

ON-CAMPUS MEMO

From: Jeannie Harrington, Chair
Department of Accounting

To: Dr. David Foote, Associate Dean

Date: February 2, 2018

Subject: Revised Accounting Tenure and Promotion Policy

Attached is an addition to Tenure and Promotion Policy for the Department of Accounting. The additional language addresses the new procedures for promotion of Coordinators and/or Instructor positions resulting from recent university policy changes.


Approved:



Associate Dean, Dr. David Foote



Provost, Mark Byrnes



President Sidney McPhee 6/19/18

DEPARTMENT OF ACCOUNTING EVALUATION OF COORDINATOR FACULTY POSITIONS FOR A NEW TERM

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

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 Executive Vice President and Provost for first year tenure-track faculty.

Processes and procedures for evaluation of coordinators 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 202, Section VII. 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 related to their coordinator role

Approved:

Tenure and Promotion Committee – January 29, 2018

Department – February 2, 2018

Approved by Dean, Provost, President –