

# ON-CAMPUS MEMO

**From:** Timothy H. Greer, Chair, Information Systems and Analytics  
**To:** Sidney McPhee, President MTSU  
**Date:** November 13, 2025  
**Subject:** Request Approval of the ISA Promotion of Instructor Rank Policies and Procedures

**Memo:** On behalf of the faculty of the Department of Information systems and Analytics, the department submits the attached Promotion of Instructor Rank Policy for your review and approval. The policy was approved by a vote of all the full time faculty on September 7, 2025.

  
\_\_\_\_\_  
Department Chair

11/13/25  
Date

  
\_\_\_\_\_  
Jones College of Business Dean

11-18-25  
Date

  
\_\_\_\_\_  
Provost

1/23/26  
Date

  
\_\_\_\_\_  
President

2/3/26

**Department of Information Systems and Analytics**  
**Promotion of Instructor Ranks**  
**Policies and Procedures**

1. Evaluation of candidates for promotion will be completed by the same Tenure and Promotion Committee as tenure-track appointments, as specified in the departmental tenure and promotion policy.
2. The membership of the committee shall be the same, and with the same restrictions, as specified in the departmental tenure and promotion policy for considerations of tenure and promotion to associate professor.
3. Rules regarding quorum, voting, and reporting requirements are the same as specified in the department tenure and promotion policy.
4. Review of candidates will follow the same calendar and deadlines as given in the Annual Faculty Assessment Calendar as applications for tenure.
5. Formal annual probationary reviews and third-year reviews used for tenure-track candidates are not applicable to instructor-rank promotions, and they will not be used unless MTSU or Jones College change policies to require them.
6. In assessing applications for promotion in instructor ranks, the committee will apply criteria identified by MTSU and Jones College. For department criteria, minimum years of service requirements indicate the earliest year that a candidate can apply for promotion. For example, a minimum of six years of service means that a candidate can apply for promotion at the beginning of their sixth year. Department criteria are as follows.
  - a. Senior Instructor
    - i. Documented evidence of high-quality teaching and contribution to student development
    - ii. Minimum of six years of service at MTSU as an instructor/lecturer.
  - b. Master Instructor
    - i. Documented evidence of sustained excellence in teaching
    - ii. Minimum ten years in total as a senior instructor/instructor/lecturer
    - iii. Minimum one year at MTSU as a senior instructor
7. Candidates shall supply the following materials in support of their application.
  - a. Summary of teaching activities
  - b. Student teaching evaluations
  - c. Peer teaching evaluations, at least one of which must be from within one year prior to application for promotion
8. Other relevant materials may be provided as appropriate, such as course development and/or improvement documentation.