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Basic & Applied Sciences

**MIDDLE TENNESSEE STATE UNIVERSITY**  
**SCHOOL OF AGRIBUSINESS AND AGRISCIENCE**  
**POLICIES AND PROCEDURES FOR PROMOTION & TENURE**

Approved by Department Jessica Carter Date 10-28-15  
Approved by Dean Robert Fischer Date 11/25/15  
Approved by University Provost Brad Bantel Date 12/7/15  
Approved by University President [Signature] Date 12/9/15

A candidate for promotion and/or tenure in the School of Agribusiness and Agriscience should consult three university documents: (1) **POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND TENURABLE FACULTY**; (2) **POLICIES AND PROCEDURES FOR TENURE, Section I. INTRODUCTION and Section II. DEFINITIONS** in both documents (1) and (2), and; (3) **FACULTY APPOINTMENTS**.

**I. OUTLINE OF PROCESS AND CRITERIA FOR PROMOTION AND/OR TENURE  
IN THE SCHOOL OF AGRIBUSINESS AND AGRISCIENCE**

**A. Tenure/Promotion Process**

1. School of Agribusiness and Agriscience (ABAS) promotion and tenure review committee (PTRC) policies:
  - a. The PTRC membership consists of all tenured faculty members, with the exception of the department chairperson and the candidate(s) applying for promotion. Applications for tenure and promotion for all levels with the exception of Professor are reviewed by all members of the committee. Applications for promotion to Professor are reviewed only by members of the committee who hold the rank of Professor on the date of the application.
  - b. A quorum of the PTRC consists of a simple majority of all eligible members, based on the membership requirements outlined above. It is incumbent that all members diligently attempt to attend all meetings of this committee.
  - c. A chairperson of this committee is to be elected by the membership at the beginning of each academic year (the fall semester). The chairperson is responsible for calling and conducting all meetings of the committee.
  - d. Pre-tenure reviews will be conducted, as specified by university policy, by the ABAS-PTRC. A faculty member undergoing pre-tenure review must submit a detailed Outline of Faculty Data and supporting documentation as if s/he was undergoing a tenure review. As with tenure review, a candidate may request a formal meeting with the PTRC to discuss the materials submitted.

- e. Supporting materials for the tenure and/or promotion application must be provided to the School Director in accordance with the published university promotion and tenure review calendar.
  - 1) These materials must include but are not limited to items that document the requirements outlined in paragraph III B (Criteria to be Considered in Promotion Recommendations) below.
  - 2) Documents must be organized in 3-ring binder(s) with appropriate section dividers and indices to assist the reviewers in assessing the materials.
  - 3) Supporting documentation will be available to the membership of the PTRC throughout the review period and during the review committee meeting(s). After the PTRC has rendered a recommendation to the School Director and Dean, the documentation will be stored in the School Director's office pending a review request from subsequent review committees or entities on campus.
- f. The candidate for tenure/promotion may personally present his/her case to the PTRC upon request to the Chairperson of the PTRC. Such a request must be made at least 24 hours before the stated meeting of the PTRC or the candidate's right to do so is forfeited.
- g. Each PTRC member will evaluate the candidate's materials and complete an individual School evaluation form indicating a vote for or against tenure and/or promotion.
- h. The Chairperson is responsible for collecting the ballots and reporting the combined vote of the PTRC to the School Director, the Dean of the College, and the candidate through explanatory letters from the PTRC. These letters must be prepared and delivered according to the University promotion and tenure calendar.

#### B. Criteria to be considered in Promotion Recommendations

##### 1. Outline of Faculty Data and Supporting Materials

- a. Candidates for promotion to any academic rank in the School of Agribusiness and Agriscience shall submit to the School PTRC:
- b. An itemized list of materials included in the promotion package
- c. Reprints or copies of all publications authored or co-authored by the candidate, with appropriate indications of where and when the research for the publication was conducted
- d. A summary sheet of publications submitted in the package, which details the title, author(s), journal title, volume/issue number, and page number(s) of each publication
- e. Faculty Workload Forms for each semester taught since the candidate's last promotion
- f. End of Year Summaries for each academic year taught since the candidate's last promotion
- g. Copies of all student assessments completed since the candidate's last promotion (or appointment) and documentation of the candidate's continuing efforts to improve teaching quality (see paragraph IV.C.3. in MTSU Policy NO: II:01:05B SUBJECT: POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND TENURABLE FACULTY)

- h. Documentation of the candidate's service/outreach activities (See paragraph IV.E.3. in MTSU Policy NO: II:01:05B, SUBJECT: POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND TENURABLE FACULTY)
- i. Documentation of the candidate's research and scholarly activities (see paragraph IV.D.3. in Policy NO: II:01:05B, SUBJECT: POLICIES AND PROCEDURES FOR PROMOTION OF TENURED AND TENURABLE FACULTY in the MTSU Policies and Procedures Manual)
- j. Letters of support for the candidate's promotion (optional)

## **II. CONSIDERATION FOR PROMOTION AND/OR TENURE OF TENURE TRACK FACULTY**

### **A. Promotion to Associate Professor**

1. Candidate must have earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.
2. The candidate must have completed five (5) years of full-time collegiate experience in the teaching field or related area as an assistant professor.
3. The School of Agribusiness and Agriscience values quality of performance over quantity of individual events, presentations or publications, presented as documentation to support promotion. Sample quality items in either research/scholarship/creative activity or service/outreach categories are outlined below.
  - a. Sample quality research activities:
    - Application for external MTSU grants to support original research at MTSU
    - Peer reviewed publication of original research conducted at MTSU
    - Presentation of original MTSU-conducted research at state, national or international conferences
    - Author peer-reviewed book(s)/book chapter(s)
    - Be nominated for/receive a research recognition award at the regional or national level
  - b. Sample quality service/outreach activities:
    - Serve as a member or officer of a regional or national discipline-specific organization committee
    - Coach a competitive team to qualify for a regional or national level discipline-specific competition
    - Present lectures, seminars or symposia within the region or at the national level
    - Serve as a peer reviewer for a discipline-specific publication
    - Serve on the editorial staff for a discipline-specific publication
    - Receive a service award at the state, regional or national level
    - Organize/moderate a session at a state, regional, or national meeting

4. The candidate for promotion to associate professor must demonstrate a sustained record in either research/scholarship/creative activity or service/outreach leading to at least regional recognition and indicating progress towards national recognition.

#### B. Promotion to Professor

1. Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.

2. Ten (10) years of full-time collegiate experience in the academic discipline or related area.

3. Five (5) years of full-time collegiate experience in the academic discipline or related area as an associate professor.

4. The School of Agribusiness and Agriscience values quality of performance over quantity of individual events, presentations or publications, presented as documentation to support promotion. Sample quality items in either research/scholarship/creative activity or service/outreach categories are outlined below. The candidate for promotion to professor must demonstrate a sustained record in either research/scholarship/creative activity or service/outreach leading to national recognition. Any and all documentation of national recognition will be reviewed by the PTRC and School Director, and their recommendations for promotion will be based on their findings.

#### 5. National Recognition

a. National recognition in service/outreach for the School of Agribusiness and Agriscience is defined by but is not limited to the following activities:

- Serve on or chair a committee of a national discipline-specific organization
- Coach a competitive team to qualify for a national level discipline-specific competition
- Present invited lectures, seminars or symposia outside the region
- Serve as a peer reviewer for a discipline-specific national/international publication
- Serve on the editorial staff for a discipline-specific national/international publication
- Receive a service award at the national level
- Organize/moderate a session at a national/international meeting

b. National recognition in research/scholarship/creative activity for the School of Agribusiness and Agriscience is defined by but is not limited to the following activities:

- Presentation(s) at national/international meeting(s)
- Publication(s) in peer-reviewed journal(s) at national/international level
- External grants funded by public or private sources
- Author peer-reviewed book(s)/book chapter(s)
- Be nominated for/receive a research recognition award at the national level

- c. It is recognized that candidates may gain national recognition for regional or local activities in either category. It is the responsibility of the candidate to provide documentation in the application package to support this type recognition.

#### C. Tenure Criteria

Tenure criteria will follow MTSU Policy II:01:05A, Section IV.

### **III. CRITERIA TO BE CONSIDERED IN INITIAL APPOINTMENT OF COORDINATOR TRACK POSITIONS**

- A. Coordinator track candidates must hold a Master's Degree in an agriculture related field.
- B. Coordinator track positions have no academic rank and are therefore not promotable.

### **IV. CRITERIA TO BE CONSIDERED IN INITIAL APPOINTMENT AND PROMOTION RECOMMENDATIONS FOR CLINICAL AND RESEARCH TRACK POSITIONS**

- A. At the Instructor level, candidates must hold a Master's Degree in an agriculture related field and may have up to 3 years teaching experience or 3 years experience in an agriculture related field of employment.
- B. At the Assistant Professor level, candidates must hold a Doctoral Degree in an agriculture related field and have up to 5 years teaching experience at the college level or up to 5 years experience in an agriculture related field of employment.
- C. At the Associate Professor level, candidates must hold a Doctoral Degree in an agriculture related field, have at least 5 years teaching experience at the college level or at least 10 years of experience in an agriculture related field of employment in addition to the University and College requirements for appointment to a tenure track position at the Associate Professor level.
- D. At the Professor level, candidates must hold a Doctoral Degree in an agriculture related field, have 10 or more years teaching experience at the college level or have 20 or more years of experience in an agriculture related field of employment in addition to the University, College, and School of Agribusiness and Agriscience requirements for appointment to a tenure track position at the Professor level (as outlined in para. III.C. above).
- E. In cases where any criteria at any level above the School of Agribusiness and Agriscience conflicts with School criteria, the more stringent requirement shall be followed.
- F. A recommendation for rank prior to initial appointment will be made by the School of Agribusiness and Agriscience PTRC and directed to the School Director.

## **V. RETENTION CRITERIA FOR CLINICAL, RESEARCH AND COORDINATOR TRACK POSITIONS**

A. Non-tenure track clinical appointments within the School of Agribusiness and Agriscience are offered in accordance with MTSU Policy II:01:05D. Annual review by the director is required for the clinical-track, research-track, and coordinator positions. Review by the School of Agribusiness and Agriscience (ABAS) promotion and tenure review committee is required prior to (1) reappointment to a new fixed term, (2) advancement to a higher rank (clinical-track and research-track only), or (3) non-reappointment during a fixed term. Annual renewal within a fixed term does not require a committee review.

### **B. Criteria for Retention of Clinical, Research and Coordinator Track Positions**

1. Fulfillment of all contract terms
2. Teaching evaluations at or above the college averages (as detailed in para. III.B.1.g. above)
3. Evidence of effective teaching preparation
4. Evidence of effective professional development (as detailed in para. III.B.1.h and i. above).

### **C. Criteria to Be Considered For Reappointment to a New Fixed Term or Advancement to a Higher Rank**

1. Outline of Faculty Data
2. Supporting Materials
  - a. Reprints or copies of all publications authored or co-authored by the candidate, with appropriate indications of where and when the research for the publication was conducted
  - b. Faculty Workload Forms for each semester taught since the candidate's last term renewal (or appointment)
  - c. End of Year Summaries for each academic year taught since the candidate's last term renewal (or appointment)
  - d. Copies of all student assessments (teaching evaluations) completed since the candidate's last term renewal (or appointment) and documentation of the candidate's continuing efforts to improve teaching quality
  - e. Documentation of the candidate's service/outreach activities
  - f. Documentation of the candidate's research and scholarly activities