

Department of Elementary and Special Education

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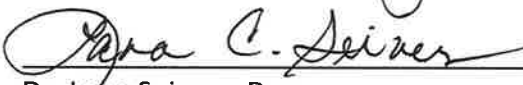
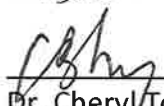
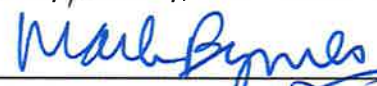
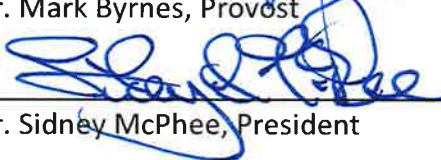
Date: May 4, 2018

TO: Dr. Lana Seivers, Dean
Dr. Cheryl Torsney, Vice Provost for Faculty Affairs

FROM: Robyn Ridgley, Chair Department of Elementary and Special Education

RE: Guidelines for Instructor Promotion

The Department of Elementary and Special Education drafted and approved Guidelines for the Advancement in Rank for Non-Tenurable Instructor-Track Faculty. They are attached. We look forward to your review and feedback on these guidelines.

Approved:	 _____	5-4-18 _____
	Dr. Robyn Ridgley, Chair	Date
	 _____	5-9-18 _____
	Dr. Lana Seivers, Dean	Date
	 _____	6-11-18 _____
	Dr. Cheryl Torsney, Vice Provost for Faculty Affairs	Date
	 _____	6-18-18 _____
	Dr. Mark Byrnes, Provost	Date
	 _____	6/19/18 _____
	Dr. Sidney McPhee, President	Date

Department of Elementary & Special Education
Guidelines for Advancement in Rank for Non-Tenurable Instructor-Track Faculty

This document describes the policies and procedures for promotion of instructor-track faculty in the Department of Elementary and Special Education.

Committee Composition

The review committee for the instructor being considered for advancement in rank will include 5 tenured faculty members. If possible, the members should be from the program in which the instructor teaches or consist of a majority from the program. If the instructor supports multiple programs, the committee should include representation from all programs in which the instructor teaches.

Procedures for Selecting Committee Members

The tenured and tenure-track program faculty from the program in which the instructor teaches will elect the committee. If the instructor works across multiple programs, all tenured and tenure track faculty within programs in which the instructor teaches will elect the committee members. The election will occur within the first two weeks of the fall semester.

During the first meeting of the committee, a chair will be elected by the committee.

Annual Review

The committee will review faculty in instructor-track appointments yearly. The review will include the following.

1. The faculty member will provide evidence of teaching effectiveness and remaining current in the area of instruction. See University guidelines for specific details about evaluation criteria (Section VIII).
2. The program faculty in which the instructor teaches will provide a written summary of the faculty member's willingness to collaborate with MTSU colleagues to ensure a quality program.
3. Committee members will observe faculty members in instructor-track appointments at least one time per semester. The observational notes and feedback will be provided to the faculty member and Department Chair.
4. The Department Chair will observe faculty members in instructor-track appointments at least one time per semester.
5. The Committee and Department Chair will complete an annual written evaluation of the faculty members in instructor-track appointments following the University promotion calendar.

Definition of High Quality Teaching

The Department defines high quality teaching as:

- Student evaluations on current instrument with 70% of responses per item in the top 2 categories.
- Positive peer observations by the Committee that provides evidence of the instructor using high quality teaching practices.
- Positive Department Chair observations that provides evidence of the instructor using high quality teaching practices.