


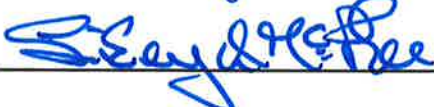


**MIDDLE TENNESSEE STATE UNIVERSITY  
DEPARTMENT OF GEOSCIENCES  
POLICIES FOR PROMOTION & TENURE**  
(revision May 20<sup>th</sup>, 2021)

Approved by Department Chair  Date MAY/20/2021

Approved by Dean  Date 5/20/21

Approved by Provost  Date 6-2-21

Approved by President  Date 6/4/21

**1) Purpose**

This policy establishes criteria and procedures relating to academic tenure and promotion at Middle Tennessee State University (MTSU or University) Department of Geosciences.

**2) Introduction**

Candidates for promotion and/or tenure in the Department of Geosciences should consult and familiarize themselves with the following five university documents:

- a) **Policy 201** – Academic Freedom and Responsibility
- b) **Policy 202** – Faculty Definition, Roles, Responsibilities, and Appointment Types
- c) **Policy 204** – Tenure
- d) **Policy 205** – Promotion of Tenure and Tenurable Faculty
- e) **Policy 206** – Tenure and Promotion Appeals

**3) Formation and procedures of the Department of Geosciences Promotion and Tenure Review Committee (D-PTRC):**

- a) The D-PTRC membership consists of all tenured faculty members, except for the Department Chair. Applications for tenure and promotion and materials submitted for annual review are reviewed by all members of the Committee.
- b) With approval of the Department Chair, a faculty member may be excused from committee membership due to extenuating personal circumstance(s).
- c) Associate Professors who are applying for promotion to Full Professor cannot take part in discussions involving their promotion.

- d) A quorum of the PTRC consists of a simple majority of all members, based on the membership requirements outlined above.
- e) A chair of this committee is elected by its members before the end of the Spring Semester. The Committee Chairperson is responsible for calling and conducting all meetings of the committee. The Department Chair schedules the meeting for the election of the committee chair.
- f) Pre-tenure annual reviews are conducted, as specified by university policies 204 and 205, by the D-PTRC. A faculty member undergoing pre-tenure review must submit a detailed Outline of Faculty Data and supporting documentation as if they are undergoing a tenure review.
- g) The candidate for tenure/promotion may present their case to the D-PTRC upon written request to the Chair of the D-PTRC. The request must be made at least 24 hours before the final meeting of the D-PTRC on the candidate involved. The D-PTRC may also request in writing a meeting with the candidate.
- h) The Committee meets to discuss each candidate for tenure and promotion, pre-tenure review, and annual evaluation. Each D-PTRC member evaluates the candidate's materials and votes for or against tenure and/or promotion.
- i) The Committee Chair is responsible for providing a written summary of each tenure-track faculty member's progress toward tenure and promotion. For pre-tenure review and tenure/promotion candidates, the combined vote of the D-PTRC is reported to the Department Chair, the Dean of the College, and the candidate through explanatory letters from the D-PTRC. These summaries must be prepared and delivered according to the University promotion and tenure procedures and calendar and include a discussion of the candidate's performance on teaching, research, and service.
- j) The Department Chair completes the Annual Evaluation and Recommendation for Tenure-Track and provides a written summary of faculty member's progress toward tenure, per university policies and tenure and promotion calendar. These determinations are sent to the Dean of the College.

#### **4) Non-tenure track promotions**

This section describes procedures and criteria related to promotion to the ranks of **Instructor, Senior Instructor, and Master Instructor.**

- a) Supporting materials for promotion applications must be provided to the D-PTRC and Department Chair in accordance with the published university promotion and tenure review calendar. This is the candidate's responsibility.
  - i) These materials must include, but are not limited to, items that document the requirements outlined in University Policy 202.VIII.B.
  - ii) Documents must be submitted through MTSU's digital faculty activity software of record, as described in University Policy 204.I.
  - iii) Following the D-PTRC rendering a recommendation to the Department Chair and Dean, the documentation will be stored in the Department Chair's office in hard copy for future reference.
- b) Criteria to be considered in Promotion to **Instructor**, **Senior Instructor**, and **Master Instructor** are described in University Policy 202.VIII, with additional Department of Geosciences criteria described below:
  - i) For promotion to **Instructor**
    - (1) Documentation of teaching 15 ach per semester while at the rank of Lecturer
    - (2) Documentation of student teaching evaluation results for the two consecutive semesters before application for promotion
    - (3) Recommendations of two tenured and/or tenure-track faculty from the Department of Geosciences
    - (4) Documentation of efforts to address weaknesses brought forth by the Department Chair in the candidate's annual evaluation
    - (5) Documentation of efforts to address any weaknesses identified by student teaching evaluation results
  - ii) For promotion to **Senior Instructor**
    - (1) Documentation of teaching 15 ach per semester while at the rank of Instructor
    - (2) Documentation of sustained outside-the-classroom efforts to improve teaching performance (e.g. attend LTITC seminars, local or regional teaching conferences, etc.)
    - (3) Documentation of student teaching evaluation results for eight semesters while at the rank of Instructor
    - (4) Recommendations of two tenured and/or tenure-track faculty from the Department of Geosciences
    - (5) Documentation of efforts to address any weaknesses brought forth by the Department Chair in the candidate's annual evaluations

- (6) Documentation of efforts to address weaknesses identified by student teaching evaluation results
- (7) Positive evaluations of teaching effectiveness by faculty external to the Department of Geosciences
- iii) For promotion to **Master Instructor**
  - (1) Documentation of teaching 15 ach per semester while at the rank of Senior Instructor
  - (2) Documentation of successful outside-the-classroom efforts to improve teaching performance (e.g. attend LTITC seminars, local or regional teaching conferences, etc.)
  - (3) Documentation of either sustained efforts to implement new and innovative in-class pedagogy (e.g. MT Engage, EXL) or sustained efforts to implement new course assessment tools (e.g., e-portfolio artifacts, student reflections)
  - (4) Documentation of student teaching evaluation results for six semesters while at the rank of Senior Instructor
  - (5) Recommendations of two tenured and/or tenure-track faculty from home MTSU department
  - (6) Documentation of successful efforts to address weaknesses brought forth by the Department Chair in the candidate's annual evaluations
  - (7) Documentation of successful efforts to address weaknesses identified by student teaching evaluation results
  - (8) Positive evaluations of teaching effectiveness by two faculty external to the Department of Geosciences

## 5) Tenure Track and Tenured Faculty Promotions

This section describes procedures and criteria related to tenure and/or promotion to the ranks of **Associate Professor** and **Professor**.

- a) Supporting materials for tenure and/or promotion applications must be provided to the D-PTRC and Department Chair in accordance with the published university promotion and tenure review calendar. This is the candidate's responsibility.
  - i) These materials may include, but are not limited to, items that document the requirements outlined in sections 4.b and 4.c below.
  - ii) Documents must be submitted through MTSU's digital faculty activity software of record, as described in University Policy 204.I.

- iii) Following the D-PTRC rendering a recommendation to the Department Chair and Dean, the documentation will be stored in the Department Chair's office in hard copy for future reference.
- b) The Department of Geosciences values quality of performance over quantity of individual events, presentations, or publications presented as documentation to support promotion. Works recognized at the national/international level are encouraged. Criteria to be considered by the D-PTRC and Department Chair in Promotion from **Assistant Professor to Associate Professor** and Tenure Recommendations may include, but are not limited to the following.
  - i) Outline of Faculty Data.
  - ii) An itemized list of supplemental materials included in the promotion and/or tenure package.
  - iii) Faculty Workload Forms for each semester taught since the candidate's last promotion or appointment.
  - iv) End of Year Evaluations for each academic year taught since the candidate's last promotion or appointment.
  - v) Documentation of the candidate's teaching performance as described in University Policy 204.VI.C.
  - vi) Documentation of the candidate's research and scholarly activities as described in University Policy 204.VI.D. Activities that meet the criteria for research may include but are not limited to the following:
    - (1) A minimum of three (3) peer-reviewed publications
    - (2) Presentations at academic conferences
    - (3) Grants submitted/funded both internal and external to the university
    - (4) Books/book chapters
    - (5) Research mentoring activities with students
  - vii) Documentation of the candidate's service/outreach activities as described in University Policy 204.VI.E Examples of activities that meet the requirements for service may include but are not limited to the following:
    - (1) Documentation of service on Department of Geoscience or College of Basic and Applied Sciences ad-hoc committees
    - (2) Documentation of service on University Standing Committee
    - (3) Documentation of active participation in departmental, college, or university science outreach programs.

- (4) Documentation of service on a community or state-wide science board or advisory committee
  - (5) Documentation of service on a professional organization committee
  - (6) Documentation of service on graduate student masters or Ph.D. committees
  - (7) Documentation of service as an organizer, convenor, or moderator for a scientific conference
  - (8) Documentation of service as an editor for a professional publication
  - (9) Documentation of service as an unpaid research paper peer reviewer for a professional publication
  - (10) Documentation of service as an unpaid research proposal peer reviewer for a state, national, or international research agency, research endowment, or research corporation
- c) The Department of Geosciences values quality of performance over quantity of individual events, presentations, or publications presented as documentation to support promotion to the rank of Professor. The candidate for promotion to Professor should demonstrate a sustained record of national recognition in their professional activities. Criteria to be considered by the D-PTRC and Department Chair for Promotion from **Associate Professor to Professor** may include but are not limited to the following.
- i) Outline of Faculty Data
  - ii) An itemized list of supplemental materials included in the promotion and/or tenure package.
  - iii) Faculty Workload Forms for each semester taught since the candidate's last promotion or appointment.
  - iv) End of Year Evaluations for each academic year taught since the candidate's last promotion or appointment.
  - v) For a Department Chair applying for promotion, annual evaluations by the Dean must be included.
  - vi) Documentation of the candidate's teaching performance as described in University Policy 204.VI.C.
  - vii) Documentation of the candidate's research and scholarly activities as described in University Policy 204.VI.D. Examples of activities contributing to national recognition in research for the Department of Geosciences may include but are not limited to the following:
    - (1) Publication(s) in peer-reviewed journal(s) at national/international level

- (2) Presentations at national/international conferences
  - (3) External grants submitted/funded by national/international agencies, foundations, or corporations
  - (4) Peer-reviewed book(s) and/or book chapter(s)
  - (5) Nomination for or recipient of a research recognition award at the national/international level
  - (6) Letters of support for the candidate's promotion.
- viii) Documentation of the candidate's service/outreach activities as described in University Policy 204.VI.E. Activities contributing to national recognition in service/outreach for the Department of Geosciences may include but are not limited to the following:
- (1) Documentation of service on or chair a committee of a national discipline-specific organization
  - (2) Presentations of invited lectures, seminars, or symposia outside the region
  - (3) Documentation of service as a peer reviewer for a discipline-specific national/international publication
  - (4) Documentation of service on the editorial staff for a discipline-specific national/international publication
  - (5) Organizing or moderating a session at a national/international meeting
  - (6) Nomination for or recipient of a service award at the national level