

**MIDDLE TENNESSEE STATE UNIVERSITY
SCHOOL OF CONCRETE AND CONSTRUCTION MANAGEMENT
POLICIES AND PROCEDURES FOR PROMOTION & TENURE**

I. APPROVALS

Approved by Department Kelly C Strong Date 4/14/2022
Approved by Dean P. Gregory J-R Date 1/26/22
Approved by University Provost Mark Byrnes Date 2-2-22
Approved by University President Stanley J. P. ... Date 2/9/22

II. RELATED DOCUMENTS

Candidates for promotion and/or tenure in the School of Concrete and Construction Management (SCCM) should consult three university documents:

- A. **Policy 202 Faculty Definition, Roles, Responsibilities, and Appointment Types**
<https://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/202.php>
- B. **Policy 204 Tenure**
<https://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/204.php>
- C. **Policy 205 Promotion of Tenured and Tenurable Faculty**
<https://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/205.php>

Section III below, outlines the process and criteria for promotion and/or tenure in the School of Concrete and Construction Management (SCCM).

III. CONSIDERATION FOR PROMOTION AND/OR TENURE OF TENURED/TENURE TRACK FACULTY

- A. SCCM promotion and tenure review committee (PTRC) policies and procedures:
 - 1. The PTRC membership consists of all tenured faculty members, with the exception of the SCCM Director and the candidate(s) applying for the position. Applications for tenure and promotion are reviewed by all members of the committee.
 - 2. A quorum of the PTRC consists of a simple majority of all eligible members, based on the membership requirements outlined above. The integrity of the promotion and tenure review process requires that all members diligently attempt to attend all meetings of this committee.
 - 3. A chairperson of this committee is to be elected by the membership in the spring semester). The chairperson is responsible for calling and conducting all meetings of the committee.
 - 4. Pre-tenure reviews will be conducted by the PTRC as specified by university policy. A faculty member undergoing pre-tenure review must make available an Outline of Faculty Data and other supporting materials using the University's faculty activity software (Faculty Success-formerly Digital Measures) as if s/he was undergoing a tenure review. As with tenure review, a candidate may request a formal meeting with the PTRC to discuss the materials submitted.
 - 5. Supporting materials for the tenure and/or promotion application must be entered into Faculty Success in order to be available to the PTRC and the SCCM Director in accordance with the published university promotion and tenure review calendar. These materials must include but

are not limited to items that document the requirements outlined herein.

6. The candidate for tenure/promotion may personally present his/her case to the PTRC upon request to the Chairperson of the PTRC. Such a request must be made at least 24 hours before the stated meeting of the PTRC or the candidate's right to do so is forfeited.
7. Each PTRC member regardless of rank will evaluate the candidate's materials and complete an individual evaluation form indicating a vote for or against tenure and/or promotion.
8. The Chairperson is responsible for collecting the ballots and reporting the combined vote of the PTRC to the Director, the Dean of the College, and the candidate through explanatory letters from the PTRC. These letters must be prepared and delivered according to the University promotion and tenure calendar.

B. Expectations for Tenure and Promotion to Associate Professor

1. Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area;
2. Have completed the required years of service as detailed in MTSU Policies and Procedures in the academic discipline or related area as an assistant professor;
3. Evidence of high-quality professional performance in teaching;
4. Evidence of continuing direct participation in research/scholarship/creative activity and in service/outreach;
5. Evidence of high-quality professional productivity in either research/scholarship/creative activity or service/outreach and quality professional productivity in the other area, including evidence of thorough and systematic study of the research/scholarship/creative activity of others; and
6. Evidence of dedication to high ethical standards and commitment to the goals of MTSU.

C. Expectations for Promotion to Professor

1. Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area;
2. Have completed the required years of service as detailed in MTSU Policies and Procedures for collegiate experience in the academic discipline or related area as an associate professor;
3. Evidence of sustained excellence in teaching;
4. Evidence of sustained high-quality professional productivity in both research/scholarship/-creative activity and service/outreach, including evidence of thorough and systematic study of the research/scholarship/creative activity of others. In one of these categories, the candidate will demonstrate a level of excellence in the academic discipline that is recognized at the national level as defined in Article D.
5. Evidence of dedication to high ethical standards and commitment to the goals of MTSU.

D. National recognition must be defined in department policies with approval at the college level. The School of Concrete and Construction Management values quality of performance over quantity of individual events, presentations, or publications, presented as documentation to support promotion. Sample quality items in both research/scholarship/creative activity and service/outreach categories are outlined below. Furthermore, candidates for promotion to professor must demonstrate a sustained record in both research/scholarship/creative ability and service/outreach leading to national recognition. Any and all documentation of national recognition will be reviewed by the PTRC and

Director, and their recommendations for promotion will be based on their findings.

1. National recognition in service/outreach for the School of Concrete and Construction Management is defined, but not limited to the following activities:
 - a. Serve on or chair a committee of a national discipline-specific organization
 - b. Coach a competitive team to qualify for a national level discipline-specific competition
 - c. Present invited lectures, seminars or symposia outside the region
 - d. Serve as a peer reviewer for a discipline-specific national/international publication
 - e. Serve on the editorial staff for a discipline-specific national/international publication
 - f. Be nominated for/receive a service award at the national level
 - g. Organize/moderate a session at a national/international meeting
2. National recognition in research/scholarship/creative activity for the School of Concrete and Construction Management is defined by, but not limited to the following activities:
 - a. Presentation(s) at national/international meeting(s)
 - b. Publication(s) in peer-reviewed journal(s) at national/international level
 - c. External grants funded by public or private sources
 - d. Author peer-reviewed book(s)/book chapter(s)
 - e. Be nominated for/receive a research recognition award at the national level
3. It is recognized that candidates may gain national recognition for regional or local activities in either category. It is the responsibility of the candidate to provide documentation in the application package to support this type recognition.

IV. CRITERIA TO BE CONSIDERED IN TENURE AND/OR PROMOTION RECOMMENDATIONS (TENURE-TRACK)

A. Candidates for tenure and/or promotion to any academic rank in the SCCM shall make available to the PTRC via Faculty Success:

1. An itemized list of materials included in the promotion package
2. Reprints or copies of all publications authored or co-authored by the candidate, with appropriate indications of where and when the research for the publication was conducted
3. A summary sheet of publications submitted in the package which details the title, author(s), journal title, volume/issue number, and page number(s) of each publication. Publications prior to employment in the SCMM can be listed to demonstrate a consistent record of successful scholarship and continuation of an established research program, but evidence of research and scholarly activities during the candidate's employment in SCCM will be the primary evaluation criteria used for determining the recommendation.
4. Faculty Workload Forms for each semester taught since the candidate's last promotion
5. End of Year Evaluations for each academic year taught since the candidate's last promotion
6. Copies of all student assessments completed since the candidate's last promotion (or appointment) and documentation of the candidate's continuing efforts to improve teaching quality (see Section VI of MTSU Policy 204 Tenure and Policy 205 Promotion)
7. Documentation of the candidate's continuous service/outreach activities (See Section VI of MTSU Policy 204 Tenure and Policy 205 Promotion)
8. Documentation of the candidate's continuous research and scholarly activities (see Section VI of MTSU Policy 204 Tenure and Policy 205 Promotion)

V. RETENTION CRITERIA FOR NON-TENURE TRACK POSITIONS

A. Non-tenure track appointments within the School of Concrete and Construction Management are offered in accordance with MTSU Policy 202 Faculty Definition, Roles, Responsibilities and Appointment Types. The PTRC will review the candidate's performance in the existing contract and recommend one of the following actions

1. Reappointment to a new fixed term,
2. Advancement to a higher rank (clinical track or research track only), or
3. Non- reappointment during a fixed term.

B. The following criteria for retention of individuals in these positions at contract renewal time will be utilized:

1. Fulfillment of all contract terms;
2. Teaching evaluations at or above the college averages (as detailed in para. IV. f. above);
3. Evidence of effective teaching preparation; and
4. Evidence of effective professional development (as detailed in para. IV. g. and h. above).

VI. CRITERIA TO BE CONSIDERED IN INITIAL APPOINTMENT OF NON-TENURE TRACK POSITIONS AND PROMOTION RECOMMENDATIONS (RESEARCH AND CLINICAL TRACK APPOINTMENTS)

- A. At the Instructor level, candidates must hold a Master's Degree in a concrete, construction, science, engineering or business related field and may have up to 3 years teaching experience or 5 years' experience in a concrete or construction related field of employment.
- B. At the Assistant Professor level, candidates must hold a terminal degree in a STEM or Business related field, have up to 5 years teaching experience at the college level or up to 5 years' experience in a concrete or construction related field of employment.
- C. At the Associate Professor level, candidates must hold a terminal degree in a STEM or Business related field, have at least 5 years teaching experience at the college level or at least 5 years' experience in a concrete or construction related field of employment.
- D. At the Professor level, candidates must hold a terminal degree in a STEM or Business related field, have 10 or more years teaching experience at the college level or have 10 or more years' experience in a concrete and construction related field of employment
- E. In cases where any criteria at any level above the SCCM conflicts with these criteria, the more stringent requirements shall be followed.
- F. A recommendation for rank prior to initial appointment will be made by the Chairman of the PTRC in consultation with the SCCM Director.