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Academic Resources

**MIDDLE TENNESSEE STATE UNIVERSITY  
SCHOOL OF AGRICULTURE  
EVALUATION AND REAPPOINTMENT OF  
INSTRUCTOR, COORDINATOR, AND CLINICAL-TRACK FACULTY  
POSITIONS**

Approved by Department Missie Carter Date 7-20-22  
 Approved by Dean P. Gray Date 8/12/22  
 Approved by University Provost Mark Byrnes Date 9-1-22  
 Approved by University President Rickey D. [Signature] Date 9/7/22

The School of Agriculture Promotion, Tenure, and Reappointment Committee (AGRI-PTRC) will review applications for reappointment and/or promotion of full-time Instructors, Coordinators, and Clinical-Track faculty positions. The School of Agriculture policy for the review of faculty for promotion, tenure, and reappointment documents the procedures for electing the members and chair of the AGRI-PTRC. Requirements for a quorum are also provided in the School of Agriculture promotion, tenure, and reappointment policy.

Instructors, Coordinators, and Clinical-Track faculty should consult **MTSU Policy 202: FACULTY DEFINITION, ROLES, RESPONSIBILITIES, AND APPOINTMENT TYPES.**

Candidates due for renewal of their term should submit a completed Outline of Faculty Data, all student evaluations of teaching, and supporting materials via the online reporting platform by the date specified in the calendar provided by the Office of the University Provost.

**I. CRITERIA FOR APPOINTMENT AND RENEWAL OF INSTRUCTOR, COORDINATOR, CLINICAL-TRACK, AND RESEARCH-TRACK FACULTY POSITIONS**

A. Non-tenure track appointments within the School of Agriculture are offered in accordance with MTSU Policy 202. Annual review by the director is required for instructor, clinical-track, research-track, and coordinator positions. Review by the School of Agriculture (AGRI) promotion and tenure review committee is required prior to advancement to a higher rank (instructor, clinical-track and research-track only). Annual renewal will require a positive annual evaluation and recommendation by the Department Chair/Director in consultation with the Dean and does not require a committee review.

B. Criteria for Retention of Instructor, Clinical, Research, and Coordinator Track Positions  
All faculty in these appointment types must be evaluated annually. Renewal of such appointments is at the discretion of the department head and the college dean. Renewal of the appointment will be

based upon the availability of funds and upon annual performance reviews by the department head in consultation with the dean. Reviews are due annually, and in the case of non-renewal, thirty (30)-day notice must be provided the faculty member. This notice is considered as delivered on the date the notice is placed in the U.S. mail. The general criteria for Retention of Instructor, Clinical, Research, and Coordinator Track Positions is listed here and further detailed in the remainder of this document:

1. Fulfillment of all contract terms
2. Teaching evaluations at or above the College averages
3. Evidence of effective teaching preparation
4. Evidence of effective professional development
5. Evidence of research/scholarly activities (clinical-track and research-track positions)
6. Evidence of effective performance in clinical, professional, or service applications (coordinator track positions)

## **II. SCHOOL OF AGRICULTURE POLICY FOR EVALUATION OF NON-TENURABLE FACULTY FOR ADVANCEMENT TO A HIGHER RANK**

- A. The processes and procedures for evaluation of full-time Instructors, Coordinators, Clinical-Track, and Research-Track faculty for annual renewal and/or promotion are the same as for the retention of tenure-track faculty; these are outlined in the School of Agriculture promotion, tenure, and reappointment policy.
- B. The AGRI-PTRC will evaluate candidates' applications for promotion to a higher rank. Each AGRI-PTRC member will evaluate the candidate's materials. The AGRI-PTRC will meet to discuss the candidate, and each PTRC member will indicate a confidential vote for or against promotion.
- C. The majority vote will determine if the candidate is supported for Promotion. In the event of a tie vote, the vote will be regarded as not supporting the applicant for Promotion.
- D. The Chairperson is responsible for collecting the ballots and reporting the combined vote and recommendation of the AGRI-PTRC via digital platform to the School Director, the Dean of the College, and the candidate through explanatory letters from the AGRI-PTRC. These letters must be prepared and delivered according to the University promotion and tenure calendar.

### III. MTSU CRITERIA FOR ADVANCEMENT IN RANK FOR NON-TENURABLE FACULTY APPOINTMENT TYPES

A. For instructor-track and coordinator-track faculty, appointment to a higher rank may occur once the criteria for the higher rank have been met. Advancement in rank will follow the same calendar as promotion for tenured/tenure-track faculty and requires a recommendation from the Department Chair/Director, the department/school review committee, the college review committee, the Dean, the Provost, the President, and the Board of Trustees.

Annual evaluations for instructor-track appointments will be based exclusively on the candidate's teaching record and teaching-related activities. For coordinator-track appointments, the annual evaluations will include an assessment of the faculty member's teaching record and effectiveness in performing the assigned administrative duties. Instructor-track/coordinator-track faculty members will remain current in their area of instruction, and such currency must be demonstrated during the annual evaluation.

Evaluation criteria should include student evaluations in all courses since the last advancement in rank, annual departmental evaluations, and additional materials such as syllabi, letters of commendation from faculty peers, chair/directors or external colleagues, innovations in teaching that have measurable student success results, awards or other recognition for teaching, contributions to student development, etc. While not required, candidates are encouraged invite other faculty members on campus to serve as peer evaluators and provide feedback.

1. All faculty members are expected to demonstrate high quality performance in teaching. The AGRI-PTRC typically considers excellent student evaluations as those that meet or exceed the School's average and **require that student evaluations (all questions), at minimum, meet or exceed the CBAS averages.** While the School of Agriculture and CBAS averages for teaching evaluations do not necessarily prove "high quality," they are benchmarks for comparison of the candidate's course content delivery, knowledge comprehension, and instructor-student interactions to the departmental, college, and institutional averages.

Teaching applies to any strategy in which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, student advising and/or mentoring, development of course materials and courseware, and development of innovative approaches to instruction. High quality instruction is found in many different guises; different individuals and different disciplines carry their own distinctive, and sometimes opposing traits. Examples of characteristics of high-quality instruction may include, but not be limited to, establishing, applying, and maintaining rigorous expectations for student performance;

2. Facilitating student learning through effective pedagogical techniques;
3. Using instructional materials appropriate to the program and discipline;
4. Providing current information and materials in the classroom and/or laboratory;
5. Engaging students in an active learning process;

6. Constructing appropriate and effective assessment activities;
7. Incorporating collaborative and experiential learning in regular classroom instruction;
8. Providing timely and useful feedback to students;
9. Revising course content and scope as required by advances in disciplinary knowledge or changes in curriculum; and
10. Revising teaching strategies with innovations in instructional technology.

Effective teaching is an essential qualification for promotion, and promotion should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development.

#### B. Documentation

1. Supporting materials as described in VIII.A.1. above will, at a minimum, include student evaluations, annual evaluations, and evidence of evaluation by faculty peers (not required but highly recommended).
2. Student evaluations for each course section evaluated since initial appointment, if hired within the previous five (5) years, or last five (5) years of course evaluations, if employed longer than five (5) years, or since most recent promotion, will be added to the candidate's supporting materials by the Department Chair/Director.
3. Other relevant supporting material may be included.

C. For clinical-track and research-track faculty, appointment to a higher rank may occur once the criteria for the higher rank have been met. Advancement in rank for the clinical-track faculty is to be based primarily on teaching excellence and excellence in performance in clinical, professional, or service applications. Advancement in rank for the research-track faculty is to be based primarily on excellence in teaching and excellence in research performance.

Advancement in rank will follow the same calendar as promotion for tenured/tenure-track faculty and requires a recommendation from the Department Chair/Director, the department/school review committee, the college review committee, the Dean, the Provost, the President, and the Board of Trustees.

## CRITERIA FOR INSTRUCTORS AND PROMOTION OF INSTRUCTORS IN THE SCHOOL OF AGRICULTURE

1. Faculty designated as **Instructors** will have the following:
  - a. Demonstrated ability in teaching and student development.
  - b. Instructor candidates must hold at least a Master's Degree from an accredited institution in an agriculture-related field.
  - c. Evidence of professional integrity.
  
2. To be promoted to the rank of **Senior Instructor**, the Instructor must demonstrate the following:
  - a. Minimum of six (6) years as an instructor/lecturer.
  
  - b. Documented evidence of high-quality teaching and contribution to student development. High-quality teaching is a hallmark of School of Agriculture faculty and a requirement for instructors. High-quality performance in teaching may include the following:
    - i. Performance in teaching as evaluated by students; The AGRI-PTRC typically considers excellent student evaluations as those that meet or exceed the School's average and require that student evaluations, at minimum, meet or exceed the CBAS averages. While the School of Agriculture and CBAS averages for teaching evaluations do not necessarily prove "high quality," they are benchmarks for comparison of the candidate's course content delivery, knowledge comprehension, and instructor-student interactions to the departmental, college, and institutional averages.
    - ii. Performance in teaching as evaluated by peers. Although not required, candidates can invite other faculty members on campus to serve as peer evaluators. Feedbacks and letters of recommendation from the evaluator should be sent to the candidate for submission in the online reporting platform, which will be used as supporting materials to the teaching evaluation.
    - iii. Performance in advising and/or mentoring; Although not required, candidates can include documentation in their package indicating excellence in advising and mentoring, including but not limited to the following: students' awards, advising student clubs, taking students to professional meetings, supporting letters from mentees, coaching competition teams, supervised agricultural experiences, successful job placement, or records of advancement to graduate schools.
    - iv. Improvement of their own courses and the larger curriculum; Although not required, candidates can include documentation of instructional design and redesign; which includes faculty peer reviews, instructional designers/technologists' comments and evidence of teaching effectiveness improvement as indicators for instructional enhancement effort.
  
  - c. Minimum Master's Degree from an accredited institution in an agriculture-related field.

- d. Evidence of professional integrity.
3. To be promoted to the rank of **Master Instructor**, the Senior Instructor must demonstrate the following:
- a. A minimum of four (4) years of experience at the Senior Instructor rank or ten (10) years of experience as an instructor/lecturer.
  - b. Documented evidence of sustained teaching excellence and superior contribution to student development. High-quality teaching is a hallmark of School of Agriculture faculty and a requirement for instructors. Sustained teaching excellence may include the following:
    - i. Sustained high performance in teaching as evaluated by students; The AGRI-PTRC typically considers excellent student evaluations as those that meet or exceed the School's average and require that student evaluations, at minimum, meet or exceed the CBAS averages. While the School of Agriculture and CBAS averages for teaching evaluations do not necessarily prove "high quality," they are benchmarks for comparison of the candidate's course content delivery, knowledge comprehension, and instructor-student interactions to the departmental, college, and institutional averages.
    - ii. Performance in teaching as evaluated by peers. Candidates may invite other faculty members on campus to serve as peer evaluators. Feedbacks and letter of recommendation should be directly submitted by the evaluator to any member of the AGRI-PTRC, which will be used as supporting materials to teaching evaluation.
    - iii. Performance in advising and/or mentoring; Candidates may include documentation in their package indicating excellence in advising and mentoring, including but not limited to the following: students' awards, advising student clubs, taking students to professional meetings, supporting letters from mentees, coaching student competition teams, supervised agricultural experiences, successful job placement, or records of advancement to graduate schools.
    - iv. Improvement of their own courses and the larger curriculum; Candidates may include documentation of instructional design and redesign; which includes summaries of course improvements, faculty peer reviews, instructional designers/technologists' comments, and/or evidence of teaching effectiveness improvement as indicators for instructional enhancement effort.
  - c. An earned Doctorate or terminal degree from an accredited institution in an agriculture-related field is preferred.
  - d. Evidence of professional integrity.

## **B. COORDINATOR TRACK POSITIONS IN THE SCHOOL OF AGRICULTURE**

Coordinator track candidates must hold at least a Master's Degree from an accredited institution in an agriculture related field.

A. Instructor coordinator. The entry rank for the instructor coordinator-track category is instructor.

B. Senior instructor coordinator. Six (6) years of full-time collegiate experience in the academic discipline or related area as an instructor coordinator. Thus, a typical candidate is eligible to apply for promotion to senior instructor coordinator at the beginning of their sixth (6th) year.

The promotion review will be based exclusively on the candidate's teaching record and teaching-related activities and ability to perform instruction-related administrative responsibilities as described in section vii. Below. In addition to the change of title, promotion in rank should be recognized by a base salary adjustment. The promotion award for senior instructor coordinator will be equal to one-third (1/3) of the approved rate for promotion to assistant professor.

C. Master instructor coordinator. Four (4) years of full-time collegiate experience in the academic discipline or related area as a senior instructor coordinator or ten (10) years as an instructor/lecturer. Thus, a typical candidate is eligible to apply for promotion to master instructor at the beginning of his/her fourth (4th) year as a senior instructor coordinator or tenth (10th) year as an instructor/lecturer.

## **C. CLINICAL AND RESEARCH TRACK POSITIONS IN THE SCHOOL OF AGRICULTURE**

A. At the Instructor level, candidates must hold a Master's Degree in an agriculture related field and may have up to 3 years of teaching experience or 3 years of 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 of teaching experience at the college level or up to 5 years of 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 of 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 Agriculture requirements for appointment to a tenure track position at the Professor level.

E. In cases where any University criteria at any level above the School of Agriculture 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 AGRI-PTRC and directed to the School Director.

## **CRITERIA FOR PROMOTION OF CLINICAL-TRACK AND RESEARCH-TRACK FACULTY IN THE SCHOOL OF AGRICULTURE**

For clinical-track and research-track faculty, appointment to a higher rank may occur once the criteria for the higher rank have been met. Advancement in rank for the clinical-track track faculty is to be based primarily on teaching excellence and excellent performance in clinical, professional, or service applications. Advancement in rank for the research-track faculty is to be based primarily on excellence in teaching and excellence in research performance.

Advancement in rank will follow the same calendar as promotion for tenured/tenure-track faculty and requires a recommendation from the Department Chair/Director, the department/school review committee, the college review committee, the Dean, the Provost, the President, and the Board of Trustees.

If hired at the rank of Instructor, Promotion of that Clinical-Track or Research-Track candidate will follow the Criteria for Instructors, outlined above.

If at the rank of Assistant or Associate Professor, that Clinical-Track or Research-Track candidate will be evaluated for promotion to Associate Professor and Professor using the same criteria as documented in the School of Agriculture Policy for Promotion of Tenure-Track Faculty. The School of Agriculture values quality of performance over quantity of individual events, presentations or publications, presented as documentation to support promotion. Sample quality items in research/scholarship and service/outreach categories are outlined in the School of Agriculture's Policy for Promotion of Tenure-Track Faculty.