

Promotion and Tenure Committee
Procedures & Criteria for Status at Hire, Renewal, Promotion, and Tenure

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I. Procedures

A. The Promotion and Tenure Committee (PTC), formerly Peer Evaluation Committee (PEC).

1. Membership

The PTC will be made up of all tenured faculty of the department. All members must be of Associate Professor or Professor rank. Candidates for tenure may not be members. The department chair shall not serve on the PTC nor appoint anyone to the PTC. Faculty members who are on leave or on non-teaching assignments are not required to serve on the committee; their participation is optional. Committee members who are being considered for promotion cannot participate in the PTC during the review process.

2. PTC Chair

The PTC shall elect a new chair at its first meeting in the fall. The PTC chair from the previous year will call this meeting. Once the department chair notifies the PTC chair of the promotion and tenure schedule, it is then the responsibility of the PTC chair to convene and conduct meetings as needed; to notify all candidates for promotion, tenure, and renewal for the deadlines for appropriate support materials; to promptly notify in writing all candidates for promotions and tenure, as well as the department chair, of the decisions of the PTC; and to advise tenure-track and temporary faculty, as well as the department chair, of recommendations by the PTC regarding extension of contracts and rehiring. The PTC chair is permitted to vote on all PTC recommendations. The PTC chair may organize a guidance meeting with the PTC and all faculty going through the process of promotion and tenure. It is a responsibility of the PTC chair to schedule a policy review meeting at least every three years.

3. Attendance and acceptance of proxies:

There must be a quorum of committee members present at a meeting to discuss and/or vote on committee recommendations. A quorum is defined as 50% of committee membership, plus one additional member.

In extenuating circumstances, the department will accept proxy votes, subject to the committee chair's approval. The faculty member wishing to submit a proxy vote must contact the PTC chair via email, and confirm receipt of the request before the voting deadline. The decision on extenuating circumstances is made by the PTC chair in consultation with the department chair. Faculty members away for a semester due to non-teaching assignments or similar leaves of absence are ineligible for proxy voting, and the faculty member is not replaced on the PTC.

II. Duties of the Promotion and Tenure Committee (PTC)

A. Faculty Review

The PTC shall review all tenure-track faculty for renewal, and all faculty applying for promotion and/or tenure. In addition, the PTC may review any temporary faculty at the department chair's request. The PTC may review any tenured faculty member and/or any faculty member requesting such a review. Faculty members under review are excluded from PTC membership during the review process.

In its review, the PTC shall consider the faculty member's performance in the three critical areas of teaching, scholarship/research/creative activity, and service. Some activities may fulfill requirements in more than one of the three areas: teaching, scholarship/research/creative activity, and service. The PTC shall use all available information, including but not limited to student evaluations, the Outline of Faculty Data, and classroom or laboratory visits.

The faculty review shall include a recommendation letter, which the PTC chair will provide to the faculty member and the department chair, outlining the PTC's estimation of the strengths and/or weaknesses of the faculty member regarding the three critical areas and any other pertinent areas of job performance. The PTC chair will upload the letter to the faculty software of record by the date specified in the annual faculty assessment calendar. This letter shall become part of the faculty member's permanent record at the department and in the case of renewal, promotion, and/or tenure shall be passed up the chain of authority via the faculty software of record.

B. Recommendations for Renewal, Promotion, and/or Tenure

The PTC shall provide a recommendation regarding candidates for renewal, promotion, and/or tenure, which shall become a part of the faculty member's permanent record at the department. The PTC chair shall upload the letter to the faculty software of record to communicate the committee's recommendation to the faculty member and the department chair. The recommendation shall be the result of a majority vote of all PTC members present and all proxy votes. All votes for appointment, reappointment, promotion and/or tenure shall be made by secret ballot. The PTC will

communicate the vote tally as part of the recommendation letter. In the case of a tie vote, the report shall be reported as such and will be regarded as a no recommendation for promotion and/or tenure. In the case of multiple votes, including votes taken after consultation with the department chair to resolve splits, only the final vote is reported. In the case of differing recommendations from the department chair and the PTC, the department chair and PTC shall meet to reconcile their differences. If they cannot be reconciled, they will post separate recommendations to the software of record.

III. Duties of the Department Chair

A. The Faculty

The department chair is responsible for the following duties that relate to the faculty:

1. Remind faculty and the PTC of deadlines relating to renewal, promotion, and/or tenure. Request a PTC review of temporary or tenured faculty by informing the faculty member and the PTC of the request.
2. Conduct an annual review of each full-time faculty member. The results of this review are to be kept in the faculty member's permanent record and provided to the faculty member. The faculty member will share the review with the PTC in tenure and/or promotion reviews via the faculty software of record, where required.
3. In the case of faculty members request the use of external reviewers refer to section IV. Duties of the Faculty Member, paragraph three.
4. During PTC **policy** reviews and discussions, the department chair, as a member of the faculty, may participate in deliberations but shall not hold voting privileges with the PTC.

B. New Hires

The department chair will communicate the time toward tenure, rank, degree; and the balance of scholarship/research/creative activity, teaching, and university/public service to the PTC regarding all new hires. The department chair may request recommendation from the PTC about time toward tenure and rank for an incoming faculty member.

C. Recommendations for Renewal, Promotion, and/or Tenure

The Department Chair shall issue independent recommendations regarding renewal, promotion, and/or tenure. Such recommendations shall be made separately from the review conducted by the Promotion and Tenure Committee (PTC), and via the faculty software of record by the deadline specified in the annual faculty assessment calendar. In the event of differing recommendations, reference shall be made to Section II.B of the current policy. In cases where a recommendation of non-renewal is issued, the candidate shall retain the right to submit a written rebuttal to the PTC's letter via the university's faculty software of record and by the deadline specified in the annual faculty assessment calendar.

IV. Duties of the Faculty Member

The faculty member should clearly communicate their balance of scholarship/research/creative activity, teaching, and university/public service in the university's faculty software of record by the annual faculty assessment deadline.

The faculty member is responsible for submitting an Outline of Faculty Data OFD to the faculty software of record by the deadline specified in the annual faculty assessment calendar. Faculty members must keep themselves informed of criteria and procedures related to renewal, promotion, and/or tenure provided in the current document, and the university policies 204 and 205, which are available on the university website. Upon receiving annual evaluations from the department chair and pre-tenure recommendations from the PTC, it is expected that the faculty member will follow their recommendations, and/or consult with the department chair, in a timely manner, to resolve any possible problems relating to their performance. The faculty member may work with an assigned PTC faculty mentor, who will provide guidance and clarification on implementing the committee's recommendations. It is expected that the faculty member will follow the guidance on preparation and maintenance of appropriate materials for the department chair, PTC, and external reviewers. This includes all forms of media, written documentation, and/or any other supporting materials. The faculty member is responsible for keeping a documented record and submitting to the software of record all submission attempts of materials for performance, display, or publication by the deadline specified in the annual faculty assessment calendar.

The Media Arts department does not require outside reviewers in the promotion and tenure process; faculty may opt to include them as part of their peer review process. Faculty choosing this path must meet with the department chair at least thirty calendar days before—and ideally well in advance of—the submission deadline. The department chair grants approval based on the reviewers' reputation, expertise, and subject-matter relevance. Once approved, the applicant is responsible for requesting, receiving, and submitting the letters in the software of record by the due date deadline specified in the annual faculty assessment calendar.

V. Definitions

A. Terminal Degree

The department will consider the Ph.D., the Ed.D. and MFA degree to be terminal. The J.D., M.A. or M.S. degree plus experience may be considered terminal. See University Policy 202.V for tenure and rank requirements.

B. Teaching Fields

The department offers degrees in the following fields:

- Animation
- Media Management
- Photography
- Video and Film Production

Teaching fields and courses are assigned to faculty members based on departmental and student needs and experience in the media arts industry.

C. Related Degrees

The department accepts degrees as being related or appropriate on a case-by-case basis. Decisions and recommendations on related degrees will be based on major field, focus of studies or dissertation, and experience in a related area of the media arts industry.

D. Teaching

In addition to classroom activities, teaching includes the development of new courses, new teaching materials, and new teaching techniques. Mentoring and the development of advising materials are other components of teaching. Curriculum development and improvement, service on curriculum committees, continued intellectual development within the field of specialization, supervision of specialized teaching activities, meeting university expectations of record keeping and other general faculty duties, seeking internal and external funding activities for teaching activities, and mentoring new faculty are also part of teaching duties.

Evaluation of teaching includes but is not limited to the following:

1. Confidential student evaluations documenting teaching competence, classroom visitations, and evaluations by other faculty.
2. Teaching awards.
3. Academic mentoring and/or career counseling.
4. Course materials (syllabi, reading lists, examples of class activities, etc.)

5. Enrollment size, contact hours, course complexity.
6. The supervision of graduate theses, independent studies, honors projects.
7. The development of new courses and/or revision of established courses.
8. The integration of new technology into teaching methods and/or course content.
9. Correspondence from former students and/or professionals related to teaching.
10. Applying for and/or receiving grants and/or awards for courses or teaching development.
11. Leadership roles in teaching-related activities for professional organizations.
12. Work in professional media during summers or leave time that enhances teaching.
13. Conference presentations, webinars, and/or published articles related to the scholarship of teaching and learning (SOTL.)

E. Scholarship

Scholarship shall include work in traditional scholarship/research/creative activity, defined as a formal, academic-centered research process. Its purpose is to advance the media arts field of study by contributing to its body of knowledge through intellectual inquiry.

Academic creative activity is an original intellectual or artistic contribution in the fields of media arts. Unlike traditional scholarship, it is not produced strictly according to standard principles of research; it is subject to ethics and standards within media arts disciplines.

The evaluation of the candidate's scholarship/research/creative activity may also include the study of the scholarship/creative works of others as well as doing scholarship/research/creative activity of one's own. Both the quality and the quantity of distinct contributions will be evaluated. For work to be recognized as scholarship, it must be peer-reviewed. The candidate shall clearly identify their individual contributions to each work and provide an explanation of how the peer review relates to the work presented in the software of record by the deadline specified in the annual faculty assessment calendar.

Peer review of scholarly work, or creative activity, may include but is not limited to refereed, invited, solicited, or non-solicited publications, presentations, or exhibitions. In cases where traditional peer review is challenging to obtain, the faculty member may seek external review of scholarship and include such reviews for consideration.

Successful candidates are expected to maintain and provide active scholarship/research/creative activity agendas that produce measurable results concurrent with their responsibilities in Service and Teaching. The PTC considers the quality, volume, and consistency of the candidates' scholarly contributions. The PTC also considers the scope of recognition (international, national, regional, or local), the degree of review (juried, peer-reviewed, invited, or open-call), and the audience reached/significance of the exhibition (international, national, regional, or local) for scholarship/creative activities. The candidate is expected to clarify the scope of recognition of the events where their work was reviewed in the software of record by the deadline specified in the annual faculty assessment calendar

The guidelines put forth in this document are not to be considered a complete, detailed, and exhaustive set of criteria. The ever-changing nature of creative disciplines demands that these criteria remain reasonably flexible and open to new kinds of contributions and activities that cannot be anticipated.

In the case of scholarship/research/creative activity done within a class, all students shall be notified of any associated scholarship activity prior to course registration, and as in other areas, the faculty and student roles must be clearly identified and documented. The faculty must describe, as part of their OFD, how the project meets the student learning outcomes for the class.

In the case of commission, contract or work for hire, the fact that the faculty has been called to perform a job in the field of their expertise may be considered a form of peer review.

F. Service

Service shall be defined to include professional activities conducted both within and beyond the academic environment, encompassing volunteer and compensated work. The Media Arts PTC shall adhere to University Policy 204, Section VI.E, as the governing standard for the definition and evaluation of service in the promotion and tenure process.

G. Other Activities

Faculty may be given assignments that go beyond the normal level of activity expected in one of the three general work areas or outside their general definitions. Such activity may or may not be compensated with release time but must be documented in the software of record by the

candidate. Such activity may include, but is not limited to, administrative duties, recruiting, public relations, special creative activities, or special research assignments. The PTC and the department chair will consider such assignments during the annual evaluation, pre-tenure, tenure, and promotion review processes.

H. Documented Evidence

Proper documentation for work in teaching, scholarship/research/creative activity, and service must include a summary of activities and accomplishments across all areas of evaluation. Each accomplishment must be linked and/or elaborated in the software of record. Examples include but are not limited to letters of acceptance, awards, articles, interviews, publications, invitations, recognitions, etc. Teaching evaluations should be included in supplemental materials provided to the PTC and department chair and should offer easy access for their review. The PTC or the department chair may request additional information about the work cited. If more information is needed, it must be added/submitted to the software of record by the date specified in the annual faculty assessment calendar.

Please review the College policy Section XI and the University Policy 205 Section VI: C2, D2, and E2 for additional guidelines and requirements.

I. National or International Recognition

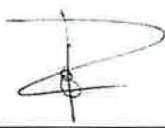
National or international recognition involves media arts academics or industry professional recognition from institutions, organizations, or entities with documented national or international reach. In instances where regional, national, or international institutions happen to be located within the state, then recognition in those institutions or by significant persons in those institutions is considered at least "national."

J. Rank at Hire/Years Toward Tenure

The determination of rank at the time of hire shall be governed by the provisions set forth in University Policy 202, Section IV, Academic Rank.

Further explanation of Tenure, Academic Ranks & Criteria at Hire, Probationary Appointment, Criteria for Continuation of Employment, and Tenure and Promotion Criteria are found in University Policies 202, 204, and 205.

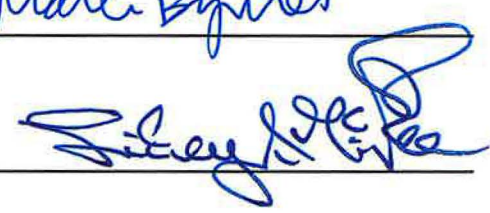
Date of Department Ratification: 04-09-2026

Approved by PTC Chair:  Date: 04-09-2026

Approved by
Department Chair: Robert Gordon Date: 4-13-2026

Approved by
the Dean: Jeff Kent Date: 4-13-26

Approved by
the Provost: Mark Byrnes Date: 9-1-26

Approved by
the President:  Date: 4/2/26