

## Department of Accounting Tenure and Promotion Review Policy

### I. Tenure and Promotion Review Committee

- a. There will be one department committee for conducting annual evaluations, pre-tenure reviews, and reviews for tenure or promotions.
- b. Prior to the due date for committee rosters to be sent to College Dean per the Annual Faculty Assessment Calendar for the upcoming calendar year (the "Roster Due Date"), the Department Chair will prepare a ballot calling for a vote of the full-time tenure-track and tenured faculty in the department to determine whether the Tenure and Promotion Review Committee for the next academic year will be composed of (1) all tenured faculty, or (2) an elected group of six tenured faculty members. In the event of a tie vote, option 1 will be used.
- c. Full-time tenured and tenure-track faculty may vote for tenured faculty members to serve on the committee should a majority of those voting vote in favor of option (2).
- d. There are no academic rank requirements for service on the committee. All committee members must be tenured.
- e. Candidates for tenure or promotion cannot be members of the committee.
- f. The Department Chair cannot be a member of the committee.
- g. If a committee of six is the option chosen:
  - i. The term of each faculty member serving on the committee shall be three years. The terms will be staggered so that the terms of two faculty members expire each academic year. These terms will be suspended in any year in which the faculty votes in favor of option 1.
  - ii. The Department Chair will call for the election of replacements to the committee at the end of the spring semester. In the event of a tie vote, the faculty member with the most years of service at MTSU will be elected. The Department Chair will include both the elected faculty members and the alternate (3<sup>rd</sup> place vote) in the reported results of the department vote.
  - iii. Faculty members may serve consecutive terms.
  - iv. In the event of a resignation from the committee or an unexpected vacancy, the vacancy will be filled by the alternate.
  - v. In the event that a faculty member must be absent for a semester or longer, the member will be temporarily replaced by the alternate.
  - vi. There will be at least one Business Law faculty member on the committee. If there are no Business Law faculty on the committee and the group of faculty members receiving the most votes does not include a Business Law faculty member, the Business Law faculty member with the most votes will be the sixth member of the committee.

### II. Operating procedures of the committee

- a. The Department Chair may designate a member of the committee responsible for calling the first meeting to be held before the Roster Due Date.
- b. At the first meeting, the committee will elect a chair and a secretary.

- c. The names of the Tenure and Promotion Review Committee members and chair of the committee for the upcoming academic year will be delivered to the Office of the Provost by the Roster Due Date.
  - d. In the years when option 1 is used:
    - i. A simple majority of the tenured faculty will constitute a quorum.
    - ii. Votes will be decided by a simple majority of those in attendance (a majority of affirmative votes for a motion to pass).
  - e. In the years when option 2 is used:
    - i. A quorum will consist of four members of the committee.
    - ii. Votes will be decided by a majority of the committee (four or more affirmative votes for a motion to pass).
  - f. Voting by proxy will not be allowed in either option 1 or 2.
  - g. Votes will be made by secret ballot.
  - h. The committee's recommendation letter for each candidate must include the results of the vote – i.e., number for and number against. The letter should explain the committee's rationale for the recommendation. The committee chair will upload the letter to the university's faculty activity software by the date specified in the Annual Faculty Assessment Calendar.
- III. Tenure Process – consistent with MTSU Policy 204:
- a. Tenure-track faculty members in years one, two, four, and five will be evaluated annually by the Department Chair and the Tenure and Promotion Review Committee. Copies of these review letters will be uploaded to the university's faculty activity software for review by the Dean of the Jones College of Business and the Provost. Annual reviews follow the process as outlined in section VIIIA.
  - b. Tenure-track faculty entering with zero or one year of credit for prior service will receive a pre-tenure review in the third year of their probationary appointment. Tenure-track faculty entering with two or three years of credit for prior service will receive a pre-tenure review in the fourth year of their probationary appointment. Pre-tenure review follows the process of tenure review as outlined in section VIIIB.
  - c. Tenure-track faculty members in year six will receive a full tenure review, to include recommendations by the Provost and President to the Board of Trustees.
  - d. The review process for tenure recommendations at the department level consists of separate and independent considerations by the Tenure and Promotion Review Committee and the Department Chair. The Tenure and Promotion Review Committee shares their recommendation with the Department Chair and the Department Chair shares their recommendation with the Tenure and Promotion Review Committee. If the two recommendations differ, the Department Chair and the Tenure and Promotion Review Committee will meet to discuss, later submitting independent recommendations, copying the candidate.

- IV. Candidates will submit supporting materials using the university's faculty activity software.
- V. Materials submitted by candidates for pre-tenure review, or a review for tenure or promotion, shall include
  - a. A cover letter outlining the candidate's achievements in teaching, research/scholarship/creative activity, and service while employed at MTSU.
  - b. An Outline of Faculty Data
  - c. Curriculum vita
  - d. Copies of all publications. Publications include any material for which written acknowledgement of acceptance for publication has been received.
  - e. Syllabi for each unique course
  - f. Evidence of the evaluation of teaching by faculty peers and the use of peer feedback to promote continuous improvement in teaching
  - g. Student evaluations of instruction for each course taught during the probationary period in the format required by MTSU and the Jones College of Business policies applicable to the candidate's request (MTSU Policies 202, 204, 205 and the Jones College of Business Tenure and Promotion Review Policy)
  - h. Any other materials required by the MTSU and/or Jones College of Business policies referenced in V.g. above.
  - i. Any other materials the candidate deems appropriate
- VI. Materials submitted by faculty members in years one, two, four and five of their probationary period shall include:
  - a. A cover letter outlining the candidate's achievements in teaching, research/scholarship/creative activity, and service while employed at MTSU.
  - b. An Outline of Faculty Data
  - c. Curriculum vita
  - d. Student evaluations of instruction for each course taught during the probationary period
  - e. Any other data the candidate deems appropriate.
- VII. Criteria for Promotion and Tenure
  - a. Candidates for tenure and/or promotion to rank of associate professor will be evaluated with respect to their performance in (a) teaching, (b) research/scholarship/creative activity, and (c) service. They must demonstrate high-quality performance in teaching, high-quality performance in either research/scholarship/creative activity or service, and quality performance in the remaining area.
  - b. For promotion to the rank of professor, the candidate will demonstrate sustained excellence in teaching and high-quality professional productivity in both research/scholarship/creative activity and in service. The candidate will demonstrate a level of excellence in either research/scholarship/creative activity or service that is recognized at the national level.

- c. Service shall include both service to the university and external service (public service), as well as professional interaction.
- d. National recognition is any activity that brings favorable national attention to the faculty member and/or the university. Examples could include, but are not limited to:
  - i. Publication in nationally recognized journals
  - ii. Leadership in a national organization
  - iii. Presentations at national conferences
  - iv. National media appearances
  - v. Awards and grants from national organizations
  - vi. Participation in national policy setting initiatives

#### VIII. Review of Probationary Faculty

- a. Each year the Tenure and Promotion Review Committee shall review the record of each tenure-track faculty member and recommend whether that person's contract should be renewed. The purpose of this review is to determine whether the individual faculty member is making appropriate progress toward tenure as evaluated by the Tenure and Promotion Review Committee. The individual faculty member should be given notice, in writing, of the Tenure and Promotion Review Committee's suggestions for improvement.
- b. A pre-tenure review will be conducted in the same manner as a tenure review, and the materials submitted for this review should be the same as those submitted for a review for tenure.

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ACADEMIC RESOURCE

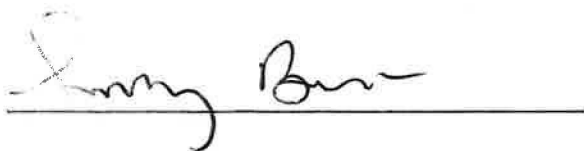
**MIDDLE  
TENNESSEE**  
STATE UNIVERSITY

JONES COLLEGE OF BUSINESS

*Department of Accounting*

April 3, 2025

On behalf of the faculty of the Department of Accounting, the Department of Accounting submits the attached Tenure and Promotion Review. This is the first update since 2006 and is consistent with updated college and university policies. The policy has been approved by a vote of the department faculty on March 21, 2025.



Sandy Benson  
Interim Chair, Department of Accounting

4/7/25

Date



Dr. Joyce Heames  
Dean, Jones College of Business

04/07/25

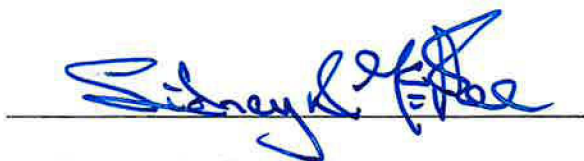
Date



Dr. Mark Byrnes  
Provost

8-8-25

Date



Dr. Sidney A. McPhee  
President

8/11/25

Date