


ON-CAMPUS MEMO

From: Vincent W. Smith, Chair 
Department of Marketing

To: David Urban, Dean

Date: May 2, 2018

Subject: Revised Marketing Tenure and Promotion Policy

Attached is the revised Tenure and Promotion Policy for the Department of Marketing. The revision includes additional language to address the new procedures for promotion for Coordinators and/or Instructor positions resulting from recent university policy changes. If you approve, please sign the second page and forward to the Provost's Office for approval. My understanding from Becky Cole last year is that the policy has to be approved at all levels shown at the bottom of the document.

c David Foote, Associate Dean ✓
Teena Young, Operations Administrator



JENNINGS A. JONES COLLEGE OF BUSINESS

Department of Marketing

Tenure and Promotion Policy

The following policy will be used by the Department of Marketing for tenure and promotion decisions:

- One committee will evaluate candidates for both promotion and tenure.
- The Promotion/Tenure Committee will consist of all tenured faculty, without regard to rank.
- Neither persons seeking tenure and/or promotion nor the department chair are eligible to serve as members of the committee.
- The department chair will designate one committee member to call an organizational meeting, at which time the committee will elect its chair.
- Fifty-one percent of the Committee will constitute a quorum.
- Committee members who are unable to attend a meeting are eligible to provide feedback and vote in absentia and/or provide their written proxy to the committee chair. If the member elects to provide feedback and vote in absentia, all feedback and voting must be in written form and submitted to the committee chair prior to the scheduled meeting. It is recommended that committee members who cannot attend the scheduled meeting provide their vote to the committee chair prior to the meeting.
- A motion fails in the event of a tie vote. Tie votes will be reported as such.
- Specific vote counts will be reported in making tenure and promotion recommendations to the department chair, and those counts will be reported to the Dean in forwarding the departmental committee's recommendation.
- In assessing applications for promotion and tenure, the committee will employ promotion and tenure criteria identified in the Middle Tennessee State University Policies and Procedures Manual and any additional criteria approved by the Jones College of Business faculty.
- The existing annual recommendation to the tenure-track faculty used by the department will constitute an annual pre-tenure review. Performance evaluation documents and updates provided by the individual faculty member will be used as input to evaluate candidates. Voting documents shall include an opportunity to provide constructive feedback to the candidates.
- The department will follow the Jones College of Business definition for national recognition in making promotion and tenure decisions.

The following review process will be used for coordinator and instructor positions:

- Annual review by the department chair is required for coordinator and/or instructor positions. Review by the tenure and promotion committee is required prior to reappointment to a new fixed term or non-reappointment during a fixed term. Annual renewal within a fixed term does not require a committee review.

- Criteria outlined in the Jones College of Business Promotion and Tenure Policy for coordinator and/or instructor promotion decisions will be followed.
- Coordinators and/or instructors seeking promotion should submit an *Outline of Faculty Data* form and any additional supporting materials.
- When the department chair and committee recommendations conflict, the department chair will convene a meeting with the committee to attempt to resolve any differences.

04.2018

Approvals:

Approved by MKT Department on April 27, 2018


Marketing Department Chair


Dean, Jones College of Business

 6-18-18
Provost

 6/19/18
President