recommendations for improvement in any areas of weakness.
- f. When deliberations are concluded, the Dean and the College Committee will independently submit letters of evaluation to the department chair, department peer review committee, and each tenure-track faculty member under review. Each tenure-track faculty member under review will be afforded the opportunity to meet with the Dean and the chair of the College Committee to discuss the review process and the data upon which the decision was made. It is the responsibility of the faculty member to initiate requests for meeting(s) with the Dean and the chair of the College Committee.

Revised June 2021

Approved:

Leah Lyons
Interim Dean

Mark Byrnes
Provost

Sheryl H. Lee
President

06/10/2021
Date

6-17-21
Date

6/21/21
Date