

Department of Management  
Jennings A. Jones College of Business  
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June, 7, 2021

The attached Department of Management Tenure, Promotion, and Retention Procedures reflect the most current revision in the procedures by department faculty. The procedures were approved the faculty vote on April 29, 2021.

A handwritten signature in blue ink, appearing to read "Jill Austin", written over a horizontal line.

Dr. Jill Austin  
Chair, Department of Management

A handwritten signature in black ink, appearing to read "David Urban", written over a horizontal line.

Dr. David Urban  
Dean, Jones College of Business

A handwritten signature in blue ink, appearing to read "Mark Bynes", written over a horizontal line.

Dr. Mark Bynes  
Provost

6-17-21

A handwritten signature in blue ink, appearing to read "Sidney McPhee", written over a horizontal line.

Dr. Sidney McPhee  
University President

6/21/21

## **Department of Management Tenure, Promotion, and Retention Procedures**

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 and Jones College of Business documents.

### 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 during the spring semester of the prior year. The initial committee meeting is called by the committee chair of the previous year. If the prior year's committee chair is unavailable, the department chair will call the initial meeting. 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.

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. 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.

In assessing the applications for tenure and promotion, the Committee will utilize the

criteria identified in the MTSU Policies and Procedures Manual and the additional criteria approved by the Jennings A. Jones College of Business.

The existing annual recommendation of tenure-track faculty used by the department will constitute an annual pre-tenure review. Various indicators of teaching, research, and service contributions and updates provided by individual faculty will be used as input to evaluate the candidates.

The department accepts the college's definition of national recognition.

The committee chair, on behalf of the committee, sends the results of the vote and supporting documentation to the next step in the approval process using the current workflow system (i.e. Digital Measures).

Approved by Department: April 29, 2021