

College of Behavioral and Health Sciences
Cason-Kennedy Nursing Building N251
MTSU Box 92
Murfreesboro, TN 37132
615-898-2900 • 615-494-7704
mtsu.edu/cbhs



Memorandum

To: Dr. Mark Byrnes, University Provost

From: Dr. Harold D. Whiteside, Dean

College of Behavioral and Health Sciences

Re: College of Behavioral and Health Sciences Promotion and Tenure Policy

Attached for approval is the College of Behavioral and Health Sciences Promotion and Tenure Policy.


Amanda Y. Flagg
CBNS Promotion & Tenure Committee Chair

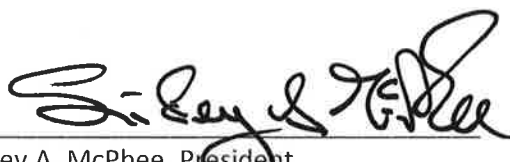
9/14/2020
Date


Harold D. Whiteside, Dean

9/23/20
Date


Mark Byrnes, University Provost

9-24-20
Date


Sidney A. McPhee, President

9/28/20
Date

**Middle Tennessee State University
College of Behavioral and Health Sciences**

Policies and Procedures for Promotion and Tenure Review

1. College Review

- a. The college level review process for tenure and promotion recommendations consists of separate considerations by the Dean and a College Promotion and Tenure Review Committee, which is in accordance with Middle Tennessee State University Policies No 204 and 205 and related policies 202 & 206.

2. College Promotion and Tenure Review Committee

- a. Establishment. Beginning Fall 2010 the College of Behavioral and Health Sciences established a College Promotion and Tenure Review Committee. The polices were updated Fall 2020 in accordance with MTSU policy No. 204(IIIBc2); 205:IV(C1c).
- b. Purpose. The purpose of the College Committee is to review and evaluate candidates for promotion and tenure and to make recommendations concerning promotion and tenure to the Dean of the College of Behavioral and Health Sciences.
- c. Composition and Election. The College Committee shall consist of one tenured Associate or Full Professor from each department/school of the College. The term limits for committee members will be in accordance with MTSU Policy. Committee members are expected to fully understand university, college and departmental/school criteria for tenure and promotion. Faculty members being evaluated for tenure and/or promotion may not serve on the College Promotion and Tenure Review Committee; however, faculty serving on departmental/school peer evaluation committees are eligible to serve on the College Promotion and Tenure Review Committee. In the event of a resignation, long-term absence, or withdrawal of a committee member for any reason, the academic department/school will provide an alternate member elected according to the same procedures governing all elections to the College Promotion and Tenure Committee. At the first meeting of the academic year, the members of the College Committee will elect a committee chair.

3. Promotion and Tenure Review Process and Procedures

- a. Candidates upload their material.
- b. For the purposes of deliberation and voting, the College Promotion and

Tenure Review 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 University Provost.

- c. For the purposes of deliberation and voting about promotion and/or tenure, in the event of a tie vote, that vote will be regarded as a negative recommendation.
- d. Departmental/school and college tenure and promotion committees may require criteria beyond university criteria, but in such instances, these criteria must be clearly communicated to the faculty.
- e. Once recommendations 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 accord, they will meet to attempt to resolve any conflict prior to submitting formal recommendations. If the difference cannot be resolved, a report submitted by the committee to the Dean will describe the points of conflict for each candidate. The College Committee will send a letter to the Dean, copying the candidate, explaining how the candidate has or has not met those criteria.
- f. The materials will be forwarded for each candidate, including recommendation of the College Committee and the Dean's recommendation, to the University Provost.

4. Pre-Tenure Review Process and Procedures

- a. The College of Behavioral and Health Sciences will employ the criteria and procedures in accordance with Middle Tennessee State University Policy No. 204.