

Department of Computer Science
MIDDLE TENNESSEE STATE UNIVERSITY
Departmental Addendum to MTSU
POLICIES AND PROCEDURES for PROMOTION AND TENURE

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INTRODUCTION

This document serves as an addendum to MTSU POLICY NOS: II:01:05A and II:01:05B regarding promotion and tenure and is in compliance with Board of Regents Policies 05:02:02:20 and 5:02:03:60.

Included in this document are the areas specific to the Department of Computer Science as required by the University and developed by the Department of Computer Science. New faculty will receive this document on hire along with the policies and procedures mentioned above and it will be explained as part of their orientation to the tenure track faculty role.

COMMITTEE STRUCTURE AND PROCEDURES

There will be one committee for both tenure and promotion recommendations and pre-tenure reviews; this committee will be called the Department of *Computer Science Promotion and Tenure Committee* (CS-PTRC).

1. All full-time tenured and tenure-track Computer Science faculty members are entitled to vote on CS-PTRC membership.
2. CS-PTRC membership is restricted to tenured faculty holding the rank of professor or associate professor; the department chair and any tenure or promotion candidates may not serve on the committee.
3. At the first Department faculty meeting of each academic year, a vote will be taken to determine whether the CS-PTRC will be composed of
 - o (Option 1) an elected group of five members, or
 - o (Option 2) all eligible faculty.
4. The committee chairperson will be elected by majority vote of the members of the committee.

1. If a committee of five members is the option chosen:
 1. The term of each faculty member serving on the committee shall be three years. The terms will be staggered so that the terms of one or two faculty members expire each academic year. These terms will be suspended (i.e., not "age") any year in which the faculty votes in favor of Option 2.
 2. Faculty members may serve consecutive terms.
 3. In the event that a permanent committee vacancy occurs, a replacement will be chosen by vote of the department to serve the remainder of the unexpired term.
 4. In the event that a committee member is ineligible to serve in any one year, a replacement will be chosen by vote of the department to serve that one year only.
 5. A quorum will consist of four members of the committee.

6. A majority of the committee must agree for a positive recommendation; a tie is a negative recommendation. Voting by proxy is not allowable.
2. If a committee of all eligible faculty is the option chosen:
 1. A quorum will consist of 60% of the members of the committee.
 2. A simple majority of the committee must agree for a positive recommendation; a tie is a negative recommendation. Voting by proxy is not allowable.

I. NATIONAL RECOGNITION IN RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY

Definition: National recognition in research/scholarship/creative activity includes the dissemination of one's work through a peer-reviewed process to a national or international audience.

A. Required Research/Scholarship/Creative Activity Items:

1. **Refereed Publications** This includes published works such as articles, monographs, books, electronic media, and other works that are subject to a formal review process by scholars in the field. Documentation for each publication must include the following: (a) full bibliographic citation—the citations should preferably be in ACM format, but IEEE, MLA, or APA formats are also acceptable; (b) copy of the publication, if possible, or preprint and acceptance letter if not yet published.

B. Supportive Items:

1. **Non-refereed Publications** This includes manuscripts, books, technical reports, or other materials that have been published in a non-review process or manuscripts currently under review. Provide the same documentation as required for publications in section A.1.
2. **Scholarly Presentations** This includes presentations at national or international levels. Documentation for each presentation must include the following: (a) venue documentation (conference name, date, location, sponsors, etc.); (b) title and abstract of presentation; (c) level of participation in the presentation (lead, co, panel, discussant, etc.).
3. **Grants** This includes funded internal grants from the University as well as both funded and non-funded external grants from public and private sectors that include dissemination at the national level. Documentation must include the following: (a) official information about the grant: title, granting agency, project number, dollar amount, and name of the PI; (b) list of all co-PI's (along with a description of their project role), (c) abstract, (d) type of grant, (e) outcomes (manuscripts, travel, invited scholars, new course materials, etc.).
4. **Letters of Support** Self-solicited letters of support may be included.

II. NATIONAL RECOGNITION IN SERVICE/OUTREACH

Definition: National recognition in service/outreach includes recognition that extends beyond the state and region for service to the public, the profession, and the

University.

A. *Required Service/Outreach Items:*

Required activities in service/outreach must extend beyond the state and region. Example activities include, but are not limited to, the following:

1. Serving as an officer in a discipline related association.
2. Serving as a reviewer or consultant to a grant agency (e.g., NSF, NIH, or Macarthur Foundation).
3. Serving as a committee chairperson/member of a conference organizing committee.
4. Serving as a journal editor, proceedings editor or guest editor of a refereed journal.
5. Serving as a referee for a journal.
6. Serving as a textbook reviewer for a reputable publisher.
7. Serving as a conductor of training or presenter of national/international workshops or conferences.
8. Guest lecturing on other campuses.
9. Doing consulting work that results in widespread dissemination or distribution.
10. Being a member of a specially appointed task force.
11. Receiving and administering service grants.

B. *Additional Items:*

Additional activities in service/outreach that are within the state and region or work done at the Department or University level that has achieved national impact or recognition may also be included but it is the responsibility of the individual to document the impact of the service at the national level. Example activities include, but are not limited to the following:

12. Serving on or chairing Departmental, College, or University committees, including the Faculty Senate.
13. Serving as a conductor of training or presenter of state/regional workshops or conferences.
14. Advising a University-wide student organization.
15. Serving on a University search committee.