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**Department of Physics & Astronomy
Middle Tennessee State University**

**Policies and Procedures for
Conversion of Eligible Faculty to Instructor-track**

Effective Date: _____

Responsible Division: Academic Affairs

Responsible Office: University Provost

I. Purpose

This policy establishes criteria and procedures for converting current faculty to Instructor appointments at Middle Tennessee State University. It is intended to help ensure that decisions are made objectively, equitably, impartially, and as recognition of merit.

II. Applicability

This policy relates to conversion of current faculty that wish to be considered for an Instructor position. The Instructor appointment type is defined in Policy 202 Faculty Definition, Roles, Responsibilities, and Appointment Types.

III. Definitions

The following are general definitions of words and terms used in this policy that are not hereinafter specifically defined; however, the words and terms are subject to further qualification and definition in the subsequent sections of this policy.

- A. **Teaching.** Teaching includes strategies by which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, student advising and/or mentoring, and development of course materials, courseware, and innovative approaches to instruction.
- B. The phrase "physically able" shall be understood to mean that a faculty member has had access to information submitted for review and is not prevented by either geographical location or mental capacity from being involved in departmental deliberations or, is able to access electronic means for purposes of communicating their position on these matters and thereby cast an absentee vote.
- C. The term *quorum* is not considered in terms of the number physically present but the number able to cast a vote or make their thoughts or positions known. A quorum, for purposes of the Committee actions, shall therefore be based upon the number of duly constituted (see below) committee members who are physically able to cast a vote, either in person or by absentee or by proxy.

VI. Departmental Review Procedures

The Department of Physics and Astronomy has developed the following procedures to evaluate candidates being considered for an Instructor position.

A. Committee Membership

1. The Department of Physics and Astronomy evaluation committee will be made up of all tenured and tenure-track faculty members having a rank of Assistant, Associate, or Full Professor, and that are physically able to participate;
2. Candidates being considered for Instructor-track positions cannot be members;
3. A committee chairperson will be elected by the members of the committee.

B. Voting

1. For purposes of deliberations and considering motions 2/3 of the committee membership will constitute a quorum.
2. When committee members are unable to attend a meeting, proxy votes will be allowed, but must be provided in writing (email allowed) to the committee chair prior to the meeting; and
3. Candidates being considered for an Instructor-track position must receive a favorable vote from a 2/3 majority of the votes cast.
4. If more than one candidate is applying for an Instructor position, the Physics and Astronomy committee will choose one candidate to recommend from among all eligible applicants.

IV. Conversion to Instructor

Conversion to an Instructor-track position is appropriate when the need for a full-time teaching position has been established, but the University has not yet determined the need for this position to become tenurable. A combination of financial and strategic needs cause the position to be filled with a non-tenurable person. Teaching is central to the purposes and objectives of the University. Instructors are expected to provide high quality teaching.

A. Criteria for Instructor-track conversion

1. At a minimum, eligible candidates for the Instructor-track must have:
 - i. Demonstrated ability in teaching and student development;
 - ii. Master's degree from an accredited institution in the academic discipline or related area;
 - iii. Evidence of professional integrity.
2. Evaluations for instructor-track appointments will be based exclusively on the candidate's teaching record and teaching-related activities.
3. Evaluation criteria will include student evaluations in all courses at MTSU, peer evaluations using a Physics and Astronomy department form, and annual departmental evaluations.
4. Additional criteria may include evidence of innovations in teaching that have measureable student success results, peer-observations of teaching, awards or other recognition for teaching, contributions to student development, and

teaching artifacts such as course development materials, syllabi, exams, student papers, etc.

B. Documentation

1. Student evaluations, and annual department evaluations will be provided by the department.
2. Candidates will submit an abridged Outline of Faculty Data, completing only sections I. General Information, II. Education, III. Professional Experience, and IV. Teaching. The OFD sections V. Research/Scholarship/Creative Activity, and VI. Service Outreach should not be submitted, and will not be considered.
3. Peer observations of teaching may be considered if observations are available for all candidates.

Approved by Department	<u>R. Anderson</u>	Date	<u>11/15/17</u>
Approved by Dean	<u>Robert Fische</u>	Date	<u>11/17/17</u>
Approved by Provost	<u>Mark Byrnes</u>	Date	<u>1-29-19</u>
Approved by President	<u>Sidney DeRosa</u>	Date	<u>2/1/19</u>