

## Middle Tennessee State University University College

### Policies and Procedures for Promotion and Tenure Review

#### 1. College Review

The college level review process for tenure and promotion recommendations consists of separate considerations by the Dean and a College Promotion and Tenure Review Committee, which is in accordance with the MTSU Policies 204 and 205.

#### 2. College Promotion and Tenure Review Committee

- a. **Establishment.** University College will establish a College Promotion and Tenure Review Committee to be in accordance with policies 204 and 205.
- b. **Purpose.** The College Committee reviews and evaluates candidates for promotion and tenure and makes recommendations about promotion and tenure to the Dean of University College.
- c. **Composition and Election.** In accordance with policies 204 and 205, the College Committee will consist of at least three tenured Professors or Associate Professors. Members of the College Committee will be nominated, self-nominations allowed, and elected by majority vote among the tenured faculty within the college. The Dean will provide the Faculty Senate President with the names of those elected to the college Tenure and Promotion Committee according to the deadlines specified in the Annual Faculty Assessment Calendar published by the Provost's Office. No members of the College Committee will serve on the University Studies Department Tenure and Promotion Committee in the same academic year. The term limits for the College Committee members will be in accordance with MTSU policies. Faculty members being evaluated for tenure and/or promotion and the department chair may not serve on the college promotion and tenure review committee. At the first meeting of the academic year, the members of the College Committee will elect a committee chair.

### 3. Promotion and Tenure Review Process and Procedure

- a. Candidates will upload their materials to Faculty Success by the deadlines specified in the Annual Faculty Assessment Calendar published by the Provost's Office.
- b. For review, all College Committee members must be present to form a quorum.
- c. Criteria to be considered in tenure and/or promotion recommendations follow the guidelines outlined in MTSU Policies 204 and 205.
- d. In accordance with Policies 204 and 205, once recommendations are made, the Dean will share their recommendation with the college Tenure & Promotion Committee. If the two recommendations differ, the Dean and the Committee will meet to discuss, later submitting independent recommendations to award or deny tenure and/or promotion.
- e. The college Tenure & Promotion Committee chair will upload the committee's letter via the faculty activity software by the date specified in the Annual Faculty Assessment Calendar published by the Provost's Office.

### 4. Pre-Tenure Review Process and Procedures

- a. The University College will employ the criteria and procedures in accordance with the Middle Tennessee State University Policy 204.

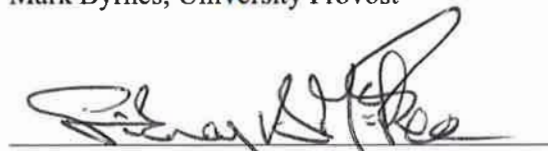
Approvals:

  
Rick Sluder, Dean

8/7/2024  
Date

  
Mark Byrnes, University Provost

8/8/2024  
Date

  
Sidney A. McPhee, President

8/9/24  
Date