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April 4, 2022

Dean Urban

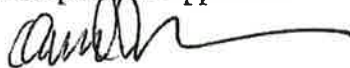
On behalf of the faculty of the Jennings A. Jones College of Business, the Faculty Governance Committee submits the attached College Tenure and Promotion Review Policy. The Policy has been approved by a vote of the college faculty with more than 80% of the faculty voting and of that 92% voted to approve the new policy.

Sincerely,



Anne Anderson
Chair, Faculty Governance Committee

Accepted and approved.



David Urban
Dean, Jones College of Business

Approved:



Mark Byrnes
Provost



Sidney A. McPhee
President

Jones College of Business Tenure and Promotion Review Policy

- I. In accordance with MTSU Policies 202 (non-Tenure Track positions) dated August 22, 2019, 204 (Tenure) dated June 16, 2020 and 205 (Promotion of Tenured and Tenurable Faculty) dated June 16, 2020, the College of Business will establish a committee to review applications for promotion and tenure by College faculty.
- II. Tenure Process – Consistent with Policy 204:
 - A. Tenure-track faculty members in years one, two, four, and five will be evaluated annually by their Chair and department tenure and promotion committee. Copies of these review letters will be uploaded to the faculty activity software for review by the Dean of the Jones College of Business and the Provost.
 - B. Tenure-track faculty entering with zero or one year of credit for prior service will receive a pre-tenure review in the third year of their probationary appointment. Pre-tenure review follows the process of tenure review through the department and college levels as outlined in Section V. Tenure-track faculty entering with two or three years of credit for prior service will receive a pre-tenure review in the fourth year of their probationary appointment.

- III. Criteria to be considered in Tenure/Promotion Recommendations – consistent with Policy 205

The following criteria are from the University Tenure/Promotion policies. Candidates also need to meet the requirements stated in their department policy.

- A. Tenure and Promotion to Associate Professor – Candidate must demonstrate high-quality performance in teaching, high-quality performance in either research/scholarship/creative activity or service, and quality performance in the remaining area. College and department criteria, however, may require high-quality performance in both teaching and research/scholarship/creative activity, in which case those requirements will supersede University requirements.
 - B. Promotion to the Rank of Professor – Candidate must demonstrate sustained excellence in teaching and high-quality professional productivity in both research/scholarship/creative activity and in service. Candidate must demonstrate a level of excellence in either research/scholarship/creative activity or service that is recognized at the national level. National recognition is defined in department policies.
 - C. Promotion for Non-Tenure Track positions – Promotion review will be based exclusively on the candidate’s teaching record and teaching-related activities and ability to perform instruction-related administrative responsibilities as described in Section VII of MTSU Policy 202.
- IV. Committee:

The college Tenure and Promotion Review Committee completes all pre-tenure, tenure,

and promotion reviews in accordance with University Policy 204 and 205. The election of members of the committee and process to be followed for reporting their decision will be completed as follows:

- A. The Committee will consist of two representatives from each academic department in the College. A member designated by the MTSU Faculty Senate may be added if so desired to assure diversity of the Committee's membership (See section V subsection D of Policy 204).
- B. All full-time tenured and tenure-track faculty of the College will be eligible to vote for Committee members.
- C. All full-time tenured faculty at the rank of Professor in the College will constitute the eligible candidates for membership on the Committee. Rank requirements may be changed by vote of the College faculty.
- D. Neither persons to be evaluated nor department chairs are eligible to serve as members of the Committee.
- E. The term of membership on the Committee will be three years. Faculty may not serve more than 2 consecutive three-year terms. Faculty will be eligible to serve after taking at least a one-year gap between time of service. The gap year requirement may be waived by petitioning the Faculty Governance Committee.
- F. The Dean's office will call for the election of replacements to the Committee at the end of the Spring semester. A plurality of those voting is required for election to the Committee. The Dean's office will include both the elected faculty member and the alternate (2nd place in the vote for each department) in the reported results of the college vote.
- G. In the event a Committee member must be absent for a semester or longer, the member will be temporarily replaced by the alternate from that person's department.
- H. In the event of a resignation from the Committee or an unexpected vacancy they will be replaced by the alternate from that person's department.
- I. Committee members may also serve on Department Tenure and Promotion Review Committees.
- J. The Committee will elect a chair and a recorder at the Fall organizational meeting. These officers will serve one-year terms.
- K. For votes on tenure and/or promotion fifty-one percent (51%) of the Committee will constitute a quorum. No *in absentia* or proxy votes may be counted. A motion fails in the event of a tie vote. The Committee's recommendation letter for each applicant must include the results of the vote – i.e., number for and number against.
- L. Department Tenure and Promotion Review committee chairs and department chairs will forward their recommendation letters for each applicant via the university designated software system, plus any supporting information on which

the recommendations are based.

- M. In the case of applications for both tenure and promotion to Associate Professor, the Committee expects that recommendations will typically support both or neither.
 - N. The Committee Chair will submit a written report of the committee's recommendations in accordance with university policy via the university designated software system.
 - O. Applicants are provided an opportunity to review the committee's recommendations via the university designated software system prior to those recommendations being forwarded to the Dean.
 - P. In the event of conflicting recommendations between the Dean and the Committee, the Dean will schedule a meeting with the Committee to discuss differences. Conflicting recommendations may stand.
- V. The following definitions will be used by the Jones College Tenure and Promotion Review Committee to determine whether faculty members meet the standards for tenure and promotion. Departments may add additional definitions in their tenure and/or promotion documents to more clearly define the definitions listed below.
- A. Peer review – process whereby an author's scholarly work is reviewed by other experts in the same field to check its validity and its suitability for publication.
 - B. Publications – Published and publication generally shall mean appearing in print and shall be limited to publications distributed by recognized publishers or professional organizations. However, for purposes of promotion, tenure, and/or retention, journal articles that have formally been accepted for publication, as evidenced by a communication from the editor or publisher and recognized electronic journal articles that have been posted to the Internet shall be considered published. The term publication excludes self-published materials, doctoral dissertations, papers bound for distribution at professional meetings but not appearing in the published proceedings, and letters to the editor.
 - C. Editor review - publication decisions are primarily made by the editor without the benefit of a routine system for panel review of manuscripts. (Cases in textbooks, textbooks, reference books, and supplementary textbook publications are examples of publications that fit this category of review.)
 - D. Presentation – paper presented at a meeting held by a learned society or professional organizations.
- VI. In accordance with MTSU Policy 202, dated August 22, 2019, the Jones College of Business Tenure and Promotion Review Committee will review recommendations for

the promotion of instructors and coordinators by the department tenure and promotion review committees. Definitions for non-tenurable faculty and minimum criteria are found in Policy 202.

ADDITIONAL INFORMATION FOR CANDIDATES

Applicants are encouraged to supply any relevant materials that will support their applications. At a minimum, candidates for tenure and/or promotion should consider including the following supporting materials in their review packets:

- I. Teaching
 - A. Summary of activities and accomplishments in teaching and syllabi for assigned courses
 - B. Student and Peer teaching evaluations
 - C. Advising and mentoring
 - D. Course development and/or improvements
 - E. Effectiveness in teaching and efforts to improve pedagogy
 - F. Honors received and recognition for teaching
 - G. Development of teaching resources such as textbooks, presentations, etc.

- II. Research (Tenure-track or tenured only)
 - A. Summary of activities and accomplishments in research/scholarship/creative activity
 - B. Publications
 - C. Funding – external and internal
 - D. Peer reviews of performances, compositions, and other creative activities
 - E. Presentations

- III. Service
 - A. Summary of activities and accomplishments in service.