

APPENDIX C: INSTRUCTIONS TO DEANS AND DEPARTMENT CHAIRS

TENURE/PROMOTION APPLICATIONS 2018-2019

TENURE

Tenure-track faculty who meet Tennessee State University Board of Trustees (TSU-BOT) and TSU requirements for tenure must make application for tenure at the beginning of the academic year in which they wish to be recommended for tenure. It is the responsibility of the dean/director of each tenure-recommending unit to initiate the tenure application process through verifying that a faculty member is eligible to submit a portfolio for review.

Annually, prior to communicating to tenure applicants their eligibility to apply for tenure, the dean/director should review TSU-BOT, TSU and departmental/college conditions for tenure. Preferably, this is done at the close of the spring semester proceeding the fall semester in which the faculty member is to submit a portfolio for peer review.

The dean/director reviews the appointment contract, including years of service and all conditions related to tenure. Once the dean/director, in consultation with the immediate supervisor (department chair), verifies a faculty member's eligibility to apply for tenure, the faculty member should be informed, preferably in writing, that he/she may submit a portfolio for peer review. Faculty should submit two copies of application materials in binders using the Faculty Portfolio Format described in this document.

Each year, the Office of Academic Affairs issues a calendar, which includes approximate timelines for faculty to submit portfolios and for peers to review them at the several levels which compromise the tenure recommendation process.

PROMOTION

The department chair and the dean/director should review TSU-BOT, TSU and departmental/college conditions for eligibility for promotion. The University does not automatically promote faculty members upon completion of the required years in rank. Rather, promotion is awarded by the University through the positive action of the TSU-BOT in recognition of merit, achievement, and potential. A tenured or tenure-track faculty member becomes eligible to apply for promotion when he or she meets the defined qualifications for the various faculty ranks (See faculty handbook for minimum qualifications in terms of time in rank and other criteria).

Tenure and Promotion applications are normally acted on by the TSU-BOT at its June meeting. Faculty members are notified in the summer after receipt of the TSU-BOT's approval.