

Department of Accounting
Peer Review Policy

- I. Peer Review Committee
 - a. There will be one committee for purposes of making recommendations on tenure, promotions, and contract renewals.
 - b. At the beginning of each academic year, a vote will be taken of the tenure track and tenured faculty in the department to determine whether the Peer Review Committee will be composed of (1) all tenured faculty, or (2) an elected group of six tenured faculty members.
 - c. Tenured and tenure track faculty may vote for tenured faculty members to serve on the committee should a majority of those voting vote in favor of option (2).
 - d. There are no academic rank requirements for service on the committee.
 - e. Candidates for tenure or promotion cannot be members of the committee.
 - f. The Department Chair cannot be a member of the committee.
 - g. If a committee of six is the option chosen:
 - i. The term of each faculty member serving on the committee shall be three years. The terms will be staggered so that the terms of two faculty members expire each academic year. These terms will be suspended in any year in which the faculty votes in favor of option 1.
 - ii. Faculty members may serve consecutive terms.
 - iii. In the event that a faculty member elected to the committee leaves the department, a replacement will be chosen by vote of the department to serve the remainder of the unexpired term.
 - iv. In the event that a faculty member elected to the committee is ineligible to serve in any one year, a replacement will be elected by vote of the department for that year only.
 - v. There will be at least one Business Law faculty member on the committee. If the group of faculty members receiving the most votes does not include a Business Law faculty member, the Business Law faculty member with the most votes will be the sixth member of the committee.
- II. Operating procedures of the committee
 - a. The Department Chair may designate a member of the committee responsible for calling the first meeting.
 - b. At the first meeting, the committee will
 - i. Elect a chair and a secretary.
 - ii. Determine whether votes will be made by secret ballot.
 - iii. Determine whether the vote count on individual decisions will be reported.
 - c. In the years when option 1 is used:
 - i. A simple majority of the tenured faculty will constitute a quorum.
 - ii. Votes will be determined by a simple majority of those in attendance.
 - d. In the years when option 2 is used:

- i. A quorum will consist of four members of the committee.
 - ii. Votes will be decided by a majority of the committee.
 - e. Voting by proxy will not be allowed in either option 1 or 2.
- III. Materials submitted by candidates for tenure and/or promotion shall include
 - a. A cover letter outlining the candidate's achievements while employed at MTSU.
 - b. The Outline of Faculty Data
 - c. Copies of all publications
 - d. Copies of student evaluations of instruction
 - e. Any other data the candidate deems appropriate
- IV. Materials submitted by candidates for contract renewal shall include the Outline of Faculty Data
- V. Criteria
 - a. Publications shall include any material for which written acknowledgement of acceptance for publication has been received.
 - b. Service shall include both service to the university and external service (public service), as well as professional interaction.
 - c. National recognition is any activity that brings favorable national attention to the faculty member or the university. Examples could include, but are not limited to:
 - i. Publication in national known journals.
 - ii. Leadership in a national organization
 - iii. Presentations at national conferences
 - iv. National media appearances
 - v. Awards and grants from national organizations
 - vi. Participation in national policy setting initiatives
- VI. Probationary Faculty/Contract Renewal Recommendations.
 - a. Each year the Peer Review Committee shall review the record of each tenure-track faculty member and recommend whether that person's contract should be renewed. The purpose of this review is to determine whether the individual faculty member is making appropriate progress toward tenure. The individual faculty member should be given notice, in writing, of any deficiencies in that progress along with suggestions for rectifying those deficiencies.
 - b. In the 3rd year counting toward tenure (2nd year of employment for someone granted one year of service when joining MTSU, 1st year of employment for someone granted two years of service), the review of a tenure-track faculty member will be conducted in the same manner as a tenure review. The materials submitted for this review should be the same as those submitted for tenure.