

Bagley College of Engineering

EOP 18

Promotion and Tenure Policies and Procedures

1 **A. Scope**

2 This document defines promotion and tenure policies and procedures for faculty members in *tenure-*
3 *track positions* and *professional-track positions*, hereafter referred to as *general faculty*, in the Bagley
4 College of Engineering (BCoE) at Mississippi State University (MSU). Professional-track faculty members
5 are eligible for promotion, but not tenure. It also describes the role of the College Promotion and Tenure
6 Committee (PTC), its membership, and its operating procedures.

7 The University document on Academic Promotion and Tenure Policies and Procedures, found in the
8 *MSU Faculty Handbook* and in AOP 13.07, hereafter referred to as the *University Document*, should be
9 consulted for complete expression of promotion and tenure policies. Each department within the BCoE
10 has a separate promotion and tenure document, which should be consulted to determine (a) more
11 specific departmental requirements for general faculty performance standards, (b) specific
12 departmental procedures for application and review for promotion and / or tenure, and (c) procedures
13 for the election and operation of the departmental promotion and tenure committee.

14 Most decisions on specific promotion and tenure policies and procedures are left to the discretion of
15 faculty in individual departments, with the understanding that the departmental policies and procedures
16 must agree with those outlined in the University Document and this document, *BCoE Promotion and*
17 *Tenure Policies and Procedures*, EOP 18, hereafter referred to as the *BCoE Document*. Departmental
18 guidelines can be more strenuous than the college or university guidelines, but not less strenuous.

19 **B. Academic Rank**

20 Academic ranks for general faculty are defined in the University Document.

21 **Tenure-Track Positions**

- 22 • Assistant Professor (Rank 1)
- 23 • Associate Professor (Rank 2)
- 24 • Professor (Rank 3)

25 **Professional-Track Positions**

26 ***Teaching Professor Ranks***

- 27 • Assistant Teaching Professor (Rank 1)
- 28 • Associate Teaching Professor (Rank 2)
- 29 • Teaching Professor (Rank 3)

30 ***Professor of Practice Ranks***

- 31 • Assistant Professor of Practice (Rank 1)
- 32 • Associate Professor of Practice (Rank 2)
- 33 • Professor of Practice (Rank 3)

34 ***Clinical / Extension / Research Professor Ranks***

- 35 • Assistant Clinical / Extension / Research Professor (Rank 1)
- 36 • Associate Clinical / Extension / Research Professor (Rank 2)
- 37 • Professor Clinical / Extension / Research (Rank 3)

38 ***Instructor Ranks***

- 39 • Instructor I (Rank 1)
- 40 • Instructor II (Rank 2)
- 41 • Instructor III (Rank 3)

42 ***Clinical / Extension Instructor Ranks***

- 43 • Clinical / Extension Instructor I (Rank 1)
- 44 • Clinical / Extension Instructor II (Rank 2)
- 45 • Clinical / Extension Instructor III (Rank 3)

46 **C. Criteria for Earning Promotion and / or Tenure**

47 True to the mission of MSU, general faculty members of the BCoE are expected to be engaged in
48 teaching / instruction, research / creative activities, and service activities, as stated in the faculty
49 member's offer letter. It is the level of achievement and the indication of continued accomplishments in
50 these areas, rather than simply years of service to the institution, that determine whether or not a
51 faculty member is granted promotion and / or tenure. Promotion from one academic rank to another is
52 likewise based on the level of accomplishment in the three areas; rank will reflect comparable stature
53 and achievement with peers at other universities. Hence, policies aimed at establishing standards of
54 performance necessary for the attainment of promotion and / or tenure are to be interpreted not only
55 in view of accomplishments of a faculty member at MSU, but also in view of current accomplishments of
56 those in the academic community at large.

57 The University Document states that a faculty member's performance in teaching / instruction, research
58 / creative activities, and service "is expected to meet high standards of professional competency and
59 integrity and to further the goals of their department or unit," and will be judged by all parties in
60 promotion or tenure decisions on the basis of specific criteria in written policy statements, developed by
61 the appropriate departments or schools.

62 The parties involved in evaluating a general faculty member's application for promotion and / or tenure
63 include the following: (a) Departmental PTC, (b) Department Head or Director, (c) College PTC, (d) Dean
64 of Engineering, (e) Provost and Executive Vice President, (f) President, and, for tenure decisions, (g)
65 Board of Trustees for State Institutions of Higher Learning (IHL). In addition, external reviewers may also
66 be recruited to evaluate a candidate's credentials and provide comments to assist promotion and / or
67 tenure decisions at all levels.

68 **D. Application and Review Procedures for Promotion and Tenure**

69 Consideration for promotion and / or tenure can be initiated by the Department Head / Director (DH/D)
70 or by the individual faculty member who has met all of the eligibility requirements. By providing the
71 DH/D with all the pertinent information, the general faculty member will enable the DH/D to make a
72 recommendation whether a formal application should be submitted. If a formal application is submitted,
73 the DH/D has the responsibility to assist, where appropriate, the faculty member (candidate) in
74 preparing the application dossier for promotion and / or tenure review.

75 The candidate's initial dossier includes a completed MSU Promotion and Tenure Application form and all
76 supporting documentation that must be provided by the candidate, including, if required, a list of
77 suggested external reviewers. During the process, the candidate should not seek to communicate with
78 any potential external reviewer from their suggested list about their promotion and / or tenure
79 application. Other than external review letters and the letters of summary recommendation produced
80 by the DH/D and the Departmental PTC, no material may be added or removed from the candidate's
81 dossier after submission of the final dossier unless the candidate, DH/D, and the Departmental PTC
82 agree to do so. All external review letters must be included in the candidate's dossier, and an external
83 review letter or a summary recommendation letter may not be removed from the candidate's dossier,
84 unless the DH/D and the Departmental PTC collectively believe that it contains information that refers to
85 or describes a conflict of interest.

86 The candidate will be officially notified of application disposition at each level of their nomination for
87 promotion and / or tenure. Written recommendations of decisions will come from each level in the
88 process. The candidate shall not engage in any discussion or correspondence related to the application
89 with any of the reviewing authorities. Deliberation at all levels will be confidential. Upon receiving a
90 copy of the recommendation letter at each level, the candidate has the right to terminate the review
91 process without incurring any penalty or prejudice for having done so. For tenure-track positions, the
92 decision to grant promotion and / or tenure is made by the IHL upon recommendation by the MSU
93 president. For professional-track positions, the decision to grant promotion is made by the MSU
94 president. All judgments made in prior reviews are considered recommendations to the president. The
95 candidate receives a letter from the president announcing the final decision on the application.

96 After the application review process is over or terminated precipitately, the candidate's dossier will be
97 returned to the DH/D to be kept in the candidate's permanent file. Should the candidate wish to access
98 their dossier, they can do so only after the external review letters are stripped of all text revealing the
99 identities of the reviewers.

100 **E. Role of the College PTC in the Review Process**

101 Upon receiving the candidate's dossier for promotion and / or tenure, the College PTC will thoroughly
102 review the dossier to ascertain the candidate's qualifications according to criteria established within the
103 respective department, and to evaluate the candidate's qualifications against broader standards in the
104 BCoE.

105 Members of the College PTC will vote anonymously. Based on the majority decision, the chair of the
106 College PTC will write a recommendation letter and fill out a committee report form, and will insert both
107 in the candidate's dossier. The dossier will then be forwarded to the Dean of Engineering.

108 **F. Timetable for the Promotion and Tenure Process**

109 **April 30th** — Departments provide to the BCoE dean’s administrative assistant the names of their elected
110 departmental representatives to the College PTC.

111 **May 15th** — Faculty member informs DH/D in writing of desire to be considered candidate for promotion
112 and / or tenure.

113 • **Within one week**, DH/D recommends to the candidate whether a formal application should be
114 submitted.

115 • Candidate should begin to prepare the initial promotion and / or tenure dossier.

116 **August 15th** — Department faculty will be informed of the candidate’s intent. If the department does
117 not have a standing Departmental PTC, or if the standing committee does not consist of the appropriate
118 levels of faculty, then an *ad-hoc* Departmental PTC will be formed.

119 • Initial dossier due to DH/D and Departmental PTC. If appropriate, the dossier includes the
120 candidate’s list of suggested external reviewers

121 • DH/D and Departmental PTC begin finalizing the list of external reviewers.

122 • Procedure for forming an *ad-hoc* Departmental PTC:

123 ○ The college office creates a list of faculty at the appropriate rank in the college, and removes
124 those applying for tenure/promotion or serving on the College PTC.

125 ○ The college office then contacts the remaining faculty regarding their willingness to serve on
126 an *ad-hoc* Departmental PTC in a different department, if elected.

127 ○ A slate of faculty who are eligible and willing to serve is provided to departments who may
128 need to elect an outside faculty representative(s) to meet their Departmental PTC policies.

129 ○ The DH/Ds who are in the above situation review the list and remove any conflicts of
130 interest due to joint publications, proposals, or direct graduate student co-supervision.

131 ○ The departments thus have a slate of faculty from which to conduct a secret ballot election
132 according to the timing and other rules prescribed in the department’s promotion and
133 tenure documents.

134 ○ It is noted that, if any Departmental PTC representative is not tenured, they may vote on
135 promotion, but not on tenure.

136 **No later than September 1st** — DH/D or Departmental PTC chair solicits letters from external reviewers.
137 The candidate’s curriculum vita and other pertinent information is attached to the solicitation.

138 **October 8th** — External reviewers’ letters due to DH/D or Departmental PTC chair.

139 • Candidate will be provided with anonymous excerpts from all letters received and will begin to
140 prepare a final dossier.

141 **October 15th** — Final dossier due to DH/D and Departmental PTC.

142 **November 1st** — Departmental PTC submits recommendation to DH/D. DH/D adds their
143 recommendation and that of the Departmental PTC to the dossier.

144 **November 8th** — The dossier is forwarded to the College PTC.
145 **December 15th** — The College PTC completes its review and forwards the candidate’s dossier to the
146 Dean of Engineering.
147 **January 15th** — The Dean of Engineering submits a recommendation, and forwards the candidate’s
148 dossier to the Provost.
149 **March 10th** — The Provost makes a recommendation to the President.
150 The President notifies the candidate of the final decision by IHL.

151 **G. Organization of the College Promotion and Tenure Committee**

152 The College PTC will have the responsibilities and will follow the general procedures described in the
153 University Document. The committee membership will include representatives from both tenure-track
154 and professional-track faculty.

155 **Tenure-Track Members**

156 The College PTC shall consist of one elected tenure-track representative from each department/school
157 in the BCoE. Each tenure-track member must be a tenured full professor (Rank 3). If an eligible tenured
158 full professor is not available, a tenured associate professor (Rank 2) may serve as an interim
159 departmental representative until a tenured full professor becomes available. If an associate professor
160 (Rank 2) is serving on the College PTC, that member cannot vote on candidates applying for promotion
161 to full professor (Rank 3).

162 **Professional-Track Members**

163 The College PTC will also include two professional-track members, appointed by the Dean of
164 Engineering. One of these members will come from the ranks of professors, and the other from the
165 ranks of instructors.

- 166 • If the College PTC will consider professional-track promotion applications, then the professional-
167 track members must be of sufficient rank to vote on those applications. Otherwise, the professional-
168 track members may be of any rank.
- 169 • The professional-track members may not participate in deliberations and voting concerning tenure-
170 track applications.

171 **Terms and Policies**

- 172 • Each member is elected to a two-year term. A member may be reelected, but they cannot serve
173 more than two consecutive terms (four years). At the first meeting of the College PTC, members will
174 decide on the method of selecting the term limits of the members to establish the initial stagger.
- 175 • The College PTC chair is elected annually by members at the first official meeting of the College PTC
176 in each academic year.
- 177 • The College PTC reports to the Dean of Engineering.

178 **H. Reviews and Amendments**

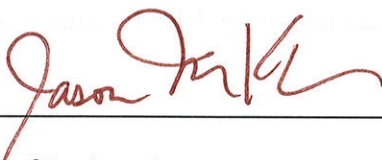
179 The College PTC will review the departmental and college promotion and tenure documents on an
180 annual basis for consistency with the BCoE and the university policies and procedures.

181 All general faculty members in the BCoE are eligible to submit individually or as a group a request to
182 amend this document or any of the promotion and tenure policies and procedures in the College.
183 Amendment requests must be expressed in writing and sent directly to the chair of the College PTC. The
184 College PTC will evaluate each amendment request individually, and, if a broader faculty consideration is
185 warranted, the committee will draft a formal amendment proposal to be voted on by the general faculty
186 members in the BCoE. Voting is conducted at the next BCoE faculty meeting or can be done
187 electronically, provided that not fewer than 30 days have elapsed since submission of the text of the
188 amendment to the BCoE faculty members who are eligible to vote. An amendment requires a two-thirds
189 majority of those voting to pass.

190 **I. Appeals Process**

191 If a candidate's application for promotion and / or tenure is denied, they have the right to appeal the
192 judgment by submitting a formal request to the Provost. The University PTC will act as an appeal
193 committee, and it is only during such proceedings that the University PTC will have the opportunity to
194 review the candidate's application dossier.

APPROVED:



Dean of Engineering



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