

English Department
MTSU Box 70
Murfreesboro, TN 37132
Office: (615) 898-2573
Fax: (615) 898-5098



15 August 2018

MEMORANDUM

From: Dr. Steve Severn, Chair, Department of English 
To: Dr. Sidney McPhee, President MTSU
Via: Dr. Karen Petersen, Dean, College of Liberal Arts
Dr. Mark Byrnes, University Provost
Subj: REQUEST REVIEW AND APPROVAL OF REVISED THE ENGLISH DEPARTMENT'S
POLICIES ON TENURE AND PROMOTION.

Enclosed you will find a revised version of the English Department's *Policies on Tenure and Promotion*. Section III.B.2.b was modified to allow a faculty member, when applying for promotion to Professor, to submit materials published after she/he has submitted her/his application for promotion to Associate Professor but before the her/his actual appointment date.

The revision was approved without objection by a vote of the English Department tenured and tenure-track faculty on 9/24/18.


I ask that you please review and approve.

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OCT 30 2018

Academic Affairs

APPROVAL RECORD


Steve Severn, Chair


10/12/18
Date


Karen Petersen, Dean

10/29/18
Date


Mark Byrnes, Provost

11-5-18
Date


Sidney McPhee, President

11/8/18
Date

**ENGLISH DEPARTMENT POLICIES ON TENURE
AND PROMOTION**

Version 1.1

Department of English
Middle Tennessee State University

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OCT 30 2018

Academic Affairs

RECORD OF CHANGES

Date	Version #	Detail of Change(s)	Approval Details
4/24/18	1.0	Original submitted	
9/24/18	1.1	Revised Section III.B.2.b to allow a faculty member, when applying for promotion to Professor, to submit materials published after she/he has submitted her/his application for promotion to Associate Professor but before the her/his actual appointment date.	

I. English Department Tenure and Promotion Review

Candidates for tenure and promotion should take the responsibility of fully understanding University Policies 204 (Tenure) and 205 (Promotion) available at the website of the Office of the Provost (<http://www.mtsu.edu/provost/tenpro/index.php>) as well as the College of Liberal Arts Policy, also available at the website of the Office of the Provost (click [here](#)).

This policy statement provides additional or specific information pertinent to English Department faculty in regards to tenure and promotion.

In accordance with MTSU Policies 204 and 205, the review process for Tenure and Promotion recommendations at the departmental level consists of separate consideration by the Department Chair and the Department Tenure and Promotion Committee (hereinafter DTPC).

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Academic Affairs

II. English Department Tenure and Promotion Committee

A. Establishment.

In compliance with MTSU Policies 204.III.B.2.b(1) and 205.IV.C.1.b(1), a single English DTPC is established to carry out the processes involved in tenure and promotion review.

B. Purpose.

In compliance with MTSU Policies 204 and 205, the purpose of the DTPC is to (1) review and evaluate candidates for tenure and/or promotion, (2) conduct annual reviews of tenure-track faculty, and (3) conduct formal pre-tenure reviews. In the English Department, this committee also has the responsibility of reviewing any changes in University and College policies regarding tenure and promotion to ensure that departmental policies remain in compliance. The committee may also be charged with revising, if and when the faculty deems it necessary, any tenure and promotion procedures or criteria particular to the English department.

C. Composition, Eligibility, and Election.

In compliance with MTSU Policies 204.III.B.2.b(2) and 205.IV.C.1.b(2), the DTPC shall consist of five tenured members of the English Department. In addition, the English Department requires at least two of the five members be at the rank of full professor. Committee members are elected by all eligible full-time tenured and tenure-track members of the Department. The DTPC is elected each spring for the following academic year. The Department Chair will forward a ballot to department faculty members that lists all full-time tenured and tenure-track faculty members. This list will clearly designate which members are not eligible to serve on the committee.

Those not eligible to serve in any given year include the following:

- Non-tenured faculty
- Candidates for tenure and/or promotion
- Spouses of candidates for promotion and/or tenure
- the Department Chair
- Members of the previous year's DTPC
- Faculty awarded non-instructional assignments for one or more semesters during the relevant academic year
- Faculty on leave
- The departmental representative on the College of Liberal Arts Tenure and Promotion Committee
- Faculty serving on the Faculty Appeals Committee
- Faculty serving full-time in University administration whose role involves the tenure and promotion review process

The five individuals who receive the most votes, including at least two full professors, will constitute the Committee. In the case of a tie, a run-off election will break the tie. The individuals with the sixth- and seventh-highest vote totals will serve as alternate members in the case of certain contingencies spelled out below. The Department Chair will retain the election results for the following academic year.

Within five working days of finalizing the list of faculty members going up for tenure, promotion, and third-year review, the Department Chair will provide the Tenure and Promotion committee with that list. Any committee member recognizing a conflict of interest or other circumstance that would compromise his or her disinterested participation in the evaluation process will recuse him- or herself before the review of materials begins. In such cases, the alternate member who ensures the balance of rank as stipulated above will be appointed to the DTPC.

Once the review process begins, if a member becomes incapacitated, an alternate member of the committee who ensures the balance of rank as stipulated above will be called upon to review materials and cast a vote.

The committee will elect its Chair at the beginning of the fall semester and follow the calendar regarding the Tenure and Promotion review process published by the Office of the Provost.

D. Process.

In compliance with MTSU Policies 204.III.B.2.b(3) and 205.IV.C.1.b(3), the DTPC will consider the materials pertaining to each candidate, vote, and make a recommendation. The letter documenting the committee's recommendation will specify the criteria used and state how the candidate has met (or not met) the criteria. In accordance with the College of Liberal Arts Policies and Procedures for Tenure and Promotion Review (III.B), the department committee vote will be reported by number.

1. In compliance with MTSU Policy 204.III.B.4.a and 205.IV.C.3.a, members of the committee will observe the highest standards of confidentiality concerning deliberations.
2. A quorum for the purposes of deliberation shall be defined as four members of the DTPC. All five members of the Committee will vote on whether the candidate has met the criteria for tenure and/or promotion. A simple majority vote shall constitute the basis for the recommendation from the committee.
3. In compliance with MTSU Policy 204.III.B.2.b(3) and 205.IV.C.1.b(3), after the Chair and the committee have concluded their deliberations, the Chair and the Committee chair will meet to convey their respective decisions to each other. If the recommendations of the Department Chair and the Department Committee are in conflict, they will meet in an attempt to resolve the conflict prior to forwarding their recommendations. If the conflicts cannot be resolved, the reports submitted to the Dean by the Department Committee and by the Department Chair will each describe the points of conflict.
4. In compliance with MTSU Policy 204.III.B.2.b.4 and 205.IV.C.1.b.4, when deliberations are concluded, the Department Chair and the Committee Chair will separately notify each candidate for tenure and/or promotion of the recommendation that has been forwarded. In the English Department, candidates will be provided a copy of each letter of recommendation submitted to the Dean. Each candidate will be afforded the opportunity to meet with the Department Chair and/or the Chair of DTPC to discuss the review process and the criteria and evidence upon which the recommendation was made. It is the candidate's responsibility to initiate requests for such meetings.

III. Criteria for Tenure and Promotion

A. Criteria for Tenure in the English Department

In the English Department criteria for tenure are based on the rank of the candidate at the time of application. In all tenure considerations, the English Department will comply with the stipulations and definitions set forth in MTSU Policy 204.III.A: Consideration for Tenure. In compliance with MTSU Policy 204.IV.A.2, all faculty members considered for tenure will be evaluated with respect to their performance in (a) teaching, (b) research/scholarship/creative activity, and (c) service/outreach. They will be expected to demonstrate high quality performance in teaching, high quality performance in one of the other two areas, and quality performance in the remaining area. To be considered as meeting quality performance, candidates must meet the stated minimums. To be considered as meeting high quality performance, candidates must exceed the minimums. The quality of the work submitted will be considered as well as the quantity.

All candidates regardless of rank are expected to abide by the Ethics Guidelines for Faculty (adopted by the Faculty Senate, April 11, 1994) and available at http://mtsu.edu/provost/fac_handbook/ETHICS_GUIDELINES_FOR_FACULTY.pdf

1. **Criteria for tenure for Associate Professors**

In order to be considered for tenure at the rank of Associate Professor, the candidate must meet the criteria for promotion to that rank, as articulated in III.B (Criteria for Promotion).

2. **Criteria for tenure for Professors**

In order to be considered for tenure at the rank of Professor, the candidate must meet the criteria for promotion to that rank, as articulated in III.B (Criteria for Promotion).

B. Criteria for Promotion in the English Department

All candidates for promotion to Associate Professor and Full Professor are encouraged to review the University minimum standards for eligibility and criteria for evaluation found in MTSU Policy 205 available at <http://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/205.php>. In all promotion considerations, the English Department will comply with the stipulations and definitions set forth in MTSU Policy 205.IV.B: Consideration for Promotion.

In compliance with MTSU Policy 205.V.A.1., all faculty members considered for promotion will be evaluated with respect to their performance in (a) teaching, (b) research/scholarship/ creative activity, and (c) service/outreach. In all categories of evaluation, documentation of quality will be stressed over quantity.

1. Promotion to Associate Professor

a. Criteria for Teaching Performance.

All candidates for promotion to Associate Professor are expected to demonstrate high quality performance in teaching. In the English Department, high quality performance minimums mean that the candidate meets or exceeds university averages on the majority of the criteria on student evaluations, provides documentation of peer review of a variety of courses spanning the period under review, and documents at least five activities to enhance one's instruction (for examples of such activities, see the list of additional activities below). Such documentation must include a discussion of how the activity relates to teaching performance. All faculty members will be evaluated with respect to the following criteria for teaching:

- Performance in teaching of students as evaluated by students and peers
- Performance in the advisement and mentoring of students
- Improvement of one's own courses or the curricular offerings of the department, college and university
- Effectiveness in teaching methods (including efforts to improve pedagogy with new techniques and integration of new instructional technologies)
- Supervision of specialized instructional activities (student research/scholarship/creative activity, thesis and dissertation direction, experiential learning, service learning, internships, student teaching, etc.)
- Honors received and recognition for teaching
- Currency and continued intellectual development in the field of specialization
- Seeking internal and external funding for instructional activities. Whether such proposals are funded or unfunded, the quality of the proposal will be stressed in the evaluation. Other factors may include the reputation of the funding source and the competition for funding
- Contributions to teaching (for example, textbooks, articles, workshops, presentations, instructional technology resources, etc.) could be appropriate here or under research/scholarship/creative activity depending on the nature of the work

Additional activities that demonstrate efforts to enhance instruction include, but are not limited to, the following:

- LT&ITC workshops
- Conference sessions on pedagogical innovations in the discipline
- Self-study
- Departmental curriculum meetings
- Voluntary peer observations
- Substantive revisions of courses

b. Criteria for Research/Scholarship/Creative Activity.

Candidates for Promotion to Associate Professor should demonstrate high quality performance in either research or service and quality performance in the other area. The DTTPC will assess the quality as well as the quantity of evidence submitted. In addition to documenting one's research, scholarship, or creative activity, the candidate should include a detailed description of short- and long-term research research/scholarship/creative activity goals (500 words maximum).

It is the candidate's responsibility to help the various evaluating bodies in the tenure and promotion process understand the significance, nature, and quality of his or her published work; the level of the candidate's contribution to collaborative work, if applicable; and the way in which the candidate's publications fit into a recognizable research agenda. The burden of evidence of a productive research/scholarly/creative activity agenda rests upon the candidate.

In the English Department, evidence of a productive research/scholarly/creative activity agenda must include, as a minimum, one of the following:

- i. the publication of a book (monograph, translation, collection, or scholarly edition of which the candidate is a primary editor) by a university or nationally recognized academic press, or literary press in the case of creative publications; **or**
- ii. the publication of two substantial articles in peer-reviewed print or digital journals or in collections of essays published by university or nationally recognized academic presses, **and** presentation of two scholarly papers at academic conferences, one of which must be national or international. At least one article and one conference presentation must be single-authored.

Additional activities that demonstrate a productive research/scholarly/creative activity agenda include, but are not limited to, the following:

- public performances, compositions, and other creative activities documented by published programs, reviews, or letters of evaluation by qualified peers
- book reviews
- journal editorship
- production of digital videos, podcasts, or other digital projects or multi-media productions
- encyclopedia entries
- bibliographical projects
- contributions to the scholarship of teaching and learning

Work presented as evidence of a productive research/scholarly/creative activity agenda must be published during the tenure-track employment at MTSU. In cases where the candidate has received credit toward tenure, any scholarship completed during the credited years of service can be included for consideration (see MTSU Policy 204.III.E).

Publications put forward as evidence of meeting the minimum criteria for promotion to Associate Professor must be published (that is, manifest rather than forthcoming, under contract, scheduled to appear, or in process or progress).

c. Criteria for Service and Outreach.

Candidates for Promotion to Associate Professor should demonstrate high quality performance in either research or service and quality performance in the other area.

Participation in university service is expected of every faculty member. Although differences in emphases may exist depending on expertise, preference, and department needs, evaluation of service/outreach will be based on an appraisal of the candidate's performance, resourcefulness, and creativity. In each case, documentation of the service contribution will be as detailed and complete as possible.

In the English Department, the minimum criteria for quality performance is membership on two department committees, one of which is responsible for curricular governance (i.e, General Education Committee, Undergraduate Program Committee, Graduate Committee) and two college or university committees.

Additional service could include, but is not limited to, the following:

- contributions to community service programs
- contributions in the form of public service consultation
- contributions to department, college, and university committees
- contributions to department, college, or university administrative responsibilities
- active service contributions to professional associations
- dedicated workload hours to advising
- director of minors housed in the department
- serving as a manuscript reviewer for a national or international press or scholarly journal
- dedicated service positions such as directors of English Department divisions or interdisciplinary programs/minors outside of the department

2. Promotion to Full Professor
a. Criteria for Teaching Performance

All candidates for promotion to Full Professor are expected to demonstrate sustained excellence in teaching.

In the English Department, sustained high quality performance minimums mean that the candidate, during the period under review, meets or exceeds university averages on the majority of the criteria on student evaluations, provides documentation of peer review of a variety of courses spanning the period under review, and documents at least five activities to enhance one's pedagogy (for examples of such activities, see the list of additional activities below). Such documentation must include a discussion of how the activity relates to teaching performance.

All faculty members will be evaluated with respect to the following criteria for teaching:

- Performance in teaching of students as evaluated by students and peers
- Performance in the advisement and mentoring of students
- Improvement of their own courses or the curricular offerings of the department, college and university
- Effectiveness in teaching methods (including efforts to improve pedagogy with new techniques and integration of new instructional technologies)
- Supervision of specialized instructional activities (student research/scholarship/creative activity, thesis and dissertation direction, experiential learning, service learning, internships, student teaching, etc.)
- Honors received and recognition for teaching
- Currency and continued intellectual development in the field of specialization
- Seeking internal and external funding for instructional activities. Whether such proposals are funded or unfunded, the quality of the proposal will be stressed in the evaluation. Other factors may include the reputation of the funding source and the competition for funding
- Contributions to teaching (for example, textbooks, articles, workshops, presentations, instructional technology resources, etc.) could be appropriate here or under research/scholarship/creative activity depending on the nature of the work

Additional activities that demonstrate efforts to enhance instruction include, but are not limited to, the following:

- LT&ITC workshops
- Conference sessions on pedagogical innovations in the discipline
- Self-study
- Departmental curriculum meetings
- Voluntary peer observations
- Substantive revisions of courses

b. Criteria for Research/Scholarship/Creative Activity

MTSU Policy 205.IV.E.3.d., delineating criteria and requirements for promotion to the rank of Professor, states the need for “[e]vidence of sustained high quality professional productivity both in research/scholarship/creative activity and service/outreach. In one of these categories, the candidate will demonstrate a level of excellence in the academic discipline that is recognized at the national level.”

The English Department defines “sustained high quality professional productivity” in regard to research/scholarly/creative activity as ongoing contributions to a field of study that demonstrates a clearly defined research/scholarly/creative agenda. These contributions must take the form of high quality professional or discipline-specific publications in peer-reviewed venues, performances, conference presentations, book reviews, journal editing, preparation of scholarly editions, editing collections of essays, or other activities as outlined below under “additional activities.”

In addition to documenting one’s research, scholarship, or creative activity, the candidate should include a detailed description of short- and long-term research research/scholarship/creative activity goals. The DTPC will assess the quality as well as the quantity of evidence submitted.

It is the candidate's responsibility to help the various evaluating bodies in the tenure and promotion process understand the significance, nature, and quality of his or her published work; the level of the candidate's contribution to collaborative works, if applicable; and the way in which the candidate's publications fit into a recognizable research agenda. The burden of evidence of a productive research/scholarly/creative activity agenda rests upon the candidate.

To be considered as meeting the criteria for “sustained high quality professional productivity,” the candidate should document the following activities:

- The publication of two substantial articles, one of which must be single-authored, in peer-reviewed print or digital journals or in collections of essays **and**
- presentation of two scholarly papers (one of which must be single-authored) at academic conferences, **and**
- an additional (or similar) activity listed below.
 - public performances, compositions, and other creative activities documented by published programs, reviews, or letters of evaluation by qualified peers
 - book reviews
 - journal editorship
 - production of digital videos, podcasts, or other digital projects or multi-media productions
 - encyclopedia entries
 - bibliographical projects
 - contributions to the scholarship of teaching and learning

Alternatively, the candidate may choose to meet the criteria for “sustained high quality professional productivity” by publishing a book (monograph, translation, collection, or scholarly edition of which the candidate is a primary editor) that has undergone peer review by the press.

Candidates for promotion to Professor can elect to meet the criteria for “national recognition” through their research, scholarship, or creative activity. In the English Department, national recognition can be established via impact criteria, including, but not limited to, whether

- the work has appeared in national or international presses/journals
- the work has been reviewed and/or cited in national or international publications
- the work has been supported by national or international grants
- the work has led to invitations to speak or lead panels at national or international conferences
- the work has led to invitations to edit special issues of journals or book series
- the work has led to invitations to review articles for national or international scholarly journals or manuscripts for national or international

Publications or other evidence of "professional productivity" put forward as evidence of meeting the criteria required for promotion to Professor must be published (that is, manifest rather than forthcoming, under contract, scheduled to appear, or in process or progress). Work offered in support of promotion must have been published or otherwise made manifest since the applicant submitted her/his application for promotion to Associate Professor.

c. Criteria for Service and Outreach.

Participation in university service is expected of every faculty member. Although differences in emphases may exist depending on expertise, preference, and department needs, evaluation of service/outreach will be based on an appraisal of the candidate's performance, resourcefulness, and creativity. The minimum expectation of a candidate seeking promotion to Professor is documentation of departmental or university leadership which may include, but is not limited to, the following:

- dedicated service positions such as directors of English Department divisions or interdisciplinary programs or minors housed outside of the department
- chairing committees at the departmental or university level
- sponsorship of organizations
- representation of the department on the Faculty Senate
- dedicated workload hours as an advisor
- director of minors housed in the department

Candidates for promotion to the rank of Full Professor could elect to meet the requirement of achieving "national recognition" through their service work. In consideration of a candidate's service and outreach, the English Department defines "national recognition" as participation in activities serving the profession or representing the department at a national or international level, including but not limited to, the following:

- serving as a manuscript reviewer for a national or international press or scholarly journal
- organizing or coordinating a conference drawing nationwide or international participation
- serving as an officer or committee member in a national or international organization
- reviewing grant applications or proposals for a national or international organization

Work provided as evidence of service/outreach must be completed during the years since the applicant was promoted to Associate Professor.

IV. English Department Tenure and Promotion Review Procedures

A. Initiating the Process.

In compliance with MTSU 204.III.B.2.a(1) and 205.IV.C.1.a.1.), consideration for tenure and promotion originates in the department or academic program unit to which the faculty member has been assigned. Faculty members are responsible for initiating the tenure and promotion review process by written notification to the Department Chair by the deadlines specified in the promotion calendar. For additional information on the timeline, including defining the probationary period and stopping the tenure clock, refer to MTSU Policy 204.III.E.

B. Submitting Materials.

In compliance with MTSU Policy 204.IV.B and 205.V.B, candidates for promotion and tenure are also responsible for submitting to the department chairperson the Outline of Faculty Data form and pertinent supporting materials according to the Tenure and Promotion calendar published by the Office of the Provost. No material can be added to the Outline of Faculty Data or supporting materials once the department review process has formally begun.

1. Outline of Faculty Data.

Candidates for tenure and/or promotion will submit a completed Outline of Faculty Data form, which is available at <http://www.mtsu.edu/provost/forms/>.

2. Supporting Materials

Candidates will submit a portfolio of supporting materials. A list of these supporting materials will be attached to the Outline of Faculty Data form. However, the supporting materials themselves will be stored in the department. Administrators and committees involved in the review process may ask to review any or all of these supporting materials at their discretion.

In addition, the English Department requires a cover letter to the portfolio of supporting materials which frames and contextualizes the supporting materials in such a way as to give the committee a sense of the candidate's professional choices, accomplishments, and goals.

Candidates can review guidelines for minimal and appropriate supporting materials for each of the three areas of evaluation—teaching, research, and service—by consulting MTSU Policy 204.IV.C-E and 205.V.C-E as well as Section III of this document.

a. Supporting Materials for Teaching

In compliance with MTSU Policy 204.IV.C.3.a and 205.VC.3.a, the minimum supporting materials must include a statement of teaching philosophy; a judicious selection of course materials; evidence of evaluation by faculty peers; and student evaluations for each course section evaluated during the probationary period.

Other supporting material may include, but will not be limited to

- Evidence of student projects and other forms of student mentorship
- Grant proposals
- Results of alumni surveys and/or student exit interviews
- Textbooks or educational articles
- Innovative contributions to teaching, if published or presented in a peer-reviewed forum

b. Supporting Materials for Research, Scholarship, and Creative Activity

The supporting materials must include evidence of peer-review of some elements of the candidate's research/scholarship/creative activity.

Supporting materials may include, but will not be limited to, the following:

- Publications (articles, monographs, books, electronic media, and other published works). Publications that are subject to a formal review process by recognized scholars in the field are considered more significant than those subject to less rigorous examination
- Written reviews and evaluations of performances, compositions, and other creative activities by qualified peers, either in person or aided by other forms of reports, are considered appropriate documentation
- Published programs or reviews of public performance or public display will constitute documentation of original creative work
- Presentations before one's professional peers at regional, national, or international meetings/conferences
- Appropriate textbooks, educational articles, and/or instructional technology resources and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute "scholarship of teaching"
- Internal grants from the university or external grants from public or private sources
- Unfunded proposals for internal and external grants, where the documentation supports the quality of the proposal
- Letters of support from research collaborators
- Judicious inclusion of evaluative reports such as readers' reports or editors' responses

c. Supporting Materials for Service

Supporting materials which document University, professional and public service may include, but are not limited to, the following:

- A description of each of the candidate's service positions that explains the parameters and particulars of the service contributions, including a statement of the purpose or objectives of the position, specific assigned tasks and responsibilities of the position or of the committee, the audience or groups the service benefits, and the level (department, University, or professional) of each position held; it should further include the start and end dates of the service position.
- Letters of support from colleagues in professional organizations in which the candidate has participated, chairs of departments or academic programs, or chairs of university or department committees on which the candidate has served.
- If applicable, indications of the effectiveness of the service, such as tasks accomplished while in the position or on the committee, numbers of people impacted by the candidate's performance in the position or by the committee on which the candidate served, or other data indicating the success or effect of the service.
- If applicable, in order to meet the criteria for promotion to Full Professor, the description of the service contributions should include a statement indicating how the service achieves "national recognition" as described in Section III.B. 2.c. of this document.
- Evidence of applications seeking internal and external funding for service activities; funded grants from the University, public agencies, or private foundations; submitted proposals for external funding by public agencies or private foundations. The quality of the grant proposals, whether funded or unfunded, will be stressed in the evaluation.

C. Appealing the Decision.

A candidate who is denied tenure or promotion has the right to appeal that decision. For information about the appeals process, please see MTSU Policy 206, Tenure and Promotion Appeals Process.

D. Annual Renewal and Pre-Tenure Review Procedures

In compliance with MTSU Policy 204.III.B.1., the Department Chair and the DTPC will separately provide annual written evaluations of tenure-track faculty members.

1. Annual Evaluation and Renewal of Tenure-Track Faculty

The Tenure and Promotion Committee will conduct an annual evaluation of tenure-track faculty members. Each year during the probationary period, tenure-track faculty will submit the Outline of Faculty Data form, a classroom observation letter completed by any tenured faculty member that the candidate selects, copies of all student evaluations completed during the probationary period, workload forms for the prior two semesters, and optional supporting materials.

These materials should be submitted to the Department Chair and the DTPC following the Tenure calendar published by the Provost and the Dean of Liberal Arts. It is the responsibility of the department chair to communicate this schedule to the candidates for renewal.

Evaluations and recommendations for renewal will be based on evidence of accomplishments in teaching, research, and service and staffing needs of the department. All candidates regardless of rank are expected to abide by the Ethics Guidelines for Faculty (adopted by the Faculty Senate, April 11, 1994) and available at http://mtsu.edu/provost/fac_handbook/ETHICS_GUIDELINES_FOR_FACULTY.pdf

The Committee Chair will provide a copy of the committee's written evaluation to the Dean of the College of Liberal Arts with a copy to the Department Chair and to the faculty member.

2. Pre-tenure Review

The DTPC will conduct a formal pre-tenure review for all tenure-track faculty members. The pre-tenure review process will duplicate the review process for Tenure and Promotion as closely as possible.

The department will follow the calendar for pre-tenure review outlined in MTSU Policy 204.III.B, with annual deadlines as listed on calendars published at the beginning of each academic year by the Provost and Dean of the College of Liberal Arts.

The candidate will submit an Outline of Faculty Data and a notebook of supporting materials (as described in section IV.B.) to the Department Chair and the DTPC in accordance the calendar published by the Provost and the Dean of Liberal Arts.

After careful review of the Outline of Faculty Data and the supporting materials, the Department Chair and the DTPC will independently evaluate the candidate's progress toward tenure using the criteria established in Section III of this document.

In cases where the recommendations of the department committee and department chair conflict, the process described in II.D.3. (above) would apply. When deliberations are concluded, the Committee Chair will provide the committee's written evaluation to the Dean of the College of Liberal Arts with a copy to the Department Chair and to the candidate.