Department of Communication Studies
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MIDDLE TENNESSEE

STATE UNIVERSITY

Tenure and Promotion Policy
Department of Communication Studies
Enacted Spring 2015
Updated Spring 2019

1. The Department has a single Promotion and Tenure Committee.

2. The Committee consists of all tenured members of the Department except for the Department Chair and candidates who are being evaluated for promotion.

   A. In accordance with University nepotism policies, any member(s) of the Committee with ties of marriage, consanguinity, or similar personal ties with a member being evaluated will recuse himself/herself/themselves from both discussions and voting.

   B. A quorum, in accordance with *Roberts Rules of Order,* is defined as a majority of the Committee.

   C. A quorum is required for all votes. A vote resulting in a tie will be considered a negative vote.

   D. To cast a vote, Committee members are expected to review the materials submitted by the candidate and then attend discussion and voting meetings in person.

   E. The Chair of the Committee is confirmed and a Co-Chair is elected by tenured faculty at the first Departmental meeting each fall semester.

   F. The Co-Chair becomes the Chair at the beginning of the following academic year. If the Co-Chair cannot serve, an election to select a Chair will be held.

   G. A first year member of the Committee is not eligible to serve as the Chair but may be elected as Co-Chair.

3. Each applicant for tenure and/or promotion shall submit a complete dossier of materials as required by MTSU policies 204 and 205.

4. After consideration, the Committee will consult with the Department Chair.

If the recommendations of the Department Chair and Committee are in concert, separate reports will be filed by the Department Chair and Committee to the Dean. If the recommendation of the Department Chair and Committee are in conflict, they will meet in an attempt to resolve the conflict prior to submitting written recommendations to the Dean. If the conflicts cannot be resolved, reports submitted to the Dean by the Committee and by the Department Chair will each describe the points of conflict.

5. The Committee and Chair will provide a copy their respective letters to the candidate as well.

6. The Department does not currently have any standards for pre-tenure review other than those adopted by the University as a whole.

7. The Department Chair shall coordinate with the Department Promotion and Tenure Committee Chair to assign classroom teaching observations of tenure track faculty annually (see Department Policy on Teaching Observations). Feedback will be provided to the tenure track faculty member via a post-visit meeting within three weeks of the observation. This includes oral feedback and written feedback using the department's classroom observation form. A copy of the completed form is given to the tenure track faculty member and the Department Chair to be included in the application materials referenced above.

8. In concert with MTSU's Policy 205, the department identifies but is not limited to, the following considerations when reviewing files. (Note: Given the nature of academic work, some items my fit under multiple categories. Faculty must select which category to place items under and may not count them multiple times):

A. Teaching

   i. MTSU student evaluations including comparisons with the department, college and university scores
   ii. The ability and willingness to teach a variety of courses to fill department needs including upper division, lower division, dual enrollment, Honors sections, international student sections, etc.
   iii. The ability and willingness to teach courses outside the department, e.g. MALA, Women's and Gender Studies, etc.
   iv. Department approved classroom observations
   v. Attendance and participation in teaching workshops, e.g. LT&ITC, those offered at conferences, etc.
   vi. A commitment to instructional improvement, e.g. integrating technology in the classroom, incorporating EXL, MT Engage, etc.
   vii. Participation in curriculum development, curriculum review, and curriculum improvement including program assessment, new course

proposals, etc.

viii. Mentoring students in scholarship and educational opportunities such as supervising Independent Studies, Scholars Week, Honors projects, theses, and submitting work to research conferences

B. Research, Scholarship, Creative Activity
   i. Research, Scholarship and Creative Activity requires publishing in scholarly journals, books, monographs, and similar outlets. Faculty should aim for quality, blind peer reviewed journals. Publication fees are acceptable in Open Access journals or something similar. Vanity presses are not acceptable.
   ii. Research, Scholarship and Creative Activity also includes engagement in regional, national, international conferences and related publications and invited research-related lectures.
   iii. Other forms of research productivity may include community-based or public scholarship resulting in public or mediated presentation of the created work. Projects must reflect original research. Examples might include but are not limited to substantive collaboration on a documentary, developing a photo exhibit, creating a public archive, or developing a digital storytelling platform. To be considered under this category, items must demonstrate their value in the potential to increase knowledge, insight, and/or understanding on the part of the public on a subject that is relevant to our discipline. Vanity projects are not acceptable.

C. Service
   i. Service must go beyond routine service activities such as serving the department. It must involve a significant commitment to a variety of activities.
   ii. Faculty are expected to participate in department service routinely and are expected to seek out college and university service.
   iii. Professional service includes but is not limited to serving as an elected or appointed officer, and/or serving on a committee or taskforce in a professional association related to the discipline, reviewing conference papers, panels, journal manuscripts, and serving as a peer-reviewer.
   iv. Community or public service must be connected to expertise, which may include student education in general.

D. In addition to excellence in teaching, candidates for promotion to Professor are required to meet the criteria of sustained high quality professional productivity in research/scholarship/creative activity and in service. Also, candidates applying for promotion to Professor must demonstrate a level of excellence in either research/scholarship/creative activity OR service in the academic discipline recognized at the national level (Policy 205)

8. Examples of national recognition may include but are not limited to a

combination of:

A. Research/Scholarship/Creative Activity
    i. Authorship of a book(s) based on original research published through a peer-review process. If the book(s) are published under an organization's name rather than the faculty author's name, the faculty must provide evidence of authorship. Scholarly publishing houses are preferable yet the publisher's quality and reputation are considered.
    ii. Authorship of a chapter(s) in an edited book based on original research published through a peer-review process.
    iii. Authorship of an article(s) in a peer reviewed journal of national or international reputation based on original research.
    iv. Authorship of scholarly monographs that appear as technical publications of government agencies or cultural institutions that have a national significance.
    v. Significant citation of the candidate's work in scholarly literature.
    vi. External grants and awards.
    vii. Development of creative works that have a national significance.

B. Service/Outreach activity:
    i. Leadership positions in organizations beyond the region.
    ii. Editorships of significant publications.
    iii. Invited lecturer/presenter for national organizations.
    iv. Significant outreach to the community and society-at-large involving the application of professional expertise towards the solution of problems.
    v. Serving on national or international boards.
    vi. External grants or awards.
    vii. Serving on editorial boards of peer-reviewed journals.
    viii. Invited lecturer to other universities and research institutions.
    ix. Serving as a manuscript reviewer for a national press or scholarly journal.
    x. Coordinating a conference drawing nationwide participation.
    xi. Reviewing grant applications or proposals for a national organization.
    xii. Significant professional activities beyond simple membership in national organizations.

C. Examples of "in the academic discipline" for research/scholarship/creative and service activity may include:
    i. ICA and its related publications, divisions, interest groups, and caucuses
    ii. NCA and its related publications, divisions, interest groups and

caucuses

iii. Regional Communication Associations (e.g. SSCA, CSCA, WSCA, and ECA) and their related publications, divisions, interest groups, and affiliates

iv. State Communication associations and their related publications, divisions, interest groups and caucuses

v. Organizations related to Communication such as Rhetoric Society of America, Visual Communication Association, Organization for Research on Women and Communication, BEA, AEJMC, IABC, Sports Summit, Health Communication organizations, the International Listening Association, the Alta Conference, Argumentation, Debate, and Forensics organizations and their related publications.

vi. Organizations related to higher education instruction such as the National Society for Experimental Education, the Lilly Conference, High Impact Practices, etc.

Originally Approved by Department Committee: April 30, 2015
Amended by Department: May 6, 2019

_____   6-10-19
Heather Hundley, Department Chair

_____   6/20/19
Karen Petersen, College Dean

_____   6-25-19
Mark Byrnes, University Provost

_____   6/27/19
Sidney McPhee, President