
Date: 9/14/2017
To: Dr. Peter Cunningham, Vice-Provost for Academic Programs
From: David Carleton
Re: Global Studies and Human Geography Promotion and Tenure Policy

Attached for approval is the Promotion and Tenure Policy of the Department of Global Studies and Human Geography.



Interim Chair, Dr. David Carleton

9/12/17

Date



Interim Dean, Dr. Karen Petersen

9/17/17

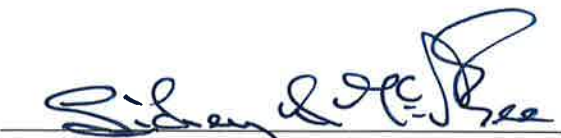
Date



Provost, Dr. Mark Byrnes

9-19-17

Date



President, Dr. Sidney McPhee

9/22/17

Date

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MTSU
College of Liberal Arts

Department of Global Studies and Human Geography Policy

Number: 001

Policy: Promotion and Tenure

Departmental Approval: 9/12/2017

I. Policy Statement.

- A) In accordance with MTSU policies '204: Tenure,' '205: Promotion of Tenured and Tenurable Faculty,' and '206: Tenure and Promotion Appeals Process,' the review process for tenure and promotion recommendations at the department level consists of separate consideration by the Department Chair and Department Promotion and Tenure Committee.
- B) This policy shall not be interpreted in conflict with official MTSU Policies and Procedures.

II. Promotion and Tenure Committee.

- A) **Purpose.** The purpose of the Department Promotion and Tenure Committee (DP1C) is to 1) review and evaluate candidates for promotion and tenure to make recommendations concerning promotion and tenure to the College of Liberal Arts, and 2) review and evaluate the progress of tenure-track faculty toward tenure in accordance with pre-tenure review procedures as outlined by the College and University.
- B) **Composition.** The Promotion and Tenure Committee consists of all tenured members of the Department, except for the Chair and candidates for promotion. Members of the Department who are tenured but have full-time administrative positions will be ex-officio non-voting members. In accord with University nepotism policies, any member or members of the Committee with ties of marriage, consanguinity, or similar personal ties with a member being evaluated will recuse themselves from both discussions and voting on these promotion and tenure decisions.
- C) **Chair.** At the start of each academic year the Department will select a chair for the Department Promotion and Tenure Committee.

III) Procedures.

A) Submission of Materials. Applicants for tenure and/or promotion will submit an updated Outline of Faculty Data (OFD). Candidates for promotion to any rank and/or tenure in the Department of Global Studies and Human Geography shall submit to the DPTC:

- a. An itemized list of materials in the promotion and/or tenure package.
- b. Faculty Workload Forms for each semester taught since the candidate's last promotion or appointment.
- c. End of Year Evaluations for each academic year taught since the candidate's last promotion or appointment.
- d. Documentation of the candidate's performance in teaching. Such documentation shall include:
 - student evaluations
 - improvements in courses and curricular offerings of the department;
 - efforts to improve pedagogy with new techniques and/or instructional technologies; and,
 - supervision of specialized instructional activities, such as student research, thesis and dissertation direction, experiential learning, service learning, internships, co-op experiences, and so on.
- e. Documentation of the candidate's performance in research and scholarly activities. Such documentation shall include:
 - authorship or co-authorship of peer-reviewed journal articles;
 - authorship, co-authorship, or editorship of books by academic and major trade publishers;
 - authorship or co-authorship of textbooks that are nationally distributed;
 - academic documentary/audio visual works that are nationally distributed;
 - external grants and awards;
 - service on editorial boards of peer-reviewed journals;
 - invited lectures to other universities and research institutions;
 - consistent presentations at regional and national conferences; and,
 - other relevant documentation that faculty members choose to provide.
- f. Documentation of the candidate's performance in the advisement and mentoring of students.
- g. Documentation of the candidate's performance in service and outreach activities.

B) Review and Recommendation. The Committee will review the materials pertaining to the candidate, make a recommendation, and prepare a letter outlining how the candidate has met (or not met) the criteria for promotion and/or tenure. The recommendation and letter must be approved by a majority of the Committee.

- C) Committee and Department Chair Consultations.** If the recommendations of the Department Chair and the Committee are in concert, the Chair and the Committee will file separate reports to the Dean of the College of Liberal Arts. If the recommendation of the Chair and Committee are in conflict, they will meet in an attempt to resolve the conflict prior to submitting recommendations to the Dean. If the conflicts cannot be resolved, reports submitted to the Dean by the Chair and the Committee will describe the points in conflict.
- D) Notification to Candidates.** When deliberations are concluded, the Department Chair and the Committee Chair will separately notify each candidate of the recommendation that has been forwarded to the Dean. Each candidate will be afforded the opportunity to meet with the Department Chair and/or the Committee Chair to discuss the review process and decision made. It is the candidate's responsibility to initiate requests for a meeting with the Department Chair and/or Committee Chair.

IV. Promotion to Professor.

- A) National Recognition.** MTSU requires that individuals promoted to the rank of Professor have "national recognition."
- B) Evidence of 'National Recognition.'** Candidates for the rank of professor are expected to demonstrate quality research, scholarship, and/or creative activity that achieves national or international recognition in the field. Such national or international recognition will be primarily demonstrated by:
- a. multiple publications in peer-reviewed journals in the field;
 - b. authorship, co-authorship, and editorship of books by academic and major trade publishers; and,
 - c. authorship or co-authorship of textbooks that are nationally distributed.

The Department will further consider additional evidence of national and international recognition:

- a. external grants and awards;
- b. service on editorial boards of peer-reviewed journals;
- c. invited lectures to other universities and research institutions;
- d. consistent presentations at regional and national conferences; and,
- e. other relevant documentation that faculty members choose to provide.

The Department does not consider book reviews, short essays in reference books, presentations at state conferences, attendance at regional and national meetings, and similar contributions by themselves as signs of national recognition. Candidates may include such items in their package to the DPTC as a supplement to the types of evidence national and international recognition outlined above.

