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TO: Dr. David Foote  
Associate Dean, Jones College of Business

FROM: Jill Austin   
Chair, Department of Management

SUBJECT: Revised Department Policy for Tenure, Promotion, and Reappointment

SUBJECT: April 26, 2018

The attached departmental document is submitted for your consideration and approval to be added to the Provost website. The changes in this document include:

- Change of reference to old TBR policy numbers
- Addition of procedures and timeline for promotion of coordinators and instructors (based on the approved Jones College document for this purpose).


The faculty evaluated the document, included changes noted above, and reaffirmed support of the document on April 26, 2018.

Please let me know if you have questions about the document.

Approved:

  
Associate Dean, Dr. David Foote

  
Provost, Mark Byrnes

 6/19/18  
President Sidney McPhee

DEPARTMENT OF MANAGEMENT PROMOTION  
AND TENURE REVIEW COMMITTEE

Outline of Review Procedures for  
Tenure, Promotion, and Reappointment

The following outline of review procedures used by the Promotion and Tenure Review Committee of the Department of Management in decisions regarding tenure, promotion or reappointment of probationary faculty within the department explicitly complies with procedures detailed in University documents located on the MTSU website.

Relevant policies are specifically titled as shown below:

<u>Academic Freedom and Responsibility</u>
<u>Tenure</u>
<u>Promotion of Tenured and Tenurable Faculty</u>
<u>Tenure and Promotion Appeals Process</u>
<u>Faculty Definition, Roles, Responsibilities, and Appointment Types</u>

Relevant excerpts from these documents are included in the outline presented below and the guidelines herein are to be made available to the faculty in the department office.

General Procedures

When not otherwise specified, meetings will be conducted according to *Robert's Rules of Order*.

The Promotion and Tenure Review Committee for the academic year will consist of nine full-time tenured faculty (with a minimum of five members of full professor rank) not being considered for promotion during that academic year and selected by secret ballot of tenured and tenure-track faculty at the first department meeting of the academic year. The initial committee meeting is called by the committee chair of the previous year. A new chair is selected by committee members at the initial meeting, with the chair position rotated among committee members of full professor rank on the basis of time tenured, effective date of employment, and if necessary, alphabetically. Only full professors may vote for the promotion/tenure of associate professors to full professor rank.

Each year the office of the provost issues a calendar for the completion of each stage of the tenure and promotion review process. Meeting dates for the department promotion and tenure review committee are scheduled in recognition of deadlines specified in the university calendar.

An agenda will be specified as each meeting date is set. Agenda items should be forwarded to the committee chair for inclusion. The agenda and meeting time will be distributed to all faculty members. Minutes of items discussed will be taken at each meeting and afterwards distributed to all committee members.

A quorum of committee members is required to conduct any business before the committee, with

a quorum defined as fifty-one percent of committee members. Meeting dates are also scheduled to avoid any conflict with committee members' teaching schedule and to afford all members the opportunity to attend. If attendance by any committee member becomes impossible, that member is encouraged to provide, using the standard ballot, his or her confidential evaluation(s) of the faculty member(s) to the committee chair for inclusion in the final vote. A fifty-one percent majority of all votes is considered a favorable recommendation for promotion, tenure, and reappointment. All votes on promotion, tenure, and reappointment are taken by secret ballot.

Any amendments or additions to procedure should be circulated for review at least a week before any final action is taken. Any changes in procedures are to be made during the academic year preceding their implementation and can only be changed by a two-thirds majority of all votes.

### Promotion and Tenure Review

Candidates for promotion and/or tenure submit a completed Outline of Faculty Data form in the department office by the date specified in the annual calendar provided by the office of the provost. Candidates must also submit an orderly file of supporting materials. The department committee may require additional specific supplemental documentation. The supporting materials are stored in the department office. All MTSU student evaluations are added to the candidate's file by the department chairperson.

When there is an application for promotion and/or tenure, and in recognition of the university calendar, the department chairperson examines all materials submitted by each candidate and forwards the materials to the department committee. Committee members are then notified of applicants for promotion and/or tenure.

After sufficient time for review of materials by committee members, the committee meets to discuss and consider each candidate's qualifications for promotion and/or tenure. The performance criteria used by the committee are outlined in MTSU Policy. They include:

1. teaching
2. research/scholarship/creative activity
3. service/outreach

At the conclusion of discussion of each candidate's qualifications for promotion and/or tenure, the committee votes whether or not to recommend the candidate. The committee schedules a meeting with the department chairperson to share decisions and attempt to resolve any conflict in recommendations.

The committee chair, on behalf of the committee, sends a report of the committee's vote and recommendation to the department chair (to the college dean).

The committee chair notifies each candidate of the committee's recommendation to the college dean and affords each candidate the opportunity to meet with the committee and discuss the recommendation.

## Evaluation of Probationary Faculty

Probationary faculty members are evaluated in writing annually by the promotion and tenure review committee. A pre-tenure review will be conducted for probationary faculty as required by university policy.

Each year, based on the University calendar, the department promotion and tenure review committee meets to evaluate the progress of probationary faculty members and make a recommendation regarding reappointment for the following academic year.

The general criteria used for assessing the work and potential of probationary faculty who are candidates for tenure are identical to those outlined in MTSU Policy and include, for the purposes of the promotion and tenure review committee, the following elements:

- Evidence of professional experience and performance in teaching
- Evidence of direct participation in scholarship through research and/or creative activity
- Evidence of continuing direct participation in outreach, public service, university service, and/or professional service germane to their discipline
- Evidence of professional integrity that will ensure cooperation with colleagues and commitment to the programs and students of the department, the college, and the university

Additional information on probationary faculty can be found in MTSU Policy.

The committee requests that materials from each faculty member regarding their professional efforts be placed in the department office. Each committee member is notified by the committee chair that materials are available for review. The committee meets to discuss the progress of each probationary faculty member based on the materials submitted. At the conclusion of the discussion, the committee uses a rating form to formally and secretly evaluate each faculty member on their research, teaching, and service. The form also contains a yes/no question indicating whether or not to recommend the probationary faculty member be re-appointed for the following academic year.

The committee chairperson sends a written copy of the committee's vote and evaluation to the probationary faculty member evaluated, the college dean, and the provost. A copy is also placed in the department personnel file.

Initial Approval as Departmental Policy: September 18, 1998

Revised and Approved as Department Policy: April 22, 2005

Approved: April 28, 2016

Approved: October, 20, 2017

DEPARTMENT OF MANAGEMENT PROMOTION  
AND TENURE REVIEW COMMITTEE

Supplementary Information and Definitions for  
Tenure, Promotion, and Reappointment

I. The department will follow the definitions approved by the Jones College of Business Tenure and Promotion Revision Committee to determine whether faculty members meet the standards for tenure and promotion and for evaluation for pre-tenure review and reappointment decisions. The pre-tenure review is parallel to the regular tenure review process.

While the terms below are listed specifically only in the tenure document, they are also valid for consideration of reappointment decisions, promotion decisions, and pre-tenure review decisions in the areas of research/scholarship.

A. peer review – either of the following definitions applies:  
peer review – reviewed by a multiple person editorial review board, but with a review process that is not necessarily blind

blind review – reviewed by a multiple person editorial review board and the reviewer has no knowledge of the writer

B. publications – Published and publications shall mean actually appearing in print and shall be limited to publications distributed by recognized publishers or professional organizations. The term publications excludes self-published materials, doctoral dissertations, papers bound for being distributed at professional meetings but not appearing in published proceedings, and letters to the editors.

Departmental Addendum: Journal articles that have been formally accepted for publication and electronic journal articles that have been posted on the Internet by recognized e-journals are also considered publications.

C. formal review process – This includes “peer review” (defined above), “blind review” (defined above), and editor review.

editor review - publication decisions are primarily made by the editor without the benefit of a routine system for panel review of manuscripts. (Cases in textbooks, textbooks, reference books, and supplementary textbook publications are examples of publications that fit this category of review.)

D. presentation – a paper presented by invitation of a learned society, a professional organization, or a university

II. The department will use the following definitions where applicable to determine whether faculty members meet the standards for reappointment, tenure, and/or promotion.

A. Tenure Document

Direct Participation in Research or Scholarship - Some examples of direct participation in research or scholarship include, but are not limited to: collecting data for research, data analysis, developing testable theories, reviewing papers for journals and/or conferences, reviewing textbooks.

B. Promotion Document

The following definition was adopted from the College of Business tenure and promotion policy:

National Recognition – Some examples of activities that indicate national recognition include, but are not limited to: publication in a nationally or internationally distributed journal, presentation at a national or international professional meeting, review of papers for a national or international professional organization, invited presentation at a national or international professional conference, and invited research presentation at a research university. There may be a number of other ways to gain national recognition in research/scholarship/creative activity or service/outreach that are not listed.

Initial Approval as Department Policy: April 22, 2005

Approved (department name change only): August 21, 2015

Approved: October 20, 2017

DEPARTMENT OF MANAGEMENT EVALUATION OF COORDINATOR FACULTY/  
INSTRUCTOR POSITIONS FOR A NEW TERM AND FOR PROMOTION

The Department Tenure and Promotion Committee will review applications for retention by coordinators to renew their appointments for a new term. (The Department policy related to the review of faculty for tenure, promotion, and retention provides procedures for electing the committee that will make retention recommendations for appointing coordinator faculty to a new term.) Requirements for a quorum are also provided in the department tenure, promotion, and retention policy.

Any policy changes in committee structure and committee operations that are approved by the department for the department tenure, promotion, and retention policy will also be applied to this policy.

Term Review for Coordinators/Instructors

Candidates due for renewal of their term should submit a completed Outline of Faculty Data form and supporting materials in the department office by the date specified in the annual calendar provided by the office of the provost for the tenure/promotion process.

Processes and procedures for evaluation of coordinators/instructors for renewal of a fixed term are the same as for retention of tenure-track faculty and these are explained in the department tenure, promotion, and retention policy.

The performance criteria used by the committee are outlined in MTSU Policy. They include:

To be eligible for continuation of employment a candidate must:

- 1. Have a degree in an area appropriate for the discipline;**
- 2. Demonstrate quality work appropriate to the appointment type and discipline;**
- 3. Demonstrate a willingness to collaborate with MTSU colleagues to ensure a quality program;**
- 4. If applicable, demonstrate additional skills outside the primary focus area that are required by the position; and**
- 5. If applicable, hold appropriate certifications/licenses required by the position.**

Additionally, coordinators are reviewed specifically for the

1. quality of their teaching
2. quality of their service/outreach related to their coordinator role

Promotion for Coordinators/Instructors

Promotion definitions and the timeline that are provided in the Jones College Promotion and Tenure Committee Policy will be used for evaluation of candidates for promotion to Master Instructor/Coordinator and Senior Instructor/Coordinator.

Approved:

Tenured Faculty – March 19, 2010

Department – March 26, 2010

Approved by Dean, Provost, President – October 29, 2010

Department (department name change only) – August 21, 2015

Department – April 26, 2018