

Department of Management Tenure, Promotion, and Retention Procedures

The following outline of review procedures used by the Promotion and Tenure Review Committee of the Department of Management in decisions regarding tenure, promotion, or reappointment of probationary faculty within the department explicitly complies with procedures detailed in University and Jones College of Business documents.

General Procedures

When not otherwise specified, meetings will be conducted according to Robert's Rules of Order.

The Promotion and Tenure Review Committee for the academic year will consist of nine full-time tenured faculty (with a minimum of five members of full professor rank) not being considered for promotion during that academic year and selected by secret ballot of tenured and tenure-track faculty during the spring semester of the prior year. The initial committee meeting is called by the committee chair of the previous year. If the prior year's committee chair is unavailable, the department chair will call the initial meeting. A new chair is selected by committee members at the initial meeting, with the chair position rotated among committee members of full professor rank on the basis of time tenured, effective date of employment, and if necessary, alphabetically. Only full professors may vote for the promotion/tenure of associate professors to full professor rank.

Each year the office of the provost issues a calendar for the completion of each stage of the tenure and promotion review process. Meeting dates for the department promotion and tenure review committee are scheduled in recognition of deadlines specified in the university calendar.

A quorum of committee members is required to conduct any business before the committee, with a quorum defined as fifty-one percent of committee members. If attendance by any committee member becomes impossible, that member is encouraged to provide, using the standard ballot, his or her confidential evaluation(s) of the faculty member(s) to the committee chair for inclusion in the final vote. A fifty-one percent majority of all votes is considered a favorable recommendation for promotion, tenure, and reappointment. All votes on promotion, tenure, and reappointment are taken by secret ballot. Any amendments or additions to the procedure should be circulated for review at least a week before any final action is taken. Any changes in procedures are to be made during the academic year preceding their implementation and can only be changed by a two-thirds majority of all votes.

In assessing the applications for tenure and promotion, the Committee will utilize the criteria identified in the MTSU Policies and Procedures Manual and the additional criteria approved by the Jennings A. Jones College of Business.

The existing annual recommendation of tenure-track faculty used by the department will constitute an annual pre-tenure review. Various indicators of teaching, research, and service contributions and updates provided by individual faculty will be used as input to evaluate the candidates.

National recognition is any activity that brings favorable national or international attention to the faculty member or the university. Examples could include, but are not limited to:

- i. Publication in journals
- ii. Leadership in organizations
- iii. Presentations at conferences
- iv. Media appearances
- v. Awards and grants
- vi. Participation in policy-setting initiatives

Our department recognizes that some national and international organizations in our disciplines, such as the Academy of Management, have regional affiliates (e.g., Midwest Academy of Management, Southern Management Association). While the names of these organizations sound regional, their leadership, editorial boards, authors, conference participants, etc., often represent states across the USA and sometimes beyond. To document engagement with these affiliates for national recognition purposes, faculty members may provide examples of board members, journal editors, authors, conference participants, etc., from states beyond the specified region and/or other countries in their evaluation materials. This documentation could be a link to or screenshot of the journal's editorial board, an officer/board listing, conference program, etc.

The committee chair, on behalf of the committee, sends the results of the vote and supporting documentation to the next step in the approval process using the current workflow system (i.e. Digital Measures).

Approved by Department: April 25, 2024

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JENNINGS A. JONES COLLEGE OF BUSINESS
Department of Management

May 20, 2024

The attached Department of Management Tenure, Promotion, and Retention Procedures reflect the most current revision of the procedures by the department faculty. This revision adds a description of national recognition. The procedures were approved by faculty vote on April 25, 2024.




Dr. Deana Raffo
Chair, Department of Management



Date




Dr. Joyce Heames
Dean, Jones College of Business




Date




Dr. Mark Burnes
Provost



Date



Dr. Sidney McPhee
President



Date