

Promotion and Tenure Criteria and Guidelines **UTC College of Business**

Responsibilities

Responsibilities of the Candidate

Each member of the faculty is expected to contribute to the achievement of the College of Business through her/his teaching and academic advising, research and publication, and service. Faculty who are candidates for promotion and/or tenure are expected to document these contributions by compiling a dossier according to the guidelines specified by each Department. Copies of this dossier should be submitted to the Department Head who then makes it available to each member of the Departmental Rank, Tenure and Reappointment Committee (RTR) by January 7.

Responsibilities of the Rank, Tenure and Reappointment Committee

The RTR Committee has the responsibility to evaluate the candidate's teaching, research and service activities. A written recommendation for promotion and/or tenure must be submitted to the Department Head and the candidate. The recommendation must include the date of the final meeting of the RTR Committee, a list of those faculty in attendance and the vote.

Responsibilities of the Department Head

The Department Head is expected to provide the Dean of the College of Business with a written evaluation of the candidate's teaching performance, research and publication productivity and service activities.

Responsibilities of the Dean

After receiving input from the Department Head and the RTR Committee, the Dean must supply the Provost of the University a written evaluation of the candidate's teaching performance, research and publication productivity and service activities.

Criteria

Candidates for promotion and/or tenure must first meet the University requirements. Faculty are then expected to meet the teaching, research and service objectives as specified in the COB's Mission Statement. The University Criteria are presented first, and the COB's criteria follow.

University Criteria

Promotion

The expectations listed for each rank are below.

Professor:

1. the doctorate or equivalent training and experience (in certain fields, the master's degree may be sufficient);

2. established reputation as a teacher or librarian;
3. established record in research and scholarly or professional attainment;
4. record of effective participation in professional activities other than teaching and research;
5. normally, a minimum of five years in rank as an associate professor; and
6. demonstrated ability to relate effectively to students and professional colleagues.

Associate Professor:

1. the doctorate or equivalent training and experience (in certain fields, the master's degree may be sufficient);
2. good reputation as a teacher or librarian;
3. good record in research and scholarly or professional attainment;
4. interest and participation in professional activities other than teaching and research;
5. normally, a minimum of four years in rank as an assistant professor; and
6. demonstrated ability to relate effectively to students and professional colleagues.

Assistant Professor:

1. the doctorate or equivalent training and experience (in certain fields the master's degree may be sufficient);
2. demonstrated ability as a teacher or librarian;
3. definite evidence of research ability and scholarly or professional promise; and
4. demonstrated ability to relate effectively to students and professional colleagues.

Tenure

The following criteria pertain to decisions governing the awarding of tenure.

1. Demonstrated excellence in teaching or as a librarian at The University of Tennessee at Chattanooga, in the academic unit in which tenure is to be granted;
2. Evidence of professional growth and activities appropriate to the discipline;
3. Evidence of professional growth and activities appropriate to the discipline;
4. Demonstrated ability to relate effectively to UTC students and colleagues;
5. Membership and participation in professional organizations;
6. Service to The University of Tennessee at Chattanooga, the community and the region as appropriate;
7. Quality of academic advisory service to UTC students;
8. Evidence of meeting the staffing needs of the University.

Additional College Criteria

Teaching: Excellence in teaching must exist for promotion and/or tenure. The factors used to judge teaching are:

- Student evaluations and trends in student evaluations
- Faculty member's assessment of her/his student evaluations
- Department Head's assessment of the student evaluations
- Analysis of the faculty member's teaching philosophy
- Contribution of the faculty member to recognitions received by students
- Evidence provided by student comments
- Feedback from students, alumni, recruiters, employers, and graduate schools
- Review of syllabi including coverage of topics such as computer usage, the worldwide dimension, development of verbal and written communication skills, ethical considerations, and critical-thinking development
- Courses, including number of different course preparations, new courses developed and taught, graduate classes taught, and non-traditional delivery systems, e.g., distance learning and/or off-site classes

Research: The research and publication part of the COB's Mission Statement must be met. Faculty members must engage in scholarly activities within their discipline. However, cross-discipline research in related fields is also encouraged. Solo and/or co-authoring with an instructional development, applied scholarship, or basic scholarship focus should lead to one publication per year on average in peer-reviewed journals.

Additional scholarly activities that **might** be considered when evaluating a faculty member's research productivity include:

- Refereed conference proceedings
- Conference presentations
- Trade journals or industry publications
- Textbook and textbook chapters
- Invited papers
- Reprinted articles and work cited in other publications

Service: Faculty is expected to serve within the University, their profession and the community as specified in the COB's Mission Statement.