

PROMOTION AND TENURE GUIDELINES OF THE COLLEGE OF EDUCATION

This policy is to complement the Mississippi State University Promotion and Tenure Policies as stated in Section V of the *Faculty Handbook*. The College of Education (COE) promotion and tenure guidelines serve as the framework for the more specific departmental policies. These guidelines were developed in accordance with the University Academic Promotion and Tenure policies and procedures. The COE guidelines supplement, but do not supplant, the university policies and procedures.

These guidelines for promotion and tenure are intended to convey in general terms the expectations for tenure-track faculty who are applying for promotion and/or tenure. They should be considered general guidelines, rather than rigid and exact criteria. Each department and academic unit within the COE must develop specific criteria for promotion and tenure that expand upon and are consistent with university and COE guidelines.

It should be recognized that standards of performance and application criteria can and should be revised periodically in accordance with evolving academic developments and changing institutional expectations, so long as such changes take place through established procedures and processes. Over time, performance standards have risen and it is likely that standards, with faculty support and approval, will continue to increase as the faculty continues to pursue excellence in the areas of teaching, research and/or creative achievement, and service.

The guidelines in force at the time the applicant was hired in the COE shall be the basis for the decision for the individual’s application for tenure and/or promotion to associate professor. If the faculty member is awarded tenure and promotion to associate professor, criteria for promotion to the rank of professor should be made in accordance with guidelines in force at the time the applicant assumes the title of associate professor.

Academic Rank

Information concerning requirements for professional ranks of Assistant Professor, Associate Professor and Professor may be found on the following link to the Faculty Handbook, Section V.B. lines 43-65.

Promotion

Information about the granting of promotion, including length of service: V.C. lines 68-77.

Tenure

Definition and information related to the granting of tenure: V.D. lines 79-104.

46 **Probationary Period**

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48 Number of years of service expected and required for tenure, policies related to years of service
49 at other institutions, extensions, and expectation of a “third year review”: V.D. lines 106-134.
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51 **Relationship Between Promotion and Tenure**

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53 As stated in the Faculty Handbook, V.E. lines 136-139, “Faculty members who have met the
54 requirements for promotion, but who have not fulfilled the probationary period for tenure, may
55 be promoted without tenure. Faculty members who are granted tenure as assistant professors
56 automatically meet the criteria for promotion to associate professor.”
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58 **Performance Standards and Evaluation of Professional Activities**

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60 General criteria for evaluating and documenting professional competence in the areas of
61 teaching, research and/or creative achievement, and service: V.F. lines 141-199.
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63 **Specific Performance Standards and Evaluation of Professional Activities: Promotion from**
64 **Assistant to Associate Professor:**

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66 For promotion from Assistant Professor to Associate Professor, the applicant should be
67 developing a national and/or international reputation in his/her field of scholarly activity. With
68 regard to the applicant’s record, minimum ratings of satisfactory in research and/or creative
69 achievement, teaching and service, as well as excellence in one area is required.
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71 From the standpoint of research and/or creative achievement, an individual must initiate
72 an active program of research, scholarly activity and/or creative achievement at Mississippi State
73 University. Demonstration of productivity may be based on publications of books, book
74 chapters, articles, reviews of manuscripts, articles or recordings, presentations at regional,
75 national, and international meetings, grant proposals submitted and funded, creative products
76 such as musical compositions and concerts, and direction of graduate student research. In
77 accordance with university guidelines, editorial work for scholarly or professional journals and
78 texts will also be considered as part of the applicant’s research record. No set number of
79 publications, presentations, or creative products is required to achieve a rating of excellent, rather
80 consistent productivity should be apparent. Research or creative achievement involving
81 collaboration (i.e. with persons from K-12 institutions, within or across departments, with
82 persons from other colleges or universities, or with other professionals) is accepted, appropriate
83 and should be documented and included in the application and portfolio. Each department
84 within the COE must set more specific guidelines with regard to research, scholarly activity and
85 creative achievements. It is recommended that departments develop listings of highly respected
86 journals and conferences/meetings for their discipline(s). An applicant may include scholarly
87 work or presentations for journals or conferences in his/her research/creative achievement
88 portfolio that are not on the list, and the applicant is encouraged to include at least some
89 publications or presentations from this list.
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91 Credit for “authorship” is not dependent upon the order or author credits. For example, a
92 co-author of a refereed manuscript in a scholarly journal receives no more or less credit than
93 does a sole author. However, it is reasonable for those reviewing the promotion and tenure
94 package to consider the extent of the contribution of an individual author when numerous (ex.
95 four or more) authors receive credit for a work. The applicant may provide an explanation of
96 his/her role on the project when a large number of authors are included on a publication.
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98 From the standpoint of teaching, there should be a clear demonstration of quality
99 teaching. The validation of quality teaching may include letters from former students,
100 submission of student course evaluations, student interviews conducted by the committee,
101 reviews of course content and lecture presentations by peers, committee members and
102 department chair, and graduate student theses. The applicant may submit course outlines and
103 syllabi as well as the most recent exams or other methods of assessment that are used to examine
104 students’ knowledge and understanding of the course material in each course. Additional
105 activities might include course revisions, developing new courses and innovative teaching
106 methods, revising and developing laboratory exercises and writing laboratory manuals.
107 Teaching projects or initiatives involving collaboration (i.e. with persons from K-12 institutions,
108 within or across departments, with persons from other colleges or universities, or with other
109 professionals) is accepted, appropriate and should be documented and included in the application
110 and portfolio. Student advising is a vital part of our academic programs in the COE and will be
111 recognized as part of an individual’s teaching activities.
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113 All faculty members are expected to serve on departmental, college and university
114 committees in an effective and professional manner. Service to professional organizations, such
115 as holding leadership positions, organizing meetings or conventions, and membership on
116 committees and boards is encouraged and considered part of the faculty member’s service.
117 Service to the community, state and region, and service involving collaboration (i.e. service to K-
118 12 institutions) is accepted, appropriate and should be documented and included in the
119 application and portfolio.
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121 **Specific Performance Standards and Evaluation of Professional Activities: Promotion from**
122 **Associate Professor to Professor:**
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124 For promotion to Professor, substantial growth on the part of the faculty member beyond
125 the level that qualified him/her for promotion to Associate Professor must be clearly evident, and
126 the applicant should have a national and/or international reputation in their field of scholarly
127 activity. As stated in Section V. C. lines 71-77 of the MSU Faculty Handbook, promotion to
128 professor “will normally only be considered after a faculty member has served at least five years
129 in rank so that sustained productivity at MSU can be demonstrated. Applications for promotion
130 prior to that time will be regarded as early action and considered only for exceptionally strong
131 and well documented cases. Rank should reflect comparable stature with others in similar
132 disciplines in other university settings. Professional achievement at another academic institution
133 may be considered for promotion. Promotion from Associate Professor to Professor will require
134 minimum ratings of satisfactory in research/creative achievement, teaching and service, as well
135 as excellence in at least two of these areas.
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137 The scholarly activities/creative achievements of an individual being considered for
138 promotion to Professor should be represented by an established research program with
139 demonstrated continuous productivity and recognition of this program on a national *and/or*
140 international level. Demonstration of productivity may be based on publications of books, book
141 chapters, articles, reviews of manuscripts, articles or recordings, presentations at regional,
142 national, and international meetings, grant proposals submitted and funded, creative products
143 such as musical compositions, recordings and concerts, and direction of graduate student
144 research. No set number of publications, presentations, or creative products is required to
145 achieve a rating of excellent, rather consistent productivity should be apparent. Research or
146 creative achievement involving collaboration (i.e. with persons from K-12 institutions, within or
147 across departments, with persons from other colleges or universities, or with other professionals)
148 is accepted, appropriate and should be documented and included in the application and portfolio.
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150 Credit for “authorship” is not dependent upon the order or author credits. For example, a
151 co-author of a refereed manuscript in a scholarly journal receives no more or less credit than
152 does a sole author. However, it is reasonable for those reviewing the promotion and tenure
153 package to consider the extent of the contribution of an individual author when numerous (*ex.*
154 four or more) authors receive credit for a work. The applicant may provide an explanation of
155 their role on the project when a large number of authors are included on a publication.
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157 In the area of teaching, the emphasis will be on quality. There should be a clear
158 demonstration of outstanding teaching associated with scholarly achievement. This could
159 involve writing textbooks, course revisions, developing new courses and innovative teaching
160 methods, revising and developing laboratory exercises and writing laboratory manuals.
161 Teaching projects or initiatives involving collaboration (i.e. with persons from K-12 institutions,
162 within or across departments, with persons from other colleges or universities, or with other
163 professionals) is accepted, appropriate and should be documented and included in the application
164 and portfolio. Other criteria, as detailed above for promotion to Associate Professor, will be used
165 in the committee’s rating of the applicant’s teaching abilities.
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167 Service on departmental, college and university committees should involve some
168 substantial contributions on the part of the applicant. Service to an individual’s professional
169 societies, such as holding leadership positions, organizing meetings or conventions, and
170 membership on committees and boards, will be important in the total evaluation of the
171 applicant’s research record when promotion to Professor is sought. Service to the community,
172 state and region, and service involving collaboration (i.e. service to K-12 institutions) is
173 accepted, appropriate and should be documented and included in the application and portfolio.
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175 **Annual Faculty Evaluation and Review**

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177 Information about the annual faculty evaluation, including items to be outlined in writing at the
178 time of initial appointment: V.G. lines 201-230.
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183 **Promotion and Tenure Committees**

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185 **University Committee on Promotion and Tenure**

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187 Information about this committee and its functions: V.H. lines 234-251.

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189 **College of Education Promotion and Tenure Committee**

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191 As outlined in the Faculty Handbook, V.H. lines 253-299:

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193 Every college will establish and maintain a promotion and tenure committee. Each
194 college will develop its own criteria for membership on the committee, and the
195 procedures for electing members to that committee. These criteria and procedures must
196 be approved by both a majority vote of the college's full-time tenured and tenure-track
197 faculty and the college dean.

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- 199 • Committee members must hold a rank at least as high as the candidate's aspirant
200 rank to review and vote on each case. For example, an associate professor can
201 participate in the review of dossiers for tenure and promotion to associate
202 professor but not on the committee reviewing dossiers for promotion to professor.
203 Only tenured faculty may vote on a tenure recommendation.
- 204 • The length of terms will be determined by the unit.
- 205 • No member of the committee will consider the application of a relative.
206 Appearance of conflicts of interest should be avoided.
- 207 • No faculty member functioning as an administrator, department head or director
208 of an academic unit will be a member of the committee.
- 209 • No faculty member may participate in a candidate's promotion or tenure review at
210 more than one level.
- 211 • The committee will annually elect its chair.
- 212 • The membership of the committee will be made known to the faculty.
- 213 • An individual will not serve in a year that his/her promotion application is being
214 considered.

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216 The responsibilities of a college promotion and tenure committee will be the following:

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- 218 1. To write the college's promotion and tenure policies and procedures which must
219 be consistent with university promotion and tenure policies, include the
220 mechanism for their adoption and revision, describe the procedures that will be
221 followed if sufficient numbers of members are not available because of absences,
222 recusal or insufficient rank, and identify the participation of the different
223 categories of faculty in the college promotion and tenure process.
- 224 2. To approve the promotion and tenure documents of departmental committees
225 within the college and to ensure that such documents are consistent with the
226 mission of the university and the college, and the university promotion and tenure
227 document;

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3. To assist departments in developing procedures for a third-year review of all non-tenured, tenure-track faculty;
 4. To assist departments in developing criteria for external peer reviews, including the identification of peer departments or schools at other colleges or universities;
 5. To assist departments in developing definitions of excellence, satisfactory, and unsatisfactory as it pertains to the evaluation of candidates for promotion and tenure;
 6. To assist departments in developing definitions of teaching, research and/or creative achievement, and service consistent with the mission of the department or school;
 7. To conduct a vote on all dossiers for promotion and tenure, ensuring department standards are fairly applied and university standards are maintained; and
 8. To approve the departmental promotion and tenure document and policies and all subsequent changes.

243 **Number of COE Promotion and Tenure Committees; Membership**

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There shall be two Promotion and Tenure Committees for the College of Education: a committee to review applications for tenure and promotion to Associate Professor; a committee to review applications for promotion to Professor. Each committee should consist of seven full-time, tenured faculty members. It is recommended that these members have completed at least three years of service at Mississippi State University in a tenure-track line. Six members (one from each department) are to be elected to staggered two-year terms by the majority vote of tenure track faculty members of their department by September 1. An additional, seventh committee member is to be appointed annually by the Dean. Faculty members with tenure at the rank of Associate Professor may serve on the committee charged with reviewing applications for tenure and promotion to Associate Professor. Faculty members with tenure at the rank of Professor may serve on either or both COE Promotion and Tenure Committees, and may be elected to represent their department on both committees. It is recommended that members refrain from serving consecutive terms, unless this would leave the department without representation. If a faculty member is unable to complete the second year of a two-year term because of his/her application for promotion, sabbatical or leave of absence, he/she may be elected to a new two-year term the following year. A faculty member who serves out the term of another faculty member may be elected to serve a two year term beginning the following year. Faculty cannot serve on both departmental and COE Promotion and Tenure Committees simultaneously. In addition, faculty cannot serve on departmental or college promotion and tenure committees during a year in which they are applying for promotion.

266 **Meeting Schedule and Committee Responsibilities**

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Each committee must hold its initial meeting of the academic year in October. These meetings are to be called by the committee chair from the previous year. If the previous year's chair(s) are unavailable, the initial meeting should be coordinated by a designated staff member in the Dean's office. At the initial meeting of the academic year, a new chair and secretary will be elected. The new members will be briefed at the October meeting on procedural matters, a

273 meeting date to vote on applications will be determined, and any other necessary business will be
274 conducted.

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276 The committees will serve as advisory bodies to the Dean. In that capacity, each
277 committee will review all recommendations transmitted from departmental promotion and tenure
278 committees and from department heads. The Dean will make available to the appropriate COE
279 committee members all pertinent and available information by November 15 (Faculty Handbook,
280 V.I. lines 547-561), which will be placed in a special location to insure maximum security and
281 confidentiality. All committee members are responsible for individually reviewing all such
282 information before voting on any application for promotion and tenure. Each committee will
283 meet, discuss candidates' applications, and conduct a simple, majority vote via secret ballot in
284 favor or against tenure and/or promotion. (Faculty Handbook, V. I. lines 486-495) The chair of
285 the committee will fill out the Promotion and Tenure Report Form (available from the Provost's
286 office) for each applicant and provide rationale for committee evaluations of teaching,
287 research/creative achievement and service in writing to the Dean by December 15 (Faculty
288 Handbook, V.I. lines 562-572).

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290 **Additional Committee Duties**

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292 Additionally, the combined COE Promotion and Tenure committees will review all
293 criteria, policies, and procedures followed by the COE and by individual departments on an
294 annual basis to insure that they are equitable and effective. This committee also will review any
295 proposed changes in departmental promotion and tenure guidelines, and must approve of any
296 changes before they can take effect. The chair of the committee that reviews applications for
297 professor serves as the chair when the two committees meet jointly.

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299 **Initiation of Changes to COE Promotion and Tenure document**

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301 A request for modification of the COE promotion and tenure policy may be initiated by
302 the Dean, the combined COE Promotion and Tenure committee, and/or individual faculty
303 members. Such requests will be considered by the combined COE promotion and tenure
304 committee. The committee recommendations will then be forwarded to the Dean and placed
305 before the full faculty for final approval.

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307 **Department Promotion and Tenure Committees**

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309 As outlined in the Faculty Handbook, V.H. lines 301-370:

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311 Every department and school will write a promotion and tenure document, which is
312 approved by a majority vote of the professorial faculty. In comprehensive departments
313 with both tenured/tenure-track and non-tenured/tenure-track faculty, the promotion-only
314 portions of the document will be approved by a majority vote of the professorial faculty
315 while the promotion and tenure portions of the document will be approved by a majority
316 vote of the tenured and tenure-track faculty. The department document must:

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318 1. Contain the criteria and procedures for promotion and tenure,

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2. Define teaching, research and/or creative achievement, and service, consistent with the mission of the department or school, including criteria for developing a national reputation and an established national reputation,
 3. Specify criteria for excellence, satisfactory, and unsatisfactory as it pertains to the evaluation of candidates for promotion and tenure,
 4. Determine the structure of the department promotion and tenure committee,
 5. Specify the criteria for eligibility of professorial faculty to serve on the department promotion and tenure committee, and
 6. Describe any specifics, including any uniqueness, of the department or school in which the individual is to be tenured.

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Every department and school will establish and maintain a promotion and tenure committee. The department committee may include any category of faculty with professorial rank. The promotion and tenure procedures must specify the inclusiveness of the committee composition and clearly establish the eligibility for voting and participation within the department promotion and tenure process; however, only tenured faculty can vote on the promotion of untenured, tenure-track faculty.

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The faculty of each school or department will determine the structure of its promotion and tenure committee, subject to the conditions that:

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- The committee consists of at least three tenured members.
 - Committee members must hold a rank at least as high as the candidate's aspirant rank in order to review and vote on each case. For example, an associate professor can participate in the review of dossiers for tenure and promotion to associate professor but not on the committee reviewing dossiers for promotion to professor.
 - The department promotion and tenure policies shall describe the procedures that will be followed if sufficient numbers of members are not available because of absence, recusal or insufficient rank. Only tenured faculty may vote on a tenure recommendation.
 - Unless a unit uses a committee-of-the-whole, the members of the committee must be elected. The length of terms will be determined by the unit.
 - No member of the committee will consider the application of a relative. Appearance of conflicts of interest should be avoided.
 - No faculty member functioning as an administrator, department head or director of an academic unit will be a member of the committee.
 - No faculty member may participate in a candidate's promotion or tenure review at more than one level.
 - The committee will annually elect its chair.
 - The membership of the committee will be made known to the faculty.
 - An individual will not serve in a year that his/her promotion application is being considered.

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Among the responsibilities of the department and school promotion and tenure committee are the following:

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1. To establish procedures for a third-year review of all non-tenured, tenure-track faculty;
2. To specify a mandatory date by which candidates must notify the department head of their intent to submit an application for tenure and/or promotion;
3. To specify criteria for external peer reviews, including the identification of peer departments or schools at other colleges or universities;
4. To facilitate all votes related to the promotion and tenure process, including the vote to approve the original promotion and tenure document and policies and all subsequent changes;
5. To conduct a review by the end of the third year of all non-tenured, tenure-track faculty; and
6. To conduct a vote on all dossiers for promotion and tenure.

College, school or departmental promotion and tenure committees will consider, if submitted, but are not bound by, the department head's annual review of a candidate's progress toward tenure or promotion.

Prior to the offer of hire, the appropriate promotion and tenure committee will make a formal recommendation about the initial appointment of a faculty member or administrator at the rank of associate professor or professor, about the acceptance of experience as equivalent of a terminal degree, and about the award of years of credit at another institution of higher education toward fulfillment of the minimum probationary period for tenure.

Procedures for Faculty Promotion and Tenure

Information about applying for promotion and tenure, including the process and a time table for submitting the application, committee and administrative reviews: V.I. lines 373-592.

Additional Information, External Letters of Review

The Faculty Handbook gives extensive information regarding the necessity of including external letters of review and the process by which reviewers are selected, V.I. lines 381-431.

The COE Promotion and Tenure Committee recommends that department heads and committees request letters of at least seven reviewers to better-insure the four letter minimum outlined in the university promotion and tenure document.

The Committee further recommends that the following items be provided by the department head to the selected reviewers:

- Cover letter
- Application
- Vita

- 410 • Samples of research/creative products or links to websites or external storage sites such
411 as Drop Box containing research/creative products
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413 **Appeals**

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415 Information concerning the process to appeal a negative tenure or promotion decision is outlined
416 in V.J. lines 594-628.