

**Middle Tennessee State University  
College of Basic & Applied Sciences**

**Policies and Procedures for Promotion and Tenure Review**

Approved by College Committee October 4, 2005 (date)

Approved by Dean December 6, 2005 (date)

Approved by Provost \_\_\_\_\_ (date)

**I. College Review**

In accordance with MTSU Policies II:01:05A & B, the review process for tenure and promotion recommendations at the college level consists of separate considerations by the Dean and a College Promotion and Tenure Review Committee.

**II. College Promotion and Tenure Review Committee**

- A. Establishment.** The College of Basic & Applied Sciences establishes a College Promotion and Tenure Review Committee (College Committee) each year in accordance with Middle Tennessee State University Policies No. II:01:05A & B.
- B. Purpose.** The purpose of the College Committee is to 1) review and evaluate candidates for promotion and tenure and to make recommendations concerning promotion and tenure to the Dean of the College of Basic & Applied Sciences and to the Provost; 2) review and evaluate the progress of tenure-track faculty toward tenure in a pre-tenure review as specified in MTSU Policy II:01:05A.
- C. Composition and Eligibility.** The College Committee shall consist of one tenured associate or full professor from each department of the College. The term limits for committee members will be in accordance with MTSU Policy. Faculty members serving on department peer evaluation committees are eligible to serve on the College Committee; however, faculty members being evaluated for promotion may not serve on the College Committee. In the event of a resignation, long-term absence, or withdrawal of a committee member for any reason, the academic department will provide an alternate member elected according to the same procedures governing all elections to the College Committee.
- D. Election.** Department representatives on the College Committee shall be elected in accordance with each department's policies and procedures. College Committee members are expected to fully understand university, college and departmental criteria for tenure and promotion.
- E. College Committee Chair.** At the first meeting of each academic year, the members of the College Committee will elect a committee chair.

### **III. Promotion and Tenure Review Process and Procedures**

- A.** The department chairperson and department promotion and tenure review committee forwards recommendations and other materials to the Dean who then forwards the materials to the College Committee. Departments must also submit the guidelines used to make their decisions.
- B.** For purposes of deliberation and voting, the College Committee requires a quorum of “one more than half” of the committee membership, with any exceptions requiring the approval of the Faculty Senate President and Provost. In the event of a tie vote, the vote will be regarded as not supporting the applicant’s request for promotion and/or tenure.
- C.** The College of Basic & Applied Sciences policy does not specify criteria above and beyond university criteria, but individual department policies may be more specific than university criteria. When department policies require criteria at a higher standard than university criteria or expand on university criteria, recommendations forwarded by the Department Chair and Department Promotion and Tenure Review Committee will specifically address each of the criteria and explain how a candidate has or has not met those criteria. When department criteria expand upon university criteria, deliberations by and recommendations of the College Committee and Dean will be conducted pursuant to the department policy criteria. It is also incumbent on individual departments to provide the Dean and College Committee with clear explanations in writing when the criteria used to make promotion or tenure decisions exceeds university criteria.
- D.** Once recommendations are made, the College Committee will consult with the Dean to determine if the two parties are in general agreement. If the recommendations of the Dean and College Committee are not in accord, they will meet in an attempt to resolve any conflict prior to submitting formal recommendations. If the differences cannot be resolved, a report submitted by the College Committee to the Dean will describe the points of conflict for each candidate. Discussions of the College Committee and information provided in the letters of recommendation are protected by Qualified Privilege of Academic Confidentiality for Peer Committees.
- E.** The Dean will forward all materials submitted by the College Committee, along with his/her own recommendation, to the Provost. The Dean and College Committee will independently notify each person considered for tenure and/or promotion of their recommendations.

### **IV. Pre-Tenure Review Process and Procedures**

The College of Basic & Applied Sciences will implement the criteria and procedures identified in the revised MTSU Policies and Procedures for Tenure for considering pre-tenure review of tenure-track faculty. The pre-tenure review will follow the process of the final tenure review through the department and college level with department PTRCs and the college PTRC completing the review during

the spring semester according to the university's calendar for 3<sup>rd</sup> and 4<sup>th</sup> year renewals.