

DEPARTMENT OF MANAGEMENT EVALUATION OF COORDINATOR FACULTY/
INSTRUCTOR POSITIONS FOR A NEW TERM AND FOR PROMOTION

The Department Tenure and Promotion Committee will review applications for retention by coordinators to renew their appointments for a new term. (The Department policy related to the review of faculty for tenure, promotion, and retention provides procedures for electing the committee that will make retention recommendations for appointing coordinator faculty to a new term.) Requirements for a quorum are also provided in the department tenure, promotion, and retention policy.

Any policy changes in committee structure and committee operations that are approved by the department for the department tenure, promotion, and retention policy will also be applied to this policy.

Term Review for Coordinators/Instructors

Candidates due for renewal of their term should submit a completed Outline of Faculty Data form and supporting materials in the department office by the date specified in the annual calendar provided by the office of the provost for the tenure/promotion process.

Processes and procedures for evaluation of coordinators/instructors for renewal of a fixed term are the same as for retention of tenure-track faculty and these are explained in the department tenure, promotion, and retention policy.

The performance criteria used by the committee are outlined in MTSU Policy. They include:

To be eligible for continuation of employment a candidate must:

- 1. Have a degree in an area appropriate for the discipline;**
- 2. Demonstrate quality work appropriate to the appointment type and discipline;**
- 3. Demonstrate a willingness to collaborate with MTSU colleagues to ensure a quality program;**
- 4. If applicable, demonstrate additional skills outside the primary focus area that are required by the position; and**
- 5. If applicable, hold appropriate certifications/licenses required by the position.**

Additionally, coordinators are reviewed specifically for the

1. quality of their teaching
2. quality of their service/outreach related to their coordinator role

Promotion for Coordinators/Instructors

Promotion definitions and the timeline that are provided in the Jones College Promotion and Tenure Committee Policy will be used for evaluation of candidates for promotion to Master Instructor/Coordinator and Senior Instructor/Coordinator.

Approved:

Tenured Faculty – March 19, 2010

Department – March 26, 2010

Approved by Dean, Provost, President – October 29, 2010

Department (department name change only) – August 21, 2015

Department – April 26, 2018

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TO: Dr. David Foote
Associate Dean, Jones College of Business

FROM: Jill Austin 
Chair, Department of Management

SUBJECT: Revised Department Policy for Tenure, Promotion, and Reappointment

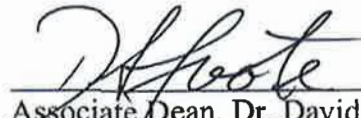
SUBJECT: April 26, 2018

The attached departmental document is submitted for your consideration and approval to be added to the Provost website. The changes in this document include:


- Change of reference to old TBR policy numbers
- Addition of procedures and timeline for promotion of coordinators and instructors (based on the approved Jones College document for this purpose).

The faculty evaluated the document, included changes noted above, and reaffirmed support of the document on April 26, 2018.

Please let me know if you have questions about the document.

Approved: 
Associate Dean, Dr. David Foote


Provost, Mark Byrnes

 6/19/18
President Sidney McPhee