

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
ACADEMIC, RESEARCH, AND STUDENT SUCCESS COMMITTEE
MAY 2026 MEETING

9:00–10:15 a.m. EDT
Thursday
May 21, 2026

East Tennessee Room
D.P. Culp Student Center
412 J.L. Seehorn Road
Johnson City, TN

COMMITTEE MEMBERS

Janet Ayers, Committee Chair
Dr. Steph Frye-Clark
Jon Lundberg
Melissa Stegall-Jones
Tony Treadway

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AGENDA

- I. Call to Order
- II. Roll Call
- III. [Approval of the Committee Minutes from February 20, 2026](#)

ACTION ITEMS

- IV. [Promotion and Tenure of Faculty Members – *McCorkle* \(10 minutes\)](#)
- V. [Approval of Tenure and Promotion Policy for Tenure-Track and Tenured Faculty – *McCorkle* \(10 minutes\)](#)
- VI. [Approval of Promotion Policy for Renewable Term Faculty – *McCorkle* \(10 minutes\)](#)
- VII. [Approval of Termination of Tenure Policy – *McCorkle* \(10 minutes\)](#)
- VIII. [Approval of Faculty Misconduct Policy – *McCorkle* \(10 minutes\)](#)

INFORMATION AND DISCUSSION ITEMS

- IX. [Research Update – *Hagemeier* \(15 minutes\)](#)
- X. [Provost's Update – *McCorkle* \(10 minutes\)](#)

GENERAL INFORMATION ITEMS

- XI. Committee Discussions
 - General Discussion
- XII. Other Business
- XIII. Adjournment

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: May 21, 2026

ITEM: Approval of the Minutes from February 20, 2026

COMMITTEE: Academic, Research, and Student Success

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Adam Green
Board Secretary

The minutes of the February 20, 2026, meeting of the Academic, Research, and Student Success Committee are included in the meeting materials.

MOTION: I move that the Board of Trustees adopt the resolution, approving the minutes as outlined in the meeting materials.

RESOLVED: The reading of the minutes of the February 20, 2026, meeting of the Academic, Research, and Student Success Committee is omitted, and the minutes are approved as presented in the meeting materials, provided that the Secretary is authorized to make any necessary edits to correct spelling errors, grammatical errors, format errors, or other technical errors subsequently identified.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
ACADEMIC, RESEARCH, AND STUDENT SUCCESS COMMITTEE

MINUTES

February 20, 2026
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Academic, Research, and Student Success Committee met on Friday, February 20, 2026, at 9:01 a.m. in the East Tennessee Room of the D.P. Culp Student Center.

I. Call to Order

Trustee Janet Ayers, chair of the committee, called the meeting to order at 9:01 a.m.

II. Roll Call

Board Secretary Dr. Adam Green conducted the roll call. The following committee members were physically present:

Trustee Janet Ayers
Trustee Dr. Steph Frye-Clark
Trustee Jon Lundberg
Trustee Melissa Steagall-Jones
Trustee Tony Treadway

Other Trustees present were Charles Allen, Steve DeCarlo, Wade Farmer, Ron Ramsey, and Aashi Vora.

III. Approval of the Committee Minutes from November 14, 2025

The minutes from the November 14, 2025, meeting of the Academic, Research, and Student Success Committee were approved as submitted with Trustee Tony Treadway making the motion and Trustee Jon Lundberg seconding the motion. The motion passed unanimously.

INFORMATION AND DISCUSSION ITEMS

IV. Academic Notification for Period of August 1, 2025, through December 31, 2025

Provost and Senior Vice President for Academic Affairs Dr. Kimberly described curricular items that have been vetted through ETSU's approval process and that require

action by the Tennessee Higher Education Commission. The first item was the Bachelor of Business Administration program in Hospitality and Tourism Management. Provost McCorkle said the Commission required an external site review, which will take place February 27, and the goal is to present the program proposal for approval by the Commission at its May meeting. It is anticipated that the program will launch in the fall of 2026. Provost McCorkle reported that two new certificate programs have been submitted for THEC approval: a graduate certificate in Nonprofit Management and a graduate certificate in Urban Planning and Regional Development, both through the ETSU Department of Political Science. Further, ETSU is requesting that the name of the Department of Exercise Science be changed to the Department of Exercise and Sport Science, and the university is requesting the Commission's approval to inactivate the Master of Arts degree in Sociology because of declining enrollment.

Provost McCorkle indicated that several curricular items were fully vetted on the campus level and do not require Tennessee Higher Education Commission approval. Substantive curricular revision for the Master of Arts degree in Criminal Justice and Criminology includes a reduction in required credits to 33. In the Department of Media and Communication, the academic minor previously called Advertising will be changed to Public Relations and Social Media Management. The admissions policy for the Master of Arts degree in Early Childhood Education will be changed to reflect a reduction in the GPA requirement. For the Master of Public Administration degree, the Graduate Record Examination (GRE) will no longer be required for admission.

Provost McCorkle informed the committee that the proposal for a new master's program in Environment, Health, and Disaster Science is moving forward, and it will likely be submitted to the Commission in Spring 2026.

Provost McCorkle then turned her attention to the federal level, indicating that ETSU continues to follow and closely monitor changes at the U.S. Department of Education related to academic programs and eligibility for federal financial aid. She said the university is also continuing to monitor proposed changes to federal student loan limits.

V. Annual Institutional Review for Graduate Medical Education

Dr. David Linville, Associate Vice President for Clinical Affairs and Vice Dean for Academic Affairs in the Quillen College of Medicine, reviewed for the committee the breadth and depth of Graduate Medical Education at ETSU, which encompasses 16 different programs: 10 residency programs and 6 fellowships. He indicated that the Accreditation Council for Graduate Medical Education requires each institution to perform an Annual Institutional Review and that an executive summary of that review must be provided to the Board of Trustees once a year. Dr. Linville told the committee that GME programs at ETSU are doing very well, with only a single citation across 16 programs and two areas of concern that are being addressed. Our programs, he said, are fully accredited. No adverse action has been taken by the accrediting body, there is no warning status, and there is no probationary status. Dr. Linville concluded his report by

telling the committee that ETSU, in partnership with Ballad Health and the Veterans Administration Medical Center at Mountain Home, is exploring areas of growth in Graduate Medical Education.

VI. Center for Rural Health and Research (CRHR): State, Appalachian, and National Rural Health Policy & Evaluation Work

Mr. Michael Meit, Director of the Center for Rural Health and Research in the College of Public Health, made his first presentation before the Academic, Research, and Student Success Committee. The center was established in 2019 by Governor Bill Lee, with a state appropriation and a substantial gift from Ballad Health. The center has been successful in securing grant funding from federal agencies such as the Health Resources and Services Administration, the Centers for Disease Control and Prevention, and the Appalachian Regional Commission. Mr. Meit told the committee that we hold one of eight federally-funded Rural Health Research Centers and the only one housed at a regional university. In addition to the resources received from the State of Tennessee and Ballad Health, the center has already attracted approximately \$18 million in external funding.

Mr. Meit pointed out that ETSU has done extensive work for the State of Tennessee, including a Rural Hospital Bypass Study, Public Health Infrastructure grant evaluation, and a COVID-19 Disparities Grant evaluation. The center has built data dashboards for the state, such as the Tennessee Livability Indicators Dashboard. It serves as a resource for the public, nonprofits, academia, and government to examine key factors that contribute to livability in communities all across Tennessee. The dashboard presents over 60 quantitative indicators. Categories include age-friendly communities, community engagement, community infrastructure, economy, education, employment, fiscal responsibility, food access and nutrition, health care access, health status, housing, natural environments, and transportation.

Mr. Meit described the center's work with the Appalachian Regional Commission, including evaluation of the ARC's health grants and INSPIRE grants. Another major component of the center's work is the Regional Public College and University Central Appalachia Health Consortium, involving seven regional universities that share and mentor students, lifting them up into health care professions. Mr. Meit then highlighted STRONG LINK, a partnership with Ballad Health. It is a long-term study following cohorts of mothers and babies across 18 years to look at health outcomes, social outcomes, and to improve well-being for children in our region.

Mr. Meit concluded with a look at some of the center's national work. He reiterated the fact that ETSU is one of eight federally-funded Rural Health Research Centers and part of the only federally-funded consortium that looks at public health workforce research, the Consortium for Workforce Research in Public Health. Mr. Meit added that the center is doing more foundation work, having recently received a contract with the

Commonwealth Fund for a project that will involve listening sessions all across the country to find out what resources that people in rural communities want.

Dr. Noland commended Mr. Meit and Dr. Randy Wykoff, Dean of the College of Public Health, for the world-class work that is being done in the Center for Rural Health and Research.

VII. ETSU College of Nursing: Major Initiatives in 2025

Dr. Dena Evans, Dean of the College of Nursing, updated the committee on her first year in the position. She described ETSU's nursing program as one of the largest in the state, with 70 faculty members, 188 staff members, 537 undergraduate students, 260 graduate students, and eight programs of study, from the BSN to the MSN to the DNP and the Ph.D. She reported that 100 percent of our graduates are employed upon graduation, with starting salaries ranging from \$72,000 to \$75,000 for the BSN.

Dr. Evans outlined her major initiatives for 2025: investing in brand and reputation, building infrastructure, renovating Nicks Hall, evaluating the academic portfolio, creating pipeline programs, and supporting faculty and staff. Much work has been done to build the name recognition of the college beyond Northeast Tennessee and to increase the college's presence on social media. Nicks Hall has been renovated from the first floor to the third, at a cost of \$3.5 million. To strengthen the college's infrastructure, an Academic Student Success Center and a Department of Academic Clinical Affairs have been added. Dr. Evans summarized several new pipeline programs that have been created, including a Direct Entry Pathway for first-year students, a Military and Veterans Pathway, and a DNP/MBA program in partnership with the College of Business and Technology. Future plans include a CRNA program to start in the summer of 2028, a Direct Entry MSN Program, an EMT/Paramedic Pathway, and a K-12 Pipeline Initiative and Nurse Summer Camp.

College staff have worked to support College of Nursing faculty and staff by emphasizing professional growth, investing in appreciation and recognition, reinforcing a culture of well-being, and supporting innovation. The Dean discussed the growth in Interprofessional Education within the college, with a goal of increasing IPE experiences at least four-fold by 2028-29. Summarizing the college's work in research and grant acquisition, Dean Evans noted that 12 Ph.D. students are currently enrolled and that research themes include health and wellness across the lifespan, clinical education and practice readiness, and rural and underserved populations.

Dr. Evans then described the work of the Tennessee Center for Nursing Advancement, which is housed within the College of Nursing. It was established through funding from the State of Tennessee and Ballad Health, with a focus on workforce development and increasing the pipeline for nursing in Tennessee. Dr. Evans highlighted the Voices from the Nursing Frontline initiative. Thus far, 58 episodes have attracted over 14,000 listeners. She reported that 28 nurses have been recognized, out of 1,000 nominations,

for the Nurse of the Month Program. The Tennessee Center for Nursing Advancement offers two educational programs, the Clinical Faculty Training Program, with 77 graduates so far, and the Emerging Nurse Leader Fellowship, with 24 graduates. Dr. Evans said the center has sponsored several events and that staff members have spoken at 15 events. The center's digital reach has increased significantly, with 13.3 million impressions, and it has created dashboards for those who want to learn more about the nursing workforce in Tennessee and the region. Dr. Evans told the committee that some 114 stories have been collected for the Nurse Narratives Initiative. Some of these were shown during the Nurse Empathy Heals event, which drew over 400 attendees.

VIII. Campus Recreation Update

Ms. Kari Osborne Albarado, Director of Campus Recreation, presented an update on the work taking place through the Basler Center for Physical Activity. She indicated that the CPA is on track to break all usage records this year, with use of the center being up by 20 percent compared to the fall of 2024. For fall 2025, the center recorded 113,219 entrances. Also last fall, 7,077 unique students made use of the center. Ms. Albarado noted increases in intramural sports, group fitness classes, and usage of the climbing wall.

In presenting a comparison with other campus recreation programs across the state, Ms. Albarado said the ETSU program employs eight professional staff and supports the largest graduate assistant program in collegiate recreation in the state. She pointed out that the ETSU Campus Recreation program recruits graduate students nationally. At the same time, ETSU has the second-lowest recreation fee in Tennessee.

Ms. Albarado focused on growth in sport clubs, which are run and led by students. For fall 2025, there were 600 participants and 22 teams. Ms. Albarado then described TREK, which serves first-year students through a six-day, five-night experience in the summer before their classes begin. Three sessions are held each summer, and the goal is to expand participation to 500 students.

Ms. Albarado noted that Campus Recreation is one of the biggest employers of students on campus, with over 130 student employees. Alyssa Livesay, a student employee and graduate assistant, gave a brief testimonial about the value of working at the CPA.

Ms. Albarado announced to the committee that on April 28, the Knoxville TVA Employees Credit Union Sports Complex will be dedicated. Future plans for the CPA include pickleball courts and an outdoor fitness court. She concluded her report by looking ahead to the spring of 2027, when the Basler Center for Physical Activity will turn 25.

GENERAL INFORMATION ITEMS

IX. Committee Discussions

There was no further discussion.

X. Other Business

There was no other business to come before the committee.

XI. Adjournment

The committee adjourned at 10:03 a.m.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: May 21, 2026

ITEM: Promotion and Tenure of Faculty Members

COMMITTEE: Academic, Research, and Student Success

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Kimberly D. McCorkle
Provost and Senior Vice President for Academic Affairs

Promotion in rank recognizes the achievements of a faculty member and reflects the university's confidence in their ability to achieve greater accomplishments and assume increasing responsibility at ETSU. Faculty awarded tenure demonstrate sustained contributions and merit, substantiated by academic and professional credentials. Tenure conveys to the candidate that peer university scholars evaluated their performance and recognized their capacity to engage in professional and community service responsibly; teach students to engage with empirically sound information; and, produce scholarship and creative activities that contribute to society. In this respect, tenure and promotion are essential to the University's mission to improve the quality of life in the region and beyond. The University awards tenure to faculty whose professional qualifications, abilities, and accomplishments warrant the degree of recognition afforded by academic tenure.

The presentation today includes fifty-six (56) faculty recommended by the President for tenure and/or promotion for approval by the Board of Trustees.

MOTION: I move that the Academic, Research, and Student Success Committee recommend adoption of the following Resolution by the Board of Trustees:

RESOLVED: Promotion in rank and/or the awarding of tenure is granted to the faculty members recommended by the President in the particular unit, department or college as outlined in the meeting materials.



**East Tennessee State University
Office of the President**

Box 70734 • Johnson City, Tennessee 37614-1710 • (423) 439-4211 • Fax: (423) 439-4004

May 21, 2026

Adam Green, Ed.D.
Secretary to ETSU Board of Trustees

Dr. Green,

I recommend the Board of Trustees award tenure and/or promotion to the faculty indicated on attachment A. Faculty who were awarded tenure upon appointment and previously presented to the board this academic year are included in the faculty listed in attachment A. Attachment B provides numbers of ETSU faculty with tenure and by professorial rank in 2025-2026.

I am honored to recommend for tenure and/or promotion the faculty named in the documents accompanying this letter.

Sincerely,

Brian Noland
President

Attachments

CC: Kimberly D. McCorkle, Provost and Senior Vice President for Academic Affairs
Human Resources

Faculty Name	Department	College	Rank Proposed	Tenure Proposed
Ahuja, Manik	Health Services Management and Policy	Public Health	Associate Professor	Yes
<i>Barroso, Cristina</i>	<i>Community and Behavioral Health</i>	<i>Public Health</i>	<i>Associate Professor</i>	<i>Yes</i>
Battleson, Douglas	Computing	Business and Technology	Associate Professor	Yes
Beatty, Kate	Health Services Management and Policy	Public Health	Professor	
Bennett, Brian	Computing	Business and Technology	Professor	
Besch, Audrey	Counseling and Human Services	Health Sciences	Assistant Professor	
Bignell, Whitney	Nutrition and Integrated Health Sciences	Health Sciences	Associate Professor	Yes
Boggs, Teresa	Audiology and Speech Language Pathology	Health Sciences	Professor	
Borland, Jon	Counseling and Human Services	Health Sciences	Associate Professor	Yes
Brooks, Bill	Biostatistics and Epidemiology	Public Health	Associate Professor	Yes
Burchette, Jessica	Pharmacy Practice	Gatton College of Pharmacy	Professor	
Chandley, Michelle	Biomedical Sciences	Quillen College of Medicine	Professor	
Dalal, Suman	Biomedical Health Sciences	Public Health	Associate Professor	Yes
Demiral Saglam, Elif	Management and Supply Chain	Business and Technology	Associate Professor	Yes
Doucette, Wendy	Library Administration	University Libraries	Professor	
Emberesh, Myesa	Pediatrics	Quillen College of Medicine	Associate Professor	
Evans, Tonia	Nursing Undergraduate Programs	Nursing	Senior Lecturer	
Fehskens, Matthew	Literature and Language	Arts and Sciences	Professor	
Feltman, Chandra	Psychology	Arts and Sciences	Associate Professor	Yes
Ferguson, Kimberly	Nursing Graduate Programs	Nursing	Associate Professor	Yes
Flemmer, Angela	Nursing Undergraduate Programs	Nursing	Associate Professor	
Ford, George	Pediatrics	Quillen College of Medicine	Professor	

Faculty Name	Department	College	Rank Proposed	Tenure Proposed
Frasier, Amanda	Curriculum and Instruction	Clemmer College of Education and Human Development	Associate Professor	Yes
Galyon, Cathy	Early Childhood Education	Clemmer College of Education and Human Development	Professor	
Gass, Justin	Biomedical Sciences	Quillen College of Medicine	Professor	
Gouge, Natasha	Psychology	Arts and Sciences	Associate Professor	
Gwyn, Lydia	Library Administration	University Libraries	Associate Professor	
Hall, Katherine	Nursing Undergraduate Programs	Nursing	Professor	
Hood-Wells, Victoria	Nursing Undergraduate Programs	Nursing	Assistant Professor	
Johnson, Michelle	Rehabilitative Sciences	Health Sciences	Professor	
Joyner, T. Andrew	Geosciences	Arts and Sciences	Professor	
Korfhagen, David	Literature and Language	Arts and Sciences	Associate Professor	Yes
Lewis, Nicole	Medical Education	Quillen College of Medicine	Professor	
Littleton, Michelle	Nursing Undergraduate Programs	Nursing	Senior Lecturer	
Lowe, Renee	Nursing Undergraduate Programs	Nursing	Senior Lecturer	
Malkus, Amy	Early Childhood Education	Clemmer College of Education and Human Development	Professor	
McTier, William	Management and Supply Chain	Business and Technology	Master Lecturer	
Mehta, Saurabh	Physical Therapy	Health Sciences	Professor	
Price-Rhea, Kelly	Marketing	Business and Technology	Professor	
Ransom, Mark	Obstetrics and Gynecology	Quillen College of Medicine	Professor	
Robertson, Laura	Curriculum and Instruction	Clemmer College of Education and Human Development	Professor	
Roche, Keelin	Surgery	Quillen College of Medicine	Associate Professor	
Saglam, Umit	Management and Supply Chain	Business and Technology	Professor	

Faculty Name	Department	College	Rank Proposed	Tenure Proposed
Sayers, Adam	Sport and Recreation Management	Business and Technology	Associate Professor	Yes
Schmeichel, Brooke	Biomedical Sciences	Quillen College of Medicine	Associate Professor	Yes
Schroder, Laurie	Rehabilitative Sciences	Health Sciences		Yes
Scott, Dane	Chemistry	Arts and Sciences	Professor	
Sheffey, James	Medical Education	Quillen College of Medicine		Yes
Shilabin, Abbas	Chemistry	Arts and Sciences	Professor	
Stewart, Alicia	Sport and Recreation Management	Business and Technology	Senior Lecturer	
Street, Amber	Social Work	Health Sciences	Associate Professor	
Todt, Kendrea	Nursing Undergraduate Programs	Nursing	Associate Professor	Yes
Waller, Justin	Music	Arts and Sciences	Associate Professor	Yes
Wilson, Jonathan	Library Administration	University Libraries	Associate Professor	
Xie, Xin	Economics and Finance	Business and Technology	Professor	
Zhao, Juan	Internal Medicine	Quillen College of Medicine	Associate Professor	

Notes:

1. The faculty member in *italics* was approved by the ETSU BOT in 2025 for tenure upon appointment at the rank of associate professor.
2. A blank cell indicates “not applicable.”

Attachment B

ETSU 2025-2026 Faculty by College and Tenure Status								
College	Tenure Status							Grand Total
	Tenured	Tenure Track	Clinical Track	Research Track	Coordinator	Non-Tenure	Ineligible	
Clemmer College	35	10	2			4	2	53
College of Arts and Sciences	162	36	6	1		1	48	254
College of Business & Technology	53	21	1			6	26	107
College of Health Sciences	33	26	24			5	2	90
College of Medicine	48	9	142	13		2	1	215
College of Nursing	14	7	24			4	18	67
College Of Pharmacy	7	1	17				1	26
College of Public Health	25	9	6	10	2	3	4	59
Family Medicine	2		36			1		39
Provost VP Academic Affairs				1				1
Sherrod Library	7	2	4					13
Grand Total	386	121	262	25	2	26	102	924

ETSU 2025-2026 Faculty by College and Rank							
College	Rank						Grand Total
	Professor	Associate Professor	Assistant Professor	Coordinator	Instructor	Lecturer	
Clemmer College	21	14	11		5	2	53
College of Arts and Sciences	88	72	46		11	37	254
College of Business & Technology	21	34	23		6	23	107
College of Health Sciences	13	27	47		2	1	90
College of Medicine	67	50	95		3		215
College of Nursing	2	14	18		18	15	67
College Of Pharmacy	7	9	9			1	26
College of Public Health	9	20	20	2	2	6	59
Family Medicine	6	10	23				39
Provost VP Academic Affairs			1				1
Sherrod Library	1	7	5				13
Grand Total	235	257	298	2	47	85	924

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: May 21, 2026

ITEM: Approval of Tenure and Promotion Policy for Tenure-Track and Tenured Faculty

COMMITTEE: Academic, Research, and Student Success

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Kimberly D. McCorkle
Provost and Senior Vice President for Academic Affairs

Staff will present the proposed Tenure and Promotion Policy for Tenure-Track and Tenured Faculty to the Academic, Research, and Student Success Committee for consideration. This policy establishes the processes Tenure-Track Faculty follow to earn tenure and that Tenure-Track and Tenured Faculty follow to earn a promotion.

This policy outlines the criteria, procedures, and timelines for tenure and/or promotion of Tenure-Track and Tenured Faculty with a focus on sustained excellence in teaching, research, scholarship, creative activity, service, and administrative work. The process for the annual review, midpoint review, and a comprehensive evaluation of faculty materials is defined to include reviews by the department committee, supervisor, college committee, dean, Provost, and President. Final authority to grant tenure and/or promotion rests with the Board of Trustees, whose decision is final and results in formal appointment.

MOTION: I move that the Academic, Research, and Student Success Committee recommend adoption of the following Resolution by the Board of Trustees:

RESOLVED: The Board of Trustees approves the Tenure and Promotion Policy for Tenure-Track and Tenured Faculty as presented in the meeting materials.



EAST TENNESSEE STATE
UNIVERSITY

Tenure and Promotion Policy for Tenure-Track and Tenured Faculty

Policy Name: Tenure and Promotion for Tenure-Track and Tenured Faculty

Policy Purpose

This policy specifies the process for earning Tenure and/or Promotion and the required reviews during and beyond the Tenure and/or Promotion process.

Applicability

This policy applies to Tenure-track Probationary and Tenured Faculty only.

Responsible Official, Office, and Interpretation

The Academic, Research, and Student Success Committee of the Board of Trustees is responsible for the review and revision of this policy. For questions about this policy, please contact the Secretary of the Board of Trustees. The Board of Trustees, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Academic Unit

A department, center, library, school, or program within Academic Affairs that reports to the Provost and Senior Vice President for Academic Affairs.

Additive Stipend

An Additive stipend is a temporary payment above the employee's Base salary to compensate for additional duties, responsibilities, or special assignments. An Additive stipend does not become part of Base pay and is not eligible for across-the-board salary adjustments, merit increases, or Promotion related increases.

Base Salary

Institutional salary minus any stipends or extra pay.

Base Stipend

Policy Effective Date: 5/8/2017 • Policy Revised: INSERT
Procedures Effective Date: 5/8/2017 • Procedures Revised: INSERT

Policy Name: Tenure and Promotion for Tenure-Track and Tenured Faculty

A Base stipend is a recurring component of compensation awarded for the fulfillment of work performed. The Base stipend is considered part of an individual's Institutional Salary and is eligible for institutional increases, including but not limited to across-the-board (ATB) adjustments and Promotion related increases, in accordance with applicable policies.

Deviations

A departure from established timelines or procedures that may be unintentional (due to error) or necessitated by external factors.

Exceptions

A proactive, intentional departure from a standard policy that is approved before it occurs. An "Exception" might be granting early tenure consideration to a Faculty member with significant prior service credit.

Faculty

In this policy, all references to Faculty refer to Tenure-track Probationary and Tenured Faculty as detailed in the Faculty Appointments and Designations Policy unless otherwise noted.

Faculty Activity

Teaching, Librarianship, clinical practice, research, scholarship, creative activity (RSCA), service, or administrative activities.

Faculty Activity Evaluation (FAE)

The annual assessment of a Faculty member's performance on the Faculty Activities outlined in the Faculty Activity Plan (FAP) and reported in the Faculty Activity Report (FAR).

Faculty Activity Plan (FAP)

An annual plan outlining a Faculty member's intended Faculty Activities. The Faculty Supervisor and dean (or designee) provide final approval, except in cases subject to workload review procedures.

Policy Effective Date: 5/8/2017 • Policy Revised: INSERT
Procedures Effective Date: 5/8/2017 • Procedures Revised: INSERT

Policy Name: Tenure and Promotion for Tenure-Track and Tenured Faculty

Faculty Activity Report (FAR)

An annual report describing the Faculty member's completed Faculty Activities.

Faculty Dossier

A comprehensive, structured collection of documents that acts as a formal record of a faculty member's professional accomplishments in teaching, Librarianship, research, scholarship, creative activity (RSCA), service, clinical practice, and/or administrative activities.

Faculty Supervisors

Department heads, department chairs, Academic Unit directors, school directors, or any other administrative position officially authorized to direct Faculty activity.

Librarianship

Collecting, organizing, preserving, and disseminating information to users. Activities include but are not limited to developing programs and services to users, developing and maintaining classification systems for organization and finding resources, maintaining bibliographic and metadata controls, integrating search techniques for user self-help, assessing the university's information assets, working with multi- and streaming media and makerspace resources, curating and managing data, helping students, Faculty, and staff locate library resources, creating user-needed collections, evaluating materials for licensing, accessibility, and budgetary needs, providing best practices on information literacy, use, and dissemination.

Majority Vote

More than half (half plus one) of eligible members present and voting at the appointed time to cast their vote. A quorum is established when more than half of all eligible members are available to vote. Votes submitted by email, occurring in an online meeting, or occurring in-person meeting will count toward the total. Abstentions are not included in the vote count. Once quorum is established, a Majority Vote is established if more than half of the quorum votes to support the same outcome.

Minimum Standard Time in Rank

Policy Effective Date: 5/8/2017 • Policy Revised: INSERT
Procedures Effective Date: 5/8/2017 • Procedures Revised: INSERT

Policy Name: Tenure and Promotion for Tenure-Track and Tenured Faculty

The five years between promotion from Assistant Professor to Associate Professor or from Associate Professor to Professor.

Probationary Period

Period of time between the initial hire and the approval of the Board of Trustees, awarding Tenure.

Promotion

Advancement from Assistant Professor to Associate Professor or advancement from Associate Professor to Professor according to applicable criteria stated in the Faculty Appointments and Designations Policy.

Rank for Tenure-track or Tenured Faculty

Assistant Professor, Associate Professor, and Professor as outlined in the Faculty Appointments and Designations Policy.

Standard Workload Expectations

Standard Workload Expectations establish the baseline of distribution of faculty effort against which Differentiated Workloads, Overload Assignments, and Banking are measured. Academic Units, colleges, and departments may not define “standard” in a manner that routinely requires exceptions for common instructional or disciplinary practices. Standard does not mean inflexible; documented and justified variations are permitted when appropriate.

Tenure

An employment status subject to the laws of the State of Tennessee that provides a faculty member with continued employment in a specific Academic Unit until the award of tenure is terminated pursuant to the Termination of Tenure Policy or state law. Tenure is intended to protect academic freedom and may only be acquired after approval of the Board of Trustees.

Tenured Faculty

Regular Appointment Faculty who are awarded Tenure by the ETSU Board of Trustees, who engage in teaching/Librarianship, clinical practice, RSCA, service, and/or

Policy Effective Date: 5/8/2017 • Policy Revised: INSERT
Procedures Effective Date: 5/8/2017 • Procedures Revised: INSERT

administrative activities as described in the Faculty Appointments and Designations Policy.

Tenure-track Probationary Faculty

Regular Appointment employees appointed to a Tenure-track position who have not been awarded Tenure and who engage in teaching/Librarianship, professional practice, clinical practice, RSCA, service, and/or administrative activities as described in the Faculty Appointments and Designations Policy.

Policy

Tenure at East Tennessee State University articulates the university's commitment to supporting Tenure-track and Tenured faculty as they pursue excellence in the areas of teaching, Librarianship (hereafter referred to as teaching), clinical practice, research, scholarship, or creative activity, service, and/or administrative activities as appropriate to the appointment.

It reflects the institution's dedication to fostering professional growth and academic achievement aligned with the mission of the university. The framework outlined in this document emphasizes the values and standards that inform decisions regarding Tenure-track Probationary and Tenured Faculty, while acknowledging the diverse roles Faculty play across appointment types and disciplines.

Tenure provides the academic freedom and institutional stability necessary to support engaged teaching, meaningful clinical practice, research, scholarship, creative activity, service, and administrative activities that advance student success, community engagement, and the public good. Faculty with Tenure shall be subject to all reasonable changes in the Tenure policy adopted by the Board of Trustees; provided, however, that faculty who have previously been awarded Tenure by the Board of Trustees shall retain their tenured status under any new policy. The Tenure process reflects the university's commitment to fair, transparent, and equitable evaluation. If the Board of Trustees votes to approve a new Tenure policy, any faculty in probationary period of employment at the time the new policy goes into effect shall be given credit for service in the institution toward completion of any new Probationary Period.

Promotion in academic rank recognizes sustained achievement in teaching, clinical practice, research, scholarship, creative activity, service, and administrative activities and reflects a faculty member's ongoing professional growth and increasing contributions to the mission of the university. The promotion process ensures the continued quality, integrity, and vitality of the faculty by establishing clear standards for advancement and recognizing excellence at each stage of an academic career.

The Office of the Provost will annually publish on its website the deadlines for informing faculty about Tenure and/or Promotion, FAE, and Midpoint Review.

Policy Effective Date: 5/8/2017 • **Policy Revised:** INSERT
Procedures Effective Date: 5/8/2017 • **Procedures Revised:** INSERT

1. Probationary Period for Tenure

The Probationary Period for Tenure-track Faculty commences on the Faculty member's date of hire with the University.

Tenure-track Faculty in a Probationary Period receive a comprehensive Tenure review following the completion of five (5) years of service in the Probationary Period unless the Faculty has been granted an Exception from the Probationary Period described in Exceptions to the Probationary Period or a Deviation from the Probationary period described in Deviations to the Probationary Period below.

1.1. Exceptions to the Probationary Period.

Under certain circumstances, Exceptions to the Probationary Period required for Tenure eligibility may be permitted, subject to the provisions of this policy and applicable institutional procedures. All Exceptions require approval from the Faculty Supervisor, dean, Provost, and President. Human Resources must be informed of any Exceptions.

1.1.1. Requesting Credit for Prior Service.

The Probationary Period required for Tenure eligibility may include credit for a maximum of three (3) years of full-time service at accredited colleges, universities, or comparable institutions, including ETSU, at the discretion of the President. The Faculty Supervisor may make a recommendation to award Tenure upon appointment with or without years of credit toward promotion or Tenure upon appointment at a specific rank in accordance with the Faculty Appointment and Designation policy. Any request for credit for prior service must be recognized and confirmed in writing in the offer letter at the initial appointment provided that such service is relevant to institutional needs and consistent with applicable criteria.

A Faculty Dossier submitted for Tenure must include documentation of accomplishments corresponding to the period of prior service for which credit toward Tenure was granted.

At the time the Faculty member submits a Faculty Dossier, they may request to relinquish all or part of the time awarded for prior service. The President must provide approval to decrease credit for prior service.

1.1.2. Requesting to Apply Early for Tenure.

In extraordinary circumstances, a Faculty member may be permitted to apply for Tenure prior to completion of the Probationary Period. A Faculty member may apply for early consideration for Tenure only once prior to completing the minimum required Probationary Period. The Faculty member may withdraw the Tenure materials from further consideration at any point in the review process; provided, however, if the application is withdrawn, this constitutes an application.

1.1.3. Administrative Activities Affect on Probationary Period.

The Probationary Period required for Tenure eligibility for a Faculty member who is assigned administrative activities may extend the Probationary Period required for Tenure by one (1) year.

1.2. Deviations to the Probationary Period.

Under certain circumstances, Deviations to the Probationary Period required for Tenure eligibility may be permitted, subject to the provisions of this policy and applicable institutional procedures.

Deviations to the Probationary Period required for Tenure eligibility may be granted under special circumstances such as medical leave and natural disasters. All Deviations require approval from the Faculty Supervisor, dean, and Provost, with the ultimate approval provided by the President. Human Resources must be informed of Deviations.

1.2.1. Deviation due to Medical Leave

A Faculty member may be permitted to extend the Probationary Period for Tenure due to medical reasons and as otherwise required by law (e.g., surgery, pregnancy, adoption, cancer treatment, mental health conditions, etc.). The ultimate authority to approve a faculty member's leave of absence (LOA) to be included in the Probationary Period rests with the President.

1.2.2. Deviation due to Stop the Tenure Clock Request

A Faculty Member may be permitted to extend the Probationary Period for Tenure for a maximum of one year due to a request by the Faculty member as a result of an extraordinary circumstance, such as a natural disaster, change in federal government agency that results in a grant cancellation, pandemics, etc.

At the time the Faculty member submits a Faculty Dossier, they may request to reverse the request to stop the Tenure clock if they find they were able to continue progress toward Tenure.

2. Minimum Standard Time in Rank.

The Minimum Standard Time in Rank commences on the Faculty member's date of hire with the University. Tenure-track Assistant Professors must receive a comprehensive Promotion review to Associate Professor following the completion of five (5) years of service unless the Faculty has been granted an Exception from the Minimum Standard Time in Rank described in Exceptions to the Minimum Standard Time in Rank or a Deviation from the Minimum Standard Time in Rank described in Deviations to the Minimum Standard Time in Rank.

Following an initial Promotion to Associate Professor, a Faculty member is eligible to submit a Faculty Dossier for subsequent Promotion in accordance with this policy after completing an additional five (5) years of service, measured from the date the prior Promotion was effective after the approval by the Board of Trustees, and in accordance with the provisions of this policy.

Minimum Standard Time in Rank is calculated on a calendar-year basis. For example, a Faculty member whose appointment begins in Fall 2020 is eligible to apply for Promotion in Fall 2025. A Faculty member whose appointment begins in Spring 2020 is eligible to apply for Promotion in Fall 2025.

2.1. Exceptions to the Minimum Standard Time in Rank.

Under certain circumstances, Exceptions to the Minimum Standard Time in Rank required for Promotion eligibility may be permitted, subject to the provisions of this policy and applicable institutional procedures. All Exceptions require approval from the Faculty Supervisor, dean, Provost, and President. Human Resources must be informed of Exceptions.

2.1.1. Requesting Credit for Prior Service.

The Minimum Standard Time in Rank required for Promotion eligibility may include credit for a maximum of three (3) years of full-time service at accredited colleges, universities, or comparable institutions, including ETSU, at the discretion of the President. Any request for credit for prior service must be recognized and confirmed in writing in the offer letter at the time of the initial appointment provided that such service is relevant to institutional needs and consistent with applicable criteria.

A Faculty Dossier submitted for Promotion must include documentation of accomplishments corresponding to the period of prior service for which credit toward Promotion was granted.

At the time the Faculty member is notified of their eligibility to submit a Faculty Dossier, they may request to relinquish all or a portion of the credit awarded for prior service.

2.1.2. Requesting to Apply Early for Promotion.

Subject to the approval of the President, in extraordinary circumstances, a Faculty member may be permitted to apply for Promotion prior to completion of the Minimum Standard Time in Rank. A Faculty member may apply for Promotion only once prior to completing the required Minimum Standard Time in Rank. The Faculty member may withdraw the Promotion materials from further consideration at any point in the review process; provided, however, if the application is withdrawn, this constitutes an application.

2.1.3. Administrative Activities Affect on Minimum Standard Time in Rank.

The Minimum Standard Time in Rank required for Promotion eligibility to Associate Professor for a Faculty member assigned administrative activities may extend the Minimum Standard Time in Rank required for Promotion by one (1) year.

2.2. Deviations to the Minimum Standard Time in Rank.

Under certain circumstances, Deviations to the Minimum Standard Time in Rank required for Promotion eligibility may be permitted, subject to the provisions of this policy and applicable institutional procedures.

Deviations to the Minimum Standard Time in Rank required for Promotion eligibility may be granted under special circumstances such as medical leave and natural disasters. All Deviations require approval from the Faculty Supervisor, dean, and Provost, with ultimate authority provided by the President. Human Resources must be informed of Deviations.

2.2.1. Deviation due to Medical Leave

A Faculty member may be permitted to extend the Minimum Standard Time in Rank for Promotion due to medical reasons (e.g., surgery, pregnancy, adoption, cancer treatment, mental health conditions, etc.) and as otherwise required by law. The ultimate authority to approve a faculty member's leave of absence (LOA) to be included in the Minimum Standard Time in Rank rests with the President.

2.2.2. Deviation due to Stop the Clock Request

A Faculty Member may be permitted to extend the Minimum Standard Time in Rank for Promotion for a maximum of one year due to a request by the Faculty member as a result of an extraordinary circumstance, such as a natural disaster, change in federal government agency that results in a grant cancellation, pandemics, etc.

At the time the Faculty member submits a Faculty Dossier, they may request to reverse the request to stop the clock if they find they were able to continue progress toward Promotion.

3. Faculty with Multiple Appointments.

Faculty members holding appointments in more than one Academic Unit will have a written agreement specifying their responsibilities, evaluation procedures, and the designated evaluating Faculty Supervisor for evaluation. Such agreements are approved by the Faculty member, the Faculty Supervisor(s), the dean (or designee), and the Provost (or designee). The agreement must designate the Academic Unit and the Faculty Supervisor who will hold primary decision-making responsibility in the event of disagreements. If disagreements persist, the Provost (or designee) will have the final authority to designate the Academic Unit and Faculty Supervisor who will hold primary decision-making responsibility.

4. FAE and Midpoint Review.

All Tenure-track and Tenured Faculty members must undergo a FAE as described further hereinbelow. After the first two (2) years of service, Tenure-track Probationary Faculty must receive a midpoint review in the third year of service as described further hereinbelow. The Office of the Provost provides timely notification to the dean (or designee), Faculty Supervisor, and Faculty about the required and/or expected FAE and midpoint reviews.

4.1. FAE.

Tenure-track Probationary Faculty and Tenured Faculty, regardless of Rank, receive an annual FAE conducted by the Faculty Supervisor and the dean. The Faculty Supervisor assesses performance and expectations appropriate to Rank and Tenure status and progress toward Tenure and/or Promotion, if applicable. The FAE is based on the Faculty member's FAR and evaluated in the context of assigned responsibilities in teaching, clinical practice, RSCA, service, and/or administrative activities as outlined in the offer letter, most recent contract of employment, the previous year's FAP, FAR, FAE, and applicable Academic Unit Tenure and/or Promotion criteria. Not all areas of evaluation apply to all Faculty members (i.e., some Faculty may not perform clinical practice). The Faculty Workload Policy governs the FAP. The FAE serves as the basis for decisions related to Tenure, Promotion, as applicable, workload, assignments, salary recommendations, and other personnel actions. Faculty may submit a rebuttal of the Faculty Supervisor's FAE to the dean, whose decision on the FAE rating is final. The deadline for submitting the rebuttal will be posted on the Office of the Provost website.

4.1.1. Faculty performance is assessed by the Faculty Supervisor and the dean (or designee) using the following university-wide rating scale, which reflects institutional expectations for teaching, clinical practice, RSCA, service, and/or administrative activities. Academic units use objective, clearly defined performance criteria and this standardized scale to ensure fairness and consistency in the evaluation process. The expectations delineated within the scale include:

4.1.1.1. **Exceeds Expectations:** consistently surpasses established goals set in the offer letter, most recent contract of employment, the previous year's FAP, FAR, FAE, and standard expectations within applicable Academic Unit Tenure and/or Promotion criteria.

4.1.1.2. **Meets Expectations:** consistently achieves and occasionally exceeds established goals set in the offer letter, most recent contract of employment, the previous year's FAP, FAR, FAE, and standard expectations within applicable Academic Unit Tenure and/or Promotion criteria.

4.1.1.3. **Approaches Expectations:** inconsistently achieves established goals set in the offer letter, most recent contract of employment, the previous year's FAP, FAR, FAE, and standard expectations within applicable Academic Unit Tenure and/or Promotion criteria.

4.1.1.4. Does Not Meet Expectations: consistently fails to achieve established goals set in the offer letter, most recent contract of employment, the previous year's FAP, FAR, FAE, and standard expectations within applicable Academic Unit Tenure and/or Promotion criteria or involves professional misconduct, dereliction of duty, or incompetence.

4.1.2. Performance Improvement Plan.

When a Faculty member receives a rating of "Does Not Meet Expectations" or "Approaches Expectations" in any area of assigned responsibility (teaching, clinical practice, RSCA, service, and/or administrative activities), the Faculty member and Faculty Supervisor must develop a Performance Improvement Plan (PIP). The PIP is approved by the dean.

The PIP includes clearly defined goals or outcomes; an outline of activities to be undertaken; a timetable for completing those activities; available resources and supports to address the Faculty member's needs; expectations for improvement; monitoring strategies; and consequences for failure to meet the PIP's expectations. Faculty with a PIP meet with the Faculty Supervisor at least twice during the fall semester and twice during the spring semester to review progress, document additional needs/resources, and identify planned accomplishments for the upcoming quarter. After each meeting, the Faculty Supervisor summarizes the meeting and indicates whether the Faculty member is on track to complete the PIP. The PIP may require revisions to the Faculty member's FAP and workload allocation, but shall not require overload assignments. The Faculty member has up to two (2) years to accomplish the goals/outcomes of the PIP.

4.2. Midpoint Review.

During the third year of employment, Tenure-track Probationary Faculty must receive a midpoint review. The midpoint review is conducted by the Faculty of the Academic Unit, in collaboration with the Faculty Supervisor. For Faculty members who have been awarded credit toward Tenure and/or Promotion at the time of hire, the Faculty Dossier for the midpoint review will include accomplishments completed during the period for which such credit was granted. Reviewers must consider these accomplishments as part of the midpoint evaluation.

Faculty who choose not to pursue Promotion to Professor at the standard review interval, or who are not recommended for Promotion to Associate Professor upon initial review, may reapply at a later date.

Faculty seeking Promotion outside the standard review cycle may request an out-of-cycle midpoint review of their dossier to assess progress toward meeting Promotion criteria. The midpoint review is advisory in nature and does not constitute a guarantee of Tenure and/or Promotion.

5. Notification of Tenure and Promotion Eligibility.

The Office of the Provost provides timely notification to the dean (or designee), Faculty Supervisor, and Faculty about the eligibility of a particular Faculty member for Tenure and/or Promotion. Faculty provide written confirmation of their intent to apply for Tenure and/or Promotion.

6. Faculty Withdrawal of Application.

Once Faculty upload a Faculty Dossier to ETSU's review system, the Faculty member is considered to have submitted a Faculty Dossier for Tenure and/or Promotion. Only the Faculty member who applied for Tenure and/or Promotion may request that the application be withdrawn. There are no limits to the number of times Faculty can apply for Promotion until Faculty reach the Rank of Professor.

7. Criteria for Tenure and Promotion.

7.1. University Criteria.

The Faculty Appointment and Designations Policy governs the university criteria distinguishing Ranks and establishes the minimum requirements for appointment and Tenure and/or Promotion across Ranks, including qualifications related to terminal degree requirements. Any Exceptions to the minimum academic Rank qualifications or terminal degree requirements are governed by the provisions set forth in the Faculty Appointment and Designations Policy and the Certification of SACSCOC Faculty Qualifications Policy, and are applied in accordance with university procedures.

At a minimum, Tenure-track Faculty must demonstrate documented professional excellence and continued promise in teaching, clinical practice, RSCA, service, and/or administrative activities, as well as the likelihood that the Faculty member will

continue to demonstrate professional excellence and contribute to the mission and anticipated needs of the Academic Unit in which Tenure is granted.

7.2. Academic Unit-level Criteria.

Each Academic Unit is responsible for developing its own criteria for annual review, Tenure, and Promotion. When Academic Unit-level criteria are developed or revised, they must be approved by a Majority Vote of the full-time Faculty within the Academic Unit, regardless of Rank or appointment status. Following Faculty approval, the criteria must be reviewed and approved by: (1) the college dean (or designee) to ensure equitable workload expectations within the Academic Unit; and (2) by the Provost to ensure alignment with institutional policies and standards before Academic Unit-level criteria are published and in effect. Academic Unit-level criteria become official upon publication in the university-designated online format and must include the effective date in the document.

When developing criteria, Academic Units should consider the standards and practices of identified peer units or comparable programs, as determined by the Academic Unit. Academic Unit-level criteria must provide clear guidance and expectations reflecting the norms and standards of the discipline(s) represented within the unit by which faculty will be evaluated. Academic Unit-level criteria must clearly specify the classification of administrative activities and indicate whether such work is evaluated within the area of service or another designated category of Faculty responsibility. Academic Unit-level criteria must align with university policies and procedures.

7.3. Applicability of Tenure and/or Promotion Criteria.

Faculty members are evaluated for Tenure and/or Promotion under the criteria in effect at the time of their initial appointment or at the time following their most recent Promotion. Following the adoption of revised Tenure and/or Promotion criteria, Faculty may elect, in writing, to be evaluated under either the prior criteria or the revised criteria. This election remains in effect until the Faculty member's next scheduled Promotion review or for a period not to exceed six (6) years, whichever occurs first. In accordance with this policy, Faculty assigned significant administrative activities elect, in writing, to be evaluated under either the prior criteria or the revised criteria and that election remains in effect until the Faculty member's next scheduled Promotion review or for a period not to exceed seven (7) years, whichever comes first. Upon completion of that review or the six (6) year period, seven (7) year period for

those assigned significant administrative activities, the revised criteria are applied to all subsequent evaluations.

7.4. Transition Following Academic Unit Reassignment.

Faculty members who are reassigned to a different Academic Unit as a result of institutional reorganization are provided a transition period of up to six (6) years (seven (7) years for Faculty with administrative activities) from the effective date of transfer to align with the Tenure and/or Promotion criteria of the new Academic Unit or their next scheduled Tenure and/or Promotion review. During this transition period, Faculty may elect to be evaluated under the criteria in effect at the time of their appointment or under the criteria of the new Academic Unit's criteria.

When a faculty member is serving in a Probationary Period in an Academic Unit and is subsequently transferred to another Academic Unit, the Faculty member, with the written approval of the President, may elect to begin a new Probationary Period on the date the transfer occurs. If the Faculty member does not so elect, and confirms in writing to the President, time spent in the first appointment shall count toward establishing the minimum Probationary Period.

7.5. Tenure and/or Promotion Reviews Following Reassignment.

In cases of reassignment to a new Academic Unit or college, Tenure and/or Promotion reviews are conducted by the Tenure and/or Promotion committee of the Faculty member's current Academic Unit and the appropriate Academic Unit-level and college-level committee, in accordance with university procedures. Provisions for the criteria used for the evaluation are in accordance with provisions set forth in this policy.

When a faculty member is serving in a Probationary Period in an Academic Unit and is subsequently reassigned to a new Academic Unit, the Faculty member, with the written approval of the President, may elect to begin a new Probationary Period on the date the transfer occurs. If the Faculty member does not so elect, and confirms in writing to the President, time spent in the first appointment shall count toward establishing the minimum Probationary Period.

8. College-Level Criteria.

College-level Tenure and/or Promotion guidelines or best practices may be developed through established shared governance processes to inform the creation of Academic-Unit criteria. However, Academic Unit criteria remain the standard for evaluation in annual review, Tenure, and Promotion processes. Colleges without Academic Units will establish College-level Tenure and Promotion guidelines.

9. Areas of Faculty Evaluation.

The areas of evaluation for annual review, midpoint review, Tenure and/or Promotion include teaching, clinical practice, RSCA, service, and/or administrative activities in accordance with their role expectations. The relative weight assigned to each area is determined by the Faculty member's assigned responsibilities, as reflected in the Faculty member's offer letter, the most recent contract of employment, and/or applicable FAP, FAR, and/or FAE documents.

Academic Unit-level criteria must provide further clarification regarding the scope, expectations, and documentation of activities within each area of evaluation.

Faculty member's activities within each area of evaluation must demonstrate discipline-appropriate proficiency, evidence of creativity and/or originality, appropriate documentation, and meaningful impact.

Activities not specified in either the university's policies and procedures or the unit's Tenure and/or Promotion criteria must be documented and approved in the Faculty member's FAP and FAR and approved by the Faculty Supervisor and the dean.

9.1. Teaching.

Teaching includes instruction and the support of student learning across all settings, including, as applicable, clinical education and the evaluation of learners in the health professions.

Evaluation of teaching will be conducted in a manner consistent with the Academic Unit's instructional mission and takes into account the Faculty member's assigned duties as outlined in the offer letter, the most recent contract of employment, and applicable FAP, FAR, and/or FAE documents.

For purposes of Tenure and/or Promotion, the record of teaching will provide evidence that the Faculty member meets or exceeds established expectations in teaching or comparable instructional activities consistent with Academic Unit-level criteria and in accordance with this policy.

Faculty members must demonstrate a sustained record of teaching that reflects ongoing, intentional development and improvement in instructional practices. Faculty members with teaching expectations must document teaching activities with clear and appropriate evidence demonstrating progress toward, or the sustained quality of, teaching effectiveness in each application for review.

9.2. Clinical Practice.

Clinical Practice includes the application of professional activities related to patient care or PreK–12 practice, conducted with or without learners present. Clinical practice may include, but is not limited to, the delivery of patient care, participation in interprofessional teams, advancement of clinical guidelines, and contributions to practice-based outcomes.

Evaluation of clinical practice will be conducted in a manner consistent with the Academic Unit's clinical mission and take into account the Faculty member's assigned duties as outlined in the offer letter, the most recent contract of employment, and applicable FAP, FAR, and/or FAE documents.

For purposes of Tenure and/or Promotion, the record of clinical practice will provide clear and appropriate evidence that the Faculty member meets or exceeds established expectations of the quality, scope, and effectiveness of clinical activities consistent with Academic Unit-level criteria and in accordance with this policy.

Faculty members with clinical practice expectations must document clinical activities with clear, appropriate evidence demonstrating progress toward, or sustained quality of, clinical practice in activities in each application for review.

9.3. Research, Scholarship, and Creative Activities (RSCA).

RSCA includes the innovation, discovery, application, and dissemination of knowledge and professional expertise. RSCA may include both independent and collaborative work and encompasses a range of scholarly and creative contributions appropriate to the Faculty member's discipline.

RSCA includes, but is not limited to, the scholarship of discovery, integration, and application; the generation of new knowledge and understanding through inquiry; engaged scholarship; the scholarship of teaching and learning; community-based and clinical research; translational activities; entrepreneurial innovation; and discipline-specific creative activities.

Evaluation of RSCA will be conducted in a manner consistent with the Academic Unit's mission and takes into account the Faculty member's assigned duties as outlined in

the offer letter, the most recent contract of employment, and applicable FAP, FAR, and/or FAE documents.

For purposes of Tenure and/or Promotion, the record of RSCA will provide evidence that the Faculty member meets or exceeds established expectations in one or more areas of RSCA consistent with Academic Unit-level criteria and in accordance with this policy.

Faculty members must demonstrate a sustained record of contributions to RSCA that reflect ongoing engagement and impact within their field. Faculty members with RSCA expectations must document RSCA with clear and appropriate evidence demonstrating the quality, significance, and impact of their work in each application for review.

Non-peer-reviewed publications, presentations, or other scholarly outputs may be considered evidence of scholarly activity; however, peer-reviewed work serves as the primary basis for evaluation and generally carries greater weight in RSCA review processes.

9.4. Service.

Service includes professional contributions to the Academic Unit, the college, the university, the profession, and/or the community. The institution's strength is supported by Faculty members' commitment to functioning as a community of interdependent scholars engaged in service to the Academic Unit, the college, the university, the profession, and the broader community through outreach and engagement. Service activities are aligned with the mission of the university and/or draw upon the Faculty member's professional expertise. Community outreach and engagement are recognized as particularly valuable contributions that are consistent with ETSU's mission.

All Faculty members are expected to fulfill basic responsibilities of academic citizenship, including attendance and participation in Academic Unit, college, and university meetings or related convenings. Such activities are considered essential duties of Faculty membership and do not, in and of themselves, constitute service for purposes of evaluation.

Evaluation of service will be performed at a level of quality consistent with expectations for teaching, clinical practice, and RSCA. The evaluation of service takes into account the Faculty member's assigned duties as outlined in the offer letter, the most recent contract of employment, and applicable FAP, FAR, and/or FAE documents.

For the purposes of Tenure and/or Promotion, the record of service will provide evidence that the Faculty member meets or exceeds established expectations of service consistent with Academic Unit-level criteria and in accordance with this policy.

Faculty members with service expectations must demonstrate a record of service contributions that reflect the mission of the Academic Unit, college, university, profession, and/or the broader community through outreach and engagement. Faculty members with service expectations must document their service with clear and appropriate evidence demonstrating the quality, significance, and impact of their work in each application for review.

9.5. Administrative Activities.

Administrative activities include work that supports an Academic Unit, college, or the university, including leadership roles such as department chair, associate/assistant dean, center director, and school director. Faculty members with significant administrative activities, such as department chair, associate/assistant dean, center director, and school director, may extend the Probationary Period for Tenure and/or the Minimum Standard Time in Rank as described in the Administrative Activities' Affect on Probationary Period section and the Administrative Activities Affect on Minimum Standard Time in Rank section. Leadership roles, such as program director/coordinator or assistant/vice chair, performed in lieu of course release or for additional compensation, are considered Service and are included in Standard Workload Expectations, as outlined in the FAP.

Time spent completing administrative activities, or an appropriate prorated portion thereof, may be counted toward the Probationary Period for Tenure, provided that the Faculty member maintains a significant level of engagement in teaching, clinical practice, RSCA, and/or service. Upon acceptance of administrative activities, the Faculty member's FAP must be revised and approved by the Faculty Supervisor and dean, describing the level of engagement with teaching, clinical practice, RSCA, and/or service required of the Faculty member while completing administrative activities.

Responsibilities in administrative activities may be considered as a component of service under Academic Unit criteria, but shall not constitute the entirety of the service category. Academic Units must define the appropriate weighting of administrative activities within the service category and may, where appropriate, identify

administrative activities as a distinct category within the FAP; provided, however, such designation shall not, in itself, satisfy criteria for Tenure and/or Promotion.

10. External Review.

10.1. Purpose.

External reviews play a crucial role in evaluating Faculty members for Tenure and/or Promotion. These reviews are typically conducted by scholars and experts outside the institution in the Faculty member's academic discipline outside the institution, providing an objective assessment of the Faculty member's work and standing in their field, using Academic Unit Tenure and/or Promotion criteria from the Faculty member's Academic Unit.

The purpose of the external review is not to make a recommendation regarding Tenure and/or Promotion, but to provide an objective evaluation of the Faculty member's record to date. External reviews are one component of the evidence evaluating a Faculty member's progress toward Tenure and/or Promotion. The external review will include the performance area of RSCA, and may also include the performance areas of teaching, service, and/or administrative activities, as defined by Academic Unit Tenure and Promotion criteria. It is the Faculty member's responsibility to demonstrate how they meet Academic Unit Tenure and/or Promotion criteria in applicable areas.

10.2. Academic Unit Requirements for External Review.

Academic Units will publish the external review requirements and process in their Academic Unit Tenure and Promotion criteria. The criteria must clearly specify whether external review materials will be kept confidential, to the extent permitted by law, or made accessible to the Faculty member.

10.3. Inclusion in Faculty Dossiers.

Faculty Dossiers for Tenure and/or Promotion from assistant professor to associate professor Rank may include external reviews, as determined by the Academic Unit.

Faculty Dossiers from associate professor to full professor Rank must include reviews from no fewer than two (2) external reviewers.

If the number of external reviewers falls below the required minimum, the Faculty Supervisor must provide a statement explaining the reason.

10.4. External Reviewer Minimum Requirements.

The Faculty Supervisor and the Faculty shall jointly select the external reviewers, continuing to develop the list until the required number of reviewers is achieved.

10.4.1. The external reviewers must be in the same, or a very similar, academic field.

10.4.2. The external reviewers must be Tenured and at, or above, the Rank the Faculty member seeks.

10.4.3. The external reviewers must be at a comparable institution.

10.4.4. The external reviewers must not have a current conflict of interest with the Faculty member. A conflict of interest may include professional and personal relationships with the Faculty member, such as former students or colleagues, research collaborators, family members, or close friends.

11. Establishment of Tenure and Promotion Committees.

11.1. Academic Unit Tenure Committee.

The Academic Unit Tenure Committee includes all Tenured Faculty in the Academic Unit. Tenure committees have at least five (5) committee members. Academic Unit Faculty may not refuse to serve on a committee unless there is a supervisor-approved rationale or conflict of interest (e.g., Faculty applying for Tenure are related to or the spouse of). In cases where committee composition requirements cannot be met, alternative reviewers may be jointly selected by the Faculty member and Faculty Supervisor from other colleges or units by written agreement between the Faculty Supervisor and the Faculty member applying for Tenure. The Faculty Supervisor will appoint a chair to lead the Academic Unit Review.

For Tenure applications involving Faculty who serve as Faculty Supervisors, Academic Unit Tenure Committees must include at least one Faculty member from outside the Academic Unit. In cases involving Faculty who serve as Faculty Supervisors, the Dean will appoint a chair to lead the Academic Unit Review.

11.2. Academic Unit Promotion Committee.

All eligible Academic Unit Faculty at or above the Rank sought by the Faculty member should make up the Academic Unit Tenure and Promotion committee. Academic Unit

Faculty may not refuse to serve on a Tenure and Promotion committee unless there is a supervisor-approved rationale or conflict of interest (e.g., Faculty applying for Tenure and/or Promotion are related to or the spouse of the supervisor). The Tenure and Promotion committee should include at least five (5) members. In cases where committee composition requirements cannot be met, alternative reviewers may be selected from other colleges or units with a written agreement between the Faculty Supervisor and the Faculty applying for Promotion. Faculty holding the Rank of Assistant Professor, Associate Professor, or Professor may serve on committees for Lecturers seeking Promotion to Senior Lecturer or Principal Lecturer. Lecturers may not serve on committees for candidates seeking Promotion to Assistant Professor, Associate Professor, or Professor. The Faculty Supervisor will appoint a chair to lead the Academic Unit review.

For Promotion applications involving Faculty who serve as Faculty Supervisors, Academic Unit Tenure Committees must include at least one Faculty member from outside the Academic Unit. In cases involving Faculty who serve as Faculty Supervisors, the Dean will appoint a chair to lead the Academic Unit Review.

11.3. College Tenure and Promotion Committee.

The dean of each college publishes written procedures for appointing the College Tenure and Promotion committee. This committee is comprised of membership from Faculty at the Rank of lecturer, senior lecturer, principal lecturer, assistant professor, associate professor, and professor. All college committee members should have at least 3 years of service at ETSU. Collectively, the membership should represent the various disciplines of the college with equal numbers appointed by the dean and elected by the Faculty. When making appointments to this committee, the dean should balance the Faculty by Tenure status, seniority, professorial Rank, Academic Unit representation, and continuity of membership. Deans may reappoint Faculty members to consecutive terms to secure stability in the committee membership. At least two-thirds of the committee members should hold the Rank of associate professor or professor. When there are insufficient numbers of Faculty within a college holding the Rank of associate professor or professor to serve on the college committee, the dean may request participation of Faculty from other colleges. Faculty Supervisors shall not serve on their college's committee, but may serve on other college's committees. Faculty members serving on the college committee who are from the same Academic Unit as a candidate for Tenure and/or Promotion must recuse themselves from both discussion and voting on that candidate. An applicant for

Promotion in a given year shall not be elected or appointed to a College Promotion and/or Tenure Committee. A person elected to serve a two or three-year term and who has applied for Promotion during that term shall be excused from the college committee in that year. In the event a replacement is needed, the college may obtain a replacement on the same basis as the individual was appointed.

The committee must include a minimum of six (6) and shall not exceed fourteen (14) members who serve staggered two (2) or three (3) year terms. The college Faculty decide whether the committee chair should be elected from among the committee members or appointed by the dean.

In colleges with six (6) or more Academic Units, no more than one (1) Faculty member may be elected from a single department. In colleges with fewer than six (6) departments, each department should be represented by at least one (1) elected member (if possible).

In cases where committee composition requirements cannot be met, alternative reviewers may be selected from other colleges or units, in accordance with the procedures established by this policy. Only Tenured members of the Academic Unit committee may vote on applications for Tenure.

12. Tenure and Promotion Review and Recommendation Processes.

Except as noted within this section, Faculty Dossiers submitted for Tenure or Promotion are reviewed by the Academic Unit committee, Faculty Supervisor, college committee, dean, Provost, and President. Each reviewer or reviewing body provides an independent recommendation accompanied by a written statement. Recommendations at each level are made independently and without regard to prior recommendations. Final authority for the granting of Tenure and/or Promotion rests with the Board of Trustees upon recommendation of the President. The decision of the Board of Trustees is final.

All participants in the review process will maintain strict confidentiality to the extent permitted by law regarding all materials, deliberations, and recommendations.

Faculty Supervisors who are candidates for Tenure and/or Promotion will only be reviewed by the Academic Unit committee, the college committee, the dean, the Provost, and the President.

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In limited circumstances, the review and recommendation levels for a faculty member (e.g., library Faculty or research center faculty) may require Exceptions. Any Exception must be requested in writing to the Provost. The Provost or designee must approve the Exception prior to review. The decision of the Provost or designee to grant an Exception is final. At each stage of review, faculty have the opportunity to respond to reviewer feedback and to clarify materials submitted for review. At any level of the review, reviewers may request additional information from the Faculty member. At the levels of the Academic Unit committee, Faculty Supervisor, college committee, and dean, the Faculty has an opportunity to submit a rebuttal to the most recent negative recommendation before the Faculty Dossier advances to the next level of review. There shall not be an opportunity to submit a rebuttal at the Provost and President review.

12.1. Academic Unit Committee.

The Academic Unit Committee reviews the Faculty member's Faculty Dossier using the approved Academic Unit criteria through ETSU's review system. The Academic Unit committee reviews all applications and ensures that Tenure and/or Promotion criteria are applied consistently and uniformly across the Academic Unit. The Academic Unit committee also reviews the completeness of submitted materials and may question omissions or procedural inconsistencies. When discrepancies or misapplications of criteria are identified, the Academic Unit committee will seek to address them through consultation with the appropriate parties. In formulating its recommendation, the Academic Unit committee considers the broader philosophy and objectives of the Academic Unit, as well as any approved weighting of criteria and standards that reflect the expectations in the offer letter, most recent contract, FAP, FAR, and/or FAE document. The Academic Unit committee forwards its written recommendation to the Faculty Supervisor pursuant to the deadline published on the Office of the Provost's website. The chair of the Academic Unit's committee provides a written composite statement that includes the composite vote count, explains the recommendation, and provides an explicit evaluation of the areas of teaching, clinical practice, RSCA, service, and/or administrative activities, commensurate with the duties and Rank of the Faculty. Each committee member votes separately to recommend or not to recommend for Tenure and/or Promotion. The committee chair collects the members' votes and maintains the confidentiality of each member's vote. The chair calls the vote, records the vote, and provides the composite final vote to the Faculty Supervisor through ETSU's review system. Dissenters may include their views in the report by sending their views to the committee chair, who includes dissenters' views as part of the composite statement.

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The composite vote calculation is shared collectively. Recommendations are based on the Majority Vote.

12.2. Faculty Supervisor.

The Faculty Supervisor reviews the Faculty member's Faculty Dossier using the approved Academic Unit criteria through ETSU's review system. The Faculty Supervisor receives and reviews Tenure and/or Promotion recommendations from the Academic Unit committee. The Faculty Supervisor reviews all applications and ensures that Tenure and/or Promotion criteria are applied consistently and uniformly across the Academic Unit. The Faculty Supervisor also reviews the completeness of submitted materials and may question omissions or procedural inconsistencies. When discrepancies or misapplication of criteria are identified, the Faculty Supervisor will seek to address such issues through consultation with the appropriate parties. In formulating its recommendation, the Faculty Supervisor considers the broader philosophy and objectives of the Academic Unit, as well as any approved weighting of criteria and standards that reflect the expectations in the offer letter, most recent contract, FAP, FAR, and/or FAE document. The Faculty Supervisor provides a written composite statement that explains the recommendation and includes an explicit evaluation of the areas of teaching, clinical practice, RSCA, service, and/or administrative activities, commensurate with the Faculty member's duties and Rank. The Faculty Supervisor chooses to recommend or not to recommend the Faculty for Tenure and/or Promotion. The Faculty Supervisor forwards their written statement and recommendation to the College Committee pursuant to the deadline published on the Office of the Provost's website.

12.3. College Committee.

The College Committee reviews the Faculty member's Faculty Dossier using the approved Academic Unit criteria through ETSU's review system. The College committee reviews all applications and ensures that Tenure and/or Promotion criteria are applied consistently and uniformly across the Academic Unit. The College committee also reviews the completeness of submitted materials and may question omissions or procedural inconsistencies. When discrepancies or misapplications of criteria are identified, the College committee will seek to address them through consultation with the appropriate parties. In formulating its recommendation, the College committee considers the broader philosophy and objectives of the Academic Unit, as well as any approved weighting of criteria and standards that reflect the expectations in the offer letter, most recent contract, FAP, FAR, and/or FAE document. The College committee forwards its written

recommendation to the Faculty Supervisor pursuant to the deadline published on the Office of the Provost's website. The chair of the College committee provides a written composite statement that includes the vote count, explains the recommendation, and provides an explicit evaluation of the areas of teaching, clinical practice, RSCA, service, and/or administrative activities, commensurate with the duties and Rank of the Faculty. Each College committee member votes separately to recommend or not to recommend for Tenure and/or Promotion. The committee chair collects individual members' votes and maintains the confidentiality of each member's vote. The chair calls the vote, records the vote, and provides the final composite vote to the Faculty Supervisor through ETSU's review system. Dissenters may include their views in the report by sending their views to the committee chair, who includes those dissenters' views as part of the composite statement. The total composite vote calculation is shared collectively. Recommendations are based on the Majority Vote.

12.4. Dean.

The dean reviews the Faculty member's Faculty Dossier using the approved Academic Unit criteria through ETSU's review system. The dean receives and reviews Tenure and/or Promotion recommendations from the Academic Unit committee and the Faculty Supervisor. The dean reviews all applications and ensures that Tenure and/or Promotion criteria are applied consistently and uniformly across the Academic Unit. The dean also reviews the completeness of submitted materials and may question omissions or procedural inconsistencies. When discrepancies or misapplications of criteria are identified, the dean will seek to address them through consultation with the appropriate parties. In formulating its recommendation, the dean considers the broader philosophy and objectives of the Academic Unit, as well as any approved weighting of criteria and standards that reflect the expectations in the offer letter, most recent contract, FAP, FAR, and/or FAE document. The dean provides a written composite statement that explains the recommendation and includes explicit evaluation of the areas of teaching, clinical practice, RSCA, service, and/or administrative activities, commensurate with the Faculty member's duties and Rank. The dean chooses whether to recommend or not to recommend the Faculty for Tenure and/or Promotion. The dean forwards their written composite statement and recommendation to the Provost pursuant to the deadline published on the Office of the Provost's website.

12.5. Provost.

The Provost reviews the Faculty member's Faculty Dossier using the approved Academic Unit criteria through ETSU's review system. The Provost receives and reviews Tenure and/or Promotion recommendations from the Academic Unit committee, the Faculty Supervisor, the college committee, and the dean. The Provost reviews all applications and ensures that Tenure and/or Promotion criteria are applied consistently and uniformly across the Academic Unit. The Provost also reviews the completeness of submitted materials and may question omissions or procedural inconsistencies. When discrepancies or misapplications of criteria are identified, the Provost will seek to address them through consultation with the appropriate parties. In formulating its recommendation, the Provost considers the broader philosophy and objectives of the Academic Unit, as well as any approved weighting of criteria and standards that reflect the expectations in the offer letter, most recent contract, FAP, FAR, and/or FAE document. The Provost provides a recommendation, choosing whether to recommend or not to recommend the Faculty for Tenure and/or Promotion. The Provost forwards their recommendation to the President pursuant to the deadline published on the Office of the Provost's website.

12.6. President.

The President completes the final review using the approved Academic Unit criteria. The President receives and reviews Tenure and/or Promotion recommendations from Academic Unit committees, Faculty Supervisors, college committee, dean, and Provost through ETSU's review system. The President also reviews the completeness of submitted materials and may question omissions or procedural inconsistencies. When discrepancies or misapplication of criteria are identified, the President will seek to address such issues through consultation with the appropriate parties and may send the application back to the previous level for additional review. In formulating their recommendation, the President considers the broader philosophy and objectives of the Academic Unit, as well as any approved weighting of criteria and standards that reflect the expectations in the offer letter, most recent contract, FAP, FAR, and/or FAE document.

Upon the President's written recommendation, the Provost presents the faculty recommended for Tenure and/or Promotion to the Board of Trustees for approval.

12.7. Board of Trustees Review and Approval.

The Board of Trustees has the final authority to approve a Tenure and/or Promotion under this policy. Upon receipt of a recommendation from the President, The Provost

or the Provost's designee presents to the Board of Trustees the recommended individuals for Tenure and/or Promotion. The Board of Trustees will vote at the next available board meeting to approve Tenure and/or Promotion. The decision of the Board is final and cannot be appealed. If the Board votes to approve Tenure and/or Promotion, the President informs the Faculty member. The Provost provides written documentation of the Board of Trustees' approval to the Office of Human Resources for filing in the Faculty member's personnel file. Promotion is effective at the start of the new fiscal year for Faculty members on 12-month contracts. Promotion is effective in August for Faculty members on 9-month contracts. Tenure upon appointment is effective when the Board approves the appointment.

13. Appeal.

An appeal process is an integral component of the university's Tenure and Promotion system. The responsibility for initiating an appeal rests solely with the Faculty member.

A Faculty member may file an Appeal on the basis that the Provost's negative recommendation:

- 13.1. Violates the Faculty member's right to Academic Freedom;
- 13.2. Violates university policies or procedures; and/or
- 13.3. Is based on an error of fact.

14. Appeal Process.

If the faculty member receives a negative recommendation from the Provost, the faculty member may file one (1) appeal after receipt of the Provost's written negative recommendation. There are no appeal rights related to any other recommendations. The faculty member must submit a written appeal to the Faculty Senate President within seven (7) business days from the date of the Provost's recommendation. Upon receipt, the Faculty Senate president convenes the University Tenure and Promotion Appeals Committee (TPAC) and appoints a chair. Within three (3) days of the date of the appeal, the Faculty Senate president forwards the written appeal to the Office of the President, the chair of the University Tenure and Promotion Appeals Committee (TPAC), and the Provost. The Provost (or designee) upon receipt of the appeal immediately grants dossier access for committee members.

Within seven (7) business days of receiving the appeal, the Chair of TPAC convenes the committee to review the Appeal. TPAC evaluates all relevant documents and may conduct interviews as appropriate, including but not limited to: (1) faculty member applying for

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Promotion; (2) chair of the Academic Unit Tenure; (3) chair of the Academic Unit Promotion committee (if different); (4) Faculty Supervisor, if applicable; (5) chair of the college Tenure and Promotion committee; (6) the dean; and/or (7) the Provost.

Within ten (10) business days of reviewing the appeal, the Chair of TPAC prepares a written memorandum of findings. At the committee's discretion, the report must include a formal recommendation regarding Promotion.

Within five (5) business days of receiving the memorandum of findings from TPAC, the President issues a written decision to the faculty member, the chair of TPAC, and the Provost. The decision of the university President is final.

14.1. Appeal Process Written Memorandum of Findings.

The TPAC Chair provides the written memorandum of findings to:

- 14.1.1. faculty member applying for Promotion,
- 14.1.2. Faculty Supervisor,
- 14.1.3. dean,
- 14.1.4. Provost, and
- 14.1.5. President.

15. University Appeal Committee.

The University Tenure and Promotion Appeals Committee (TPAC) is composed of tenured, full professors who serve one academic year. Deans, Faculty Supervisors, associate or assistant deans, or any administrator directly involved in Tenure and/or Promotion decisions, and any individual who participated in the review of the Faculty member at any level, are ineligible to be part of the TPAC. If a college fails to designate a representative and alternates—or if those designated are unavailable or ineligible—the Faculty Senate President and TPAC chair jointly appoint a qualified representative from that college. The TPAC membership includes:

- 15.1. one Faculty senator, elected by the Faculty Senate, who also serves as the chair of the committee; and
- 15.2. a representative Faculty member from each college, excluding anyone who participated in prior evaluations of the Faculty member's application for Tenure and/or Promotion. College senators are responsible for nominating the representative from their respective colleges and two alternates.

16. Salary Increases Upon Promotion.

Upon Promotion, Faculty members will receive a salary adjustment effective at the beginning of the next fiscal year, as follows:

16.1. Promotion to Associate Professor or Senior Lecturer will result in an eight percent (8%) increase in Base Salary and any applicable Base Stipends;

16.2. Promotion to Professor or Principal Lecturer will result in a ten percent (10%) increase in Base Salary and any applicable Base Stipends.

After the Faculty member is recommended for a Promotion that results in a salary increase, the Office of the Provost will inform Human Resources of the Promotion, the title change, and the percentage of salary increase associated with the Promotion.

As an agency of the State of Tennessee, the University cannot legally obligate funds in furtherance of the compensation beyond a given year, and any raise is subject to the availability of funds.

17. Transfer, Change, or Reclassification of Tenure Status.

17.1. Transfer.

If an Academic Unit is transferred to another Academic Unit, the Faculty retain Tenure status and Faculty appointment in the receiving Academic Unit. Tenure status or appointment will not be relinquished due to the transfer of Academic Units.

17.2. Change in Status.

The award of Tenure is specific to the Academic Unit and requires full-time employment status. Changes in assignment, reclassification, administrative activities, full-time employment, or approved leave (see Human Resources leave policies) may affect eligibility for Tenure (and the associated timeline for reaching Tenure) or conditions in accordance with institutional policies. The ultimate authority to approve a faculty member's leave of absence (LOA) to permit the LOA to be included in the Probationary Period rests with the President.

17.3. Reclassification.

The Faculty Appointment and Designations Policy governs the conditions under which Faculty may be reclassified between Tenure-track or Tenured appointments and renewable term appointments. Tenured Faculty who are reclassified to an administrative or non-Faculty position retain Tenure in their original Academic Unit.

In cases where Tenure is not recommended, a notice of non-renewal of appointment is provided, and a terminal contract is issued for the seventh (7th) year of appointment or beyond, depending upon Exceptions and/or Deviations. Tenure or Probationary credit toward Tenure is forfeited under the following circumstances:

- 17.4. Resignation from the institution;
- 17.5. Resignation from a Tenure-track or Tenured position to accept a non-Tenured position;
- 17.6. Resignation from a position that carries probationary credit toward Tenure to accept a position that does not carry such credit;
- 17.7. An unsuccessful Tenure review following completion of the full Probationary Period.

18. Termination of Tenure.

The Termination of Tenure Policy governs termination of Tenure, which may occur for one of the following reasons: (1) voluntary relinquishment or forfeiture; (2) disability; (3) misconduct; (4) curricular reasons; or (5) Board of Trustees' Declaration of Financial Exigency.

19. Separation from University and Reappointment.

Tenure-track Probationary Faculty may separate from ETSU in accordance with the Office of Human Resources policies for Voluntary Separation from Employment or Involuntary Separation from Employment. A Tenure-track Probationary Faculty member who separates from the university does not retain previously accrued credit toward Tenure and/or Promotion eligibility.

A Faculty member who is subsequently reappointed to the university must request credit for prior service, with ultimate authority to approve the credit for prior service from the President, in accordance with the provisions of this policy.

20. University School Tenure.

This policy does not apply to University School faculty tenure. Any decision related to tenure of a University School faculty shall be governed by the University School policy.

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Procedures

1. Procedures to Request an Exception or Deviation to the Minimum Standard Time in Rank and/or the Probationary Period Required for Tenure and/or Promotion.

Requests for credit for prior service are submitted in writing and approved by the Faculty Supervisor, dean, Provost, with the ultimate authority provided in writing by the President. For all other Deviations or Exceptions to the Minimum Standard Time in Rank or the Probationary Period, the Faculty member will submit a written request to the Faculty Supervisor and attach an updated CV listing up-to-date accomplishments.

The Faculty Supervisor reviews the Faculty member's request and makes a recommendation. Regardless of the Faculty Supervisor's decision to support the request or not to support the request, the Faculty Supervisor forwards their recommendation to the dean and informs the Faculty member of their recommendation.

The dean (or designee) reviews the Faculty member's request and provides a written recommendation to the Provost. Regardless of the dean's (or designee's) support for or against the request, the dean (or designee) forwards their recommendation to the Provost and informs the Faculty member and the Faculty Supervisor of their recommendation.

The Provost reviews the Faculty member's request and provides a written recommendation to the President and informs the Faculty Supervisor, the Faculty member, and the dean of their recommendation.

The President makes the final recommendation and informs the Provost, the dean, the Faculty Supervisor, and the Faculty member.

The Office of the Provost will publish annually on its website the deadlines for requesting an Exception or Deviation.

If the Faculty member chooses to reverse the request for credit for prior service or the request to stop the clock, the faculty member will follow the same process followed to make the initial request.

2. F.A.E.

Faculty submit an annual FAR to their Faculty Supervisor via ETSU's evaluation system by the deadline published on the Office of the Provost's website. The FAR includes: (1) a summary of the activities completed during the previous year (as published on the Office

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of the Provost's website) in teaching, clinical practice, RSCA, service, and/or administrative activities; (2) a narrative describing the context and impact of the Faculty member's activities; (3) an explanation of any discrepancies between the FAR and the FAP for the reporting period; and (4) documents that demonstrate the Faculty member's activities are consistent with the Academic Unit's criteria. The Faculty Supervisor completes the FAE to assess the FAR. The FAE is submitted to the dean, who also completes the FAE, via ETSU's evaluation system.

The Faculty Supervisor and the dean provide a FAE that includes a written, candid assessment of the Faculty member's achievements in teaching, clinical practice, RSCA, service, and/or administrative activities during the applicable year under review. The FAE should address whether the Faculty member's body of work in the year under review met the expectations in the Faculty member's offer letter, most recent contract, FAP, FAR, and/or any previous FAE. If needed, the FAE should include methods to support areas of teaching, clinical practice, RSCA, service, and/or administrative activities that need attention to ensure continuous improvement. Continuous improvement does not require exceeding already established levels of excellence but it does require maintaining high standards and adapting to evolving disciplinary, institutional, and student needs. Faculty are expected to engage in ongoing reflective practice and professional development to sustain and, where appropriate, enhance the quality and impact of their work. If applicable, the FAE should inform the Faculty member about progress toward Tenure and/or Promotion.

3. Midpoint Review.

Based on the timeline published by the Office of the Provost, deans, the Faculty Supervisor, and the Faculty will be informed of a midpoint review.

When applicable, the Faculty member submits a Faculty Dossier via ETSU's review system by the deadline published on the Office of the Provost's website demonstrating their progress toward Tenure and/or Promotion. The deadline for the Faculty to submit, as well as the Faculty Supervisor and Academic Unit to review, aligns with Tenure and Promotion deadlines. The midpoint review Faculty Dossier is prepared in the same format as the Tenure and Promotion Faculty Dossier. After the review, the Faculty Supervisor and chair of the Academic Unit committee provide the Faculty member with a summary that:

- 3.1. evaluates the Faculty member's achievements and areas that need to be strengthened, if applicable, related to teaching, clinical practice, RSCA, service,

and/or administrative activities based on appointment, duties, and discipline in comparison to their FAP/FAR/FAE;

3.2. determines, if needed, methods to support areas that need attention; and

3.3. informs the Faculty member of their progress toward Tenure and/or Promotion.

4. Performance Improvement Plan (PIP).

Based on the timeline published by the Office of the Provost, the Faculty member and Faculty Supervisor meet and develop a PIP. The PIP must be signed by the Faculty member, Faculty Supervisor, and dean, then uploaded into ETSU's review system. The Faculty member will report their progress on the PIP in subsequent FAP/FAR/FAE process(es).

5. Notification of Eligibility for Tenure and Promotion.

The Office of the Provost provides written notice to the dean of each college of the Faculty eligible for reappointment, third-year review, Tenure, or Promotion. The dean of each college reviews the list for accuracy and forwards it to the applicable Faculty Supervisor along with a list of all Faculty eligible for reappointment, midpoint review, Tenure, and/or Promotion. The Faculty Supervisor reviews the list for accuracy and sends the corrected list to the Dean.

The Dean of the College sends any Academic Unit-level or dean-level changes to the Office of the Provost. The Office of the Provost updates the list of eligible Faculty.

The Office of the Provost sends a written notification to individual Faculty who are eligible for either midpoint review, Tenure, or Promotion and copies the college dean, the Faculty Supervisor, and the Office of Human Resources.

Faculty inform the Provost, their dean, and their Faculty Supervisor of their intent to apply for Tenure and/or Promotion. The college dean informs the Office of the Provost of all Faculty within their unit who intend to apply for Tenure and/or Promotion.

The Office of the Provost sends the final written list of Faculty who intend to apply for Tenure and/or Promotion to the Office of the President and the Office of Human Resources.

The list of Faculty who intend to apply for Tenure and/or Promotion from a specific college is sent to the dean of each college. The dean of each college provides the written

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list of Faculty who intend to apply for Tenure and/or Promotion to the Faculty Supervisor of each Academic Unit.

6. Withdrawal of Application.

The Faculty member will submit a written request to the Faculty Supervisor, dean, and Provost.

7. Developing Academic Unit Criteria.

Faculty members within an Academic Unit will develop Academic Unit criteria within a maximum of two academic years, excluding summers, and based on dates provided by the Office of the Provost. This includes all levels of review and approval and ends in the posting of Academic Unit criteria on the university-designated online format. Academic Units should review their unit-level criteria every five (5) years.

8. Procedure to Select Academic Unit Criteria Following a Move to a New Unit.

When a Faculty member is reassigned to a different Academic Unit, they will submit a written letter to their Faculty Supervisor indicating the criteria they will follow. The Faculty Supervisor will forward the letter to the dean, cc'ing the Office of the Provost and Human Resources. The letter indicating the criteria the Faculty wishes to follow is added to the Faculty member's file in the dean's office. It is the responsibility of the Faculty member to provide the criteria they chose to follow as part of their Faculty Dossier material by the deadline published on the Office of the Provost's website.

9. Procedure to Select Academic Unit Criteria Following Criteria Revision.

When Academic Units revise their criteria, the Office of the Provost will notify the dean and the Academic Unit Faculty Supervisor when the Academic Unit criteria have been approved. The Faculty Supervisor will notify the Faculty of the Academic Unit. Faculty of the Academic Unit who may be eligible for Tenure and/or Promotion submit a written letter to their Faculty Supervisor indicating the criteria they choose to follow. The Faculty Supervisor will forward the letter to the dean, cc'ing the Office of the Provost and Human Resources. The letter indicating the criteria the Faculty wishes to follow is added to the Faculty member's file in the dean's office. It is the responsibility of the Faculty member to provide the criteria they chose to follow as part of their Faculty Dossier material by the deadline published on the Office of the Provost's website.

10. Faculty Dossier.

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Faculty seeking Tenure and/or Promotion prepare a Faculty Dossier documenting their accomplishments during their Minimum Standard Time and Rank and/or Probationary Period, including any period of prior service for which credit toward the Probationary Period and/or Tenure was awarded. Documentation of approval from the President, awarding credit for prior service should be included as part of the Faculty Dossier. A Faculty Dossier must be uploaded when applying for Tenure, and a separate updated dossier must be filed when applying for each Promotion.

For Tenure and/or Promotion to associate professor, the Faculty Dossier must include documentation from the most recent five (5) years unless there are Exceptions and/or Deviations.

For Tenure and/or Promotion to professor, the Faculty Dossier must include documentation from the most recent six (6) years unless there are Exceptions and/or Deviations.

The Office of the Provost will publish written guidance regarding Faculty Dossier format, organization, and submission. The Faculty Dossier should include:

10.1. Candidate Materials.

10.1.1. Updated curriculum vitae.

10.1.2. Record of activities generated by the review system that includes a comprehensive accounting of eligible faculty activities completed during the review period or activities completed during the period for which prior credit was awarded.

10.1.3. Narrative statement, limited to ten (10), single-spaced pages in 12-point, Times New Roman font with one-inch margins, describing the Faculty member's accomplishments and trajectory in relation to Tenure and Promotion criteria. The statement should address contributions and impact in each of the relevant areas of Faculty Activities and present a clear and comprehensive reflection of the Faculty member's case for Tenure and/or Promotion in relation to their record of activities and supporting materials.

10.1.4. Supporting materials that substantiate and illustrate the accomplishments within the Faculty Activities.

10.1.5. FAP, FAR, and FAE from each period under review. If the FAP, FAR, and/or FAE are not available, an explanation should be provided by the Faculty member.

10.2. Governing and Appointment Materials.

10.2.1. Applicable Academic Unit Criteria under which the Faculty member seeks Tenure and/or Promotion.

10.2.2. Offer letter, if applicable, and

10.2.3. Other documentation approving changes to time in Rank.

10.3. External Review Materials.

10.3.1. Reviewers suggested by the candidate.

10.3.2. Reviewers selected by the Faculty Supervisor.

10.3.3. Brief description of qualifications of reviewers.

10.3.4. External Review Letters.

11. Record of Activities and Supporting Evidence for Faculty Dossier.

The following sections (teaching, clinical practice, RSCA, service, and/or administrative activities) outline the types of activities Faculty may include in their Faculty Dossier to memorialize their records of activities, along with descriptions of supporting materials that may demonstrate their accomplishments. Academic Units will consider these elements in Tenure and/or Promotion reviews, but may also consider additional activities, materials, and information relevant to the faculty member's discipline, as defined in the Academic Unit's Tenure and/or Promotion criteria.

Activities not specified in either the university's policies and procedures or the unit's Tenure and/or Promotion criteria must be documented and approved in the Faculty member's FAP and FAR and approved by the Faculty Supervisor and the dean.

12. Record of Teaching.

The record of teaching is expected to provide a comprehensive account of teaching during the review period. The record of activities should address the scope and significance of the activities, such as their reach (e.g., enrollment, attendance, or number of individuals impacted), their duration (e.g., credit hours, contact hours, or dates), and the Faculty member's specific role (e.g., course coordinator, co-instructor). The record for teaching may include the following activities.

12.1. Teaching Activities include:

12.1.1. Teaching students in courses;

- 12.1.2. Teaching students in laboratories, clinics, studio classes, libraries, study-abroad programs, research centers, distance education, and other settings.
- 12.1.3. Teaching participants in workshops, retreats, and seminars;
- 12.1.4. Delivering continuing medical education activities; and/or
- 12.1.5. Facilitating Faculty, student, and/or staff learning.
- 12.2. Advising, Supervising, Guiding, and Mentoring Activities include:
 - 12.2.1. Advising students in laboratories and fieldwork, research projects, theses, and dissertations;
 - 12.2.2. Supervising students as teaching and research assistants, and students enrolled in internships and clinical experiences;
 - 12.2.3. Providing formal educational and/or supervisory activities for medical and professional students, residents, and fellows;
 - 12.2.4. Participating in evaluating and supervising students performing clinical care, presenting or teaching during grand rounds and other clinical teaching duties of medical and health professions students, residents, and fellows.
 - 12.2.5. Directing collaborative research with students;
 - 12.2.6. Directing students in creative presentations;
 - 12.2.7. Overseeing student-directed creative presentations;
 - 12.2.8. Supervising students in an independent study, internship, study away, or abroad opportunity;
 - 12.2.9. Mentoring students; and/or
 - 12.2.10. Providing program/career advising associated with student success.
- 12.3. Developing Learning Activities includes:
 - 12.3.1. Preparing weekly course activities;
 - 12.3.2. Developing, reviewing, and redesigning courses or course materials, including interdisciplinary and interdepartmental offerings;
 - 12.3.3. Developing and revising curricula;
 - 12.3.4. Developing teaching materials, manuals, and software;
 - 12.3.5. Creating web-based or computer-enabled courses or programs;
 - 12.3.6. Designing and implementing new processes or procedures that enhance the use of scholarly materials;

- 12.3.7. Enhancing the organization of material so that it can be more easily accessed and understood; and/or
- 12.3.8. Developing and using bibliographic and information systems to facilitate access to scholarly material.
- 12.4. Sustaining and Recognition of Teaching Effectiveness includes:
 - 12.4.1. Conducting assessments to evaluate teaching and learning;
 - 12.4.2. Participating in professional development activities;
 - 12.4.3. Teaching awards or other forms of recognition; and/or
 - 12.4.4. Gaining recognition for teaching through media coverage and/or interviews as a disciplinary expert.
- 12.5. Community Engaged Teaching includes:
 - 12.5.1. Developing and delivering community-based instruction, such as community-engaged learning, clinical experiences, professional internships, and collaborative programs and/or
 - 12.5.2. Developing and delivering off-campus teaching activities such as study away or student abroad courses and experiences, international instruction, and alternative breaks.

13. Supporting Evidence of Teaching.

Faculty should include a variety of evidence to document their teaching. The evidence should include course/instructional materials that demonstrate the application and evolution of best teaching practices, such as syllabi, course assignments, course assessments, samples of completed student work, instructional presentations, open educational resources, and/or tools to facilitate the discovery of information (Librarianship), etc.

Other supporting evidence may include materials that illustrate teaching activities and their impact, such as letters from collaborators, students, award committees, products produced by students under the Faculty member's supervision, products from professional development created and delivered that address teaching, and the use of learning materials. The evidence documenting accomplishments within teaching may include:

- 13.1. student assessment of instruction (SAI) or other institutionally approved student evaluations for each course taught during the review period;

- 13.2. evaluations of instruction or delivery of educational content completed by the Faculty Supervisor, dean, or other appropriate administrator/mentor;
- 13.3. peer observation and feedback about the delivery of educational content; and/or
- 13.4. evaluations and feedback from individuals who received instruction from the Faculty member.

14. Narrative Statement of Teaching.

The narrative statement should clearly articulate the Faculty member's teaching philosophy if teaching is ten (10) percent or more of the Faculty member's workload and demonstrate how that philosophy informs their teaching and reflection practices. Faculty should write a narrative statement that contextualizes their teaching activities within their philosophy. Faculty should use SAIs, feedback from Faculty Supervisors, feedback from students and/or peers, and samples of student work or achievements to illustrate how they:

- 14.1. align learning goals, assessments, and content;
- 14.2. engage with effective teaching practices;
- 14.3. make progress toward learning goals;
- 14.4. create a classroom culture;
- 14.5. develop student perceptions of the classroom culture;
- 14.6. mentor and/or advising students; and
- 14.7. engage in reflective practices for personal growth.

15. Record of Clinical Practice.

The record of clinical practice is expected to provide a focused account of clinical practice. Each entry should identify the Faculty member's role and specify the clinical practice setting or context. The record of clinical practice may include the following activities:

- 15.1. Administrative and/or leadership roles;
- 15.2. Contributions to the development, innovation, and/or integration of clinical-based services within a health care setting;
- 15.3. Direct patient care in a healthcare setting;

- 15.4. Indirect patient care in a healthcare setting, such as precepting, mentoring, and/or consultation;
- 15.5. Collaboration on interprofessional teams
- 15.6. Clinical-focused advanced certifications, specializations, and/or awards; and/or
- 15.7. Gaining recognition for clinical practice through media coverage and/or interviews.

16. Supporting Evidence of Clinical Practice.

The Faculty member should provide representative materials that demonstrate the scope and effectiveness of clinical practice, such as patient education materials, clinical guidelines, treatment plans, program descriptions, or quality improvement reports. The Faculty member may also provide assessments of their clinical practice, including but not limited to evaluations from supervisors, peers, or collaborators, feedback from patients, clients, or community partners (as appropriate and permissible), accreditation reports, or site visit evaluations. Other supporting evidence may include quality improvement data, patient satisfaction results, program growth metrics, or letters from colleagues, administrators, or community partners to demonstrate clinical outcomes or impact.

17. Narrative Statement of Clinical Practice.

The narrative statement should include a clear summary of the Faculty member's goals, responsibilities, professional development, and accomplishments in clinical practice. If clinical practice is ten percent (10%) or more of the faculty's workload, they should articulate a personal philosophy of clinical practice that contextualizes their professional activities. This philosophy must reflect a commitment to the foundational principles guiding the field — ethical standards, legal statutes, and professional norms — and include a brief statement demonstrating how the faculty member upholds these guidelines in their own work. Faculty may reflect on evaluations, feedback, and professional development experiences, explaining how these have informed and enhanced their clinical work. Additionally, Faculty should discuss the impact of their clinical practice on patients, clients, programs, the profession, and/or the community. The narrative statement should clearly state how the faculty have met the Academic Unit criteria for clinical practice.

18. Record of Research, Scholarship, and Creative Activity (RSCA).

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The record of research is expected to provide a comprehensive list of RSCA completed during the review period. The record of activities should address whether the work was peer-reviewed (or equivalent, such as juried) and specify the Faculty member's role when multiple collaborators are involved. When available, Faculty should provide relevant indicators of impact, such as journal quartile, citation counts, journal impact factor, attendance figures, downloads or usage statistics, scope of dissemination (local, state, national, or international), republication or translation of the work, invitations to share their RSCA, partnerships, public education or curation, and media and PR leverage of peer reviewed work. The record of RSCA may include the following activities:

18.1. Scholarly Research and Dissemination of Scholarly Research

18.1.1. Publishing books, monographs, and book chapters.

18.1.2. Publishing empirical and/or theoretical research in peer-reviewed journals and conference proceedings.

18.1.3. Publishing papers, policies, articles, and reports in trade journals, magazines, and newspapers.

18.1.4. Presenting at international, national, regional, or state levels.

18.1.5. Publishing other papers and reports (e.g., exhibition catalogs, trade or in-house publications, encyclopedias, technical reports).

18.1.6. Publishing translations, abstracts, and reviews.

18.1.7. Awarding of a patent or development of intellectual property.

18.1.8. Publishing reviews and critiques of books and creative works.

18.1.9. Publishing textbooks and other teaching materials (e.g., Open Educational Resources).

18.2. Creative Activities.

18.2.1. Writing poems, fictional works, plays, essays, and musical scores.

18.2.2. Presenting exhibitions of graphic and/or visual art.

18.2.3. Choreographing dance productions.

18.2.4. Writing or producing radio or television productions, films, and videos.

18.2.5. Performing as actor, dancer, musician, or storyteller.

18.2.6. Producing or directing theatrical works.

18.2.7. Conducting musical performances.

18.2.8. Developing digital creative or scholarly work.

- 18.3. Editing.
 - 18.3.1. Editing books.
 - 18.3.2. Editing journals or other learned publications.
- 18.4. Grants, Contracts, Awards, and Related Activities.
 - 18.4.1. Developing and submitting an internal or external research grant proposal (e.g., individual, interdisciplinary, community) or contract.
 - 18.4.2. Obtaining an internal or external grant or contract for funding and managing a grant.
 - 18.4.3. Directing research team.
 - 18.4.4. Engaging in entrepreneurship and related activities.
 - 18.4.5. Receiving other honors and awards related to research.
 - 18.4.6. Completing professional development related to research.
 - 18.4.7. Receiving investment funding relating to innovations.
 - 18.4.8. Conducting media coverage and interviews as a disciplinary expert.
 - 18.4.9. Starting and growing a business or organization.
 - 18.4.10. Assisting in making an existing business or organization more creative and innovative.
- 18.5. Community Engaged Research and Creative Activities (not already listed).
 - 18.5.1. Creating exhibits in educational and cultural institutions.
 - 18.5.2. Disseminating community-engaged research through public programs and events.
 - 18.5.3. Conducting and disseminating directed or contracted research.
 - 18.5.4. Conducting and reporting program evaluation research or public policy analyses for other institutions and agencies.
 - 18.5.5. Developing innovative solutions that address social, economic, or environmental challenges (e.g., inventions, patents, products, services, clinical procedures, and practices).
 - 18.5.6. Writing white papers and reports for local, state, national, or international agencies or community.
 - 18.5.7. Creating websites displaying community data.
 - 18.5.8. Directing collaborative research with students.

19. Supporting Evidence of Research, Scholarship, and Creative Activities.

Faculty should provide a variety of evidence to document their research, scholarship, and creative activities. The evidence should include, at a minimum, a sample of complete versions of the activities (e.g., publications, presentation slides, video recordings of choreography). When full versions are unavailable or inappropriate to share, other forms of verification may be provided (e.g., a title page, a screenshot of the presentation from the conference guide, etc.). Documentation may also highlight the impact of the research or creative work, recognition associated with the research or creative work, or publicity earned as a result of the research or creative activity such as invitations to guest lecture, perform at venues, or serve as an expert contact about topic(s) related to work; publicity related to the work, or other indicators of recognition and influence.

20. Narrative Statement of Research, Scholarship, or Creative Activity.

The narrative statement should include a clear summary of the Faculty member's goals, responsibilities, and accomplishments in RSCA. The statement includes an analysis of the research and creative problems addressed through their scholarly or creative work and articulates the Faculty's research philosophy as a framework for contextualizing these activities if RSCA is ten percent (10%) or more of the Faculty member's workload. Faculty also describe the significance and impact of their research, highlighting its contributions to their discipline and field and, where applicable, to the broader communities. The narrative section should clearly state how the Faculty member has met the Academic Unit criteria for RSCA.

21. Record of Service.

The record of service is expected to provide a comprehensive account of service during the review period. For each service activity, the Faculty member should include a summary of the approximate time commitment and meeting frequency, and indicate whether any service leadership positions were elected or appointed, as applicable. The record of service should include activities beyond basic membership or citizenship. The record of service may include the following activities:

21.1. Institutional Service at the University, College, and Academic Unit Levels.

21.1.1. Providing leadership in or serving on committees (including search committees) or other appointed or elected groups.

21.1.2. Developing and revising major policies.

- 21.1.3. Participating in campus shared governance (such as Faculty Senate).
- 21.1.4. Mentoring other Faculty, staff, or students.
- 21.1.5. Representing the university for its advancement.
- 21.1.6. Recruiting students.
- 21.1.7. Assisting in the development of international programs and exchanges.
- 21.1.8. Advising a university student organization.
- 21.1.9. Acting as a program coordinator/director.
- 21.2. Professional Service.
 - 21.2.1. Engaging with the broader academic community and professional organizations.
 - 21.2.2. Working for organizations related to one's discipline or teaching profession.
 - 21.2.3. Holding a leadership position in organizations.
 - 21.2.4. Election or appointment to a professional board, task force, or committee.
 - 21.2.5. organizing and managing conferences.
 - 21.2.6. Serving on accreditation bodies.
 - 21.2.7. Reviewing grant applications.
 - 21.2.8. Serving as editor or on the editorial board of a professional journal.
 - 21.2.9. Reviewing articles, books, and other creative works for journals and presses.
 - 21.2.10. Reviewing conference proposals.
 - 21.2.11. Writing external reviews of the work of colleagues for Promotion or other professional awards and acknowledgments.
 - 21.2.12. Adjudicating for competitions in the arts, sciences, and humanities.
 - 21.2.13. Reviewing and testing discipline-specific software and other electronic applications.
 - 21.2.14. Serving on hospital or discipline-specific non-profit boards.
- 21.3. Community Outreach.
 - 21.3.1. Sharing professional expertise with the wider community.
 - 21.3.2. Informing general audiences through seminars, conferences, and lectures.
 - 21.3.3. Interpreting technical information for a variety of audiences.
 - 21.3.4. Serving as an expert witness.

- 21.3.5. Testifying before the legislature and/or Congressional committees.
- 21.3.6. Editing newsletters in one's field or discipline.
- 21.3.7. Serving as an expert for the press and/or other media.
- 21.3.8. Assisting organizations in being more creative and/or innovative through entrepreneurship.

21.4. Community Engaged Service.

- 21.4.1. Collaboration between higher education institutions and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in partnership and reciprocity. (Carnegie Foundation for the Advancement of Teaching).
- 21.4.2. Consulting and providing technical assistance and/or service to public and private organizations.
- 21.4.3. Writing position papers for the general public.
- 21.4.4. Collaborating with schools, businesses, advocacy groups, community groups, and/or civic agencies to develop policies.
- 21.4.5. Providing leadership in or making significant contributions to economic and/or community development activities.

21.5. Other Activities.

- 21.5.1. Writing and/or receiving grants, contracts, or external funding related to service.
- 21.5.2. Honors and/or awards recognizing service.
- 21.5.3. Providing media coverage and/or interviews as a disciplinary expert.

22. Supporting Evidence of Service.

Faculty should provide a variety of evidence to document their service. The evidence may include, but is not limited to, certificates of participation; letters from committee chairs and others confirming service contributions; evidence of service recognition; and products resulting from service activities, such as policies, reports, film, theater, sculpture, or written works.

23. Narrative Statement of Service.

The narrative statement should include a clear summary of the Faculty member's goals, responsibilities, and service accomplishments. The statement should address the

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Policy Name: Tenure and Promotion for Tenure-Track and Tenured Faculty

significance and impact of the Faculty member's service activities, demonstrating how their service has advanced the university, their profession, and/or the broader community. The narrative statement should clearly state how the Faculty member has met the Academic Unit's criteria for service

24. Levels of Review.

The Office of the Provost will annually publish on its website the deadlines for informing faculty about Tenure and/or Promotion, FAE, and Midpoint Review.

Applicable Forms and Websites

[Watermark Faculty Success](#)

Authority and Revisions

Authority:

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

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EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: May 21, 2026

ITEM: Approval of Promotion Policy for Renewable Term Faculty

COMMITTEE: Academic, Research, and Student Success

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Kimberly D. McCorkle
Provost and Senior Vice President for Academic Affairs

Staff will present a proposed Promotion Policy for Renewable Term Faculty to the Academic, Research, and Student Success Committee for consideration. This policy is a new policy that establishes the process Renewable Term Faculty follow to earn a promotion.

Under this policy, the criteria, timelines, and procedures for the promotion of Renewable Term Faculty are defined, with an emphasis on sustained excellence in teaching, clinical practice, research, scholarship, creative activity, service, and administrative work. Faculty apply for promotion after five years in rank. The evaluation process includes annual reviews, midpoint review, and a comprehensive evaluation of faculty materials assessed through multiple levels of review, including committees, supervisors, deans, the Provost, and the President. Final authority to grant promotion rests with the Board of Trustees, whose decision is final.

MOTION: I move that the Academic, Research, and Student Success Committee recommend adoption of the following Resolution by the Board of Trustees:

RESOLVED: The Board of Trustees approves the Promotion Policy for Renewable Term Faculty as presented in the meeting materials.



EAST TENNESSEE STATE
UNIVERSITY

Promotion Policy for Renewable Term Faculty

Policy Name: Promotion for Renewable Term Faculty

Policy Purpose

This policy specifies the process for earning Promotion and the required reviews during and beyond the Promotion process.

Applicability

This policy applies to Renewable Term Faculty only.

Responsible Official, Office, and Interpretation

The Academic, Research, and Student Success Committee of the Board of Trustees is responsible for the review and revision of this policy. For questions about this policy, please contact the Secretary of the Board of Trustees. The Board of Trustees, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Academic Unit

A department, center, library, school, or program within Academic Affairs that reports to the Provost and Senior Vice President for Academic Affairs.

Additive Stipend

An Additive stipend is a temporary payment added to an employee's Base salary to compensate for additional duties, responsibilities, or special assignments. An Additive stipend does not become part of Base pay and is not eligible for across-the-board salary adjustments, merit increases, or Promotion related increases.

Base Salary

Institutional Salary minus any stipends or extra pay.

Base Stipend

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A Base stipend is a recurring component of compensation awarded for the fulfillment of work performed. The Base stipend is considered part of an individual's Institutional Salary and is eligible for institutional increases, including but not limited to across-the-board (ATB) adjustments and Promotion related increases, in accordance with applicable policies.

Deviations

A departure from established timelines or procedures that may be unintentional (due to error) or necessitated by external factors.

Exceptions

A proactive, intentional departure from a standard policy that is approved before it occurs. An "Exception" might be granting early consideration for Promotion to a Faculty member with significant prior service credit.

Faculty

In this policy, all references to Faculty refer to Renewable Term Faculty as detailed in the Faculty Appointments and Designations Policy unless otherwise noted.

Faculty Activity

Teaching, Librarianship, clinical practice, research, scholarship, creative activity (RSCA), service, and/or administrative assignments.

Faculty Activity Evaluation (FAE)

The annual assessment of a Faculty member's performance on the Faculty Activities outlined in the Faculty Activity Plan (FAP) and reported in the Faculty Activity Report (FAR).

Faculty Activity Plan (FAP)

An annual plan outlining the Faculty member's intended Faculty Activities. The Faculty Supervisor and dean (or designee) provide final approval of the FAP, except in cases of workload review procedures.

Faculty Activity Report (FAR)

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An annual report describing the Faculty member's completed Faculty Activities.

Faculty Dossier

A comprehensive, structured collection of documents that acts as a formal record of a faculty member's professional accomplishments in teaching, Librarianship, research, scholarship, creative activity (RSCA), service, clinical practice, and/or administrative activities.

Faculty Supervisors

Department heads, department chairs, Academic Unit directors, school directors, or any other administrative position officially authorized to direct Faculty activity.

Librarianship

Collecting, organizing, preserving, and disseminating information to users. Activities include but are not limited to developing programs and services to users, developing and maintaining classification systems for organization and finding resources, maintaining bibliographic and metadata controls, integrating search techniques for user self-help, assessing the university's information assets, working with multi- and streaming media and makerspace resources, curating and managing data, helping students, Faculty, and staff locate library resources, creating user-needed collections, evaluating materials for licensing, accessibility, and budgetary needs, providing best practices on information literacy, use, and dissemination.

Majority Vote

More than half (half plus one) of eligible members present and voting at the appointed time to cast their vote. A quorum is established when more than half of all eligible members are available to vote. Votes submitted by email, occurring in an online meeting, or occurring in-person meeting will count toward the total. Abstentions are not included in the vote count. Once quorum is established, a Majority Vote is established if more than half of the quorum votes to support the same outcome.

Minimum Standard Time in Rank

The five years between promotion from Assistant Professor to Associate Professor or from Associate Professor to Professor.

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Promotion

Advancement from Lecturer to Senior Lecturer, or advancement from Senior Lecturer to Principal Lecturer, Advancement from Assistant Professor to Associate Professor or advancement from Associate Professor to Professor according to applicable criteria stated in the Faculty Appointments and Designations Policy.

Rank for Renewable Term Faculty

Lecturer, Senior Lecturer, Principal Lecturer, Assistant Professor, Associate Professor, Professor, Professor of Practice, as outlined in the Faculty Appointments and Designations Policy.

Standard Workload Expectations

Standard Workload Expectations establish the baseline of distribution of faculty effort against which Differentiated Workloads, Overload Assignments, and Banking are measured. Academic Units, colleges, and departments may not define “stand” in a manner that routinely requires Exceptions for common instructional or disciplinary practices. Standard does not mean inflexible; documented and justified variations are permitted when appropriate.

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Policy

Promotion at East Tennessee State University articulates the university's commitment to supporting faculty as they pursue excellence in the areas of teaching, Librarianship (hereafter referred to as teaching), clinical practice, research, scholarship, or creative activity, service, and/or administrative activities as appropriate to the appointment.

Promotion in academic rank recognizes sustained achievement in teaching, clinical practice, research, scholarship, creative activity, service, and administrative activities and reflects a faculty member's ongoing professional growth and increasing contributions to the mission of the university. The promotion process ensures the continued quality, integrity, and vitality of the faculty by establishing clear standards for advancement and recognizing excellence at each stage of an academic career.

The Office of the Provost will annually publish on the Office of the Provost website the deadlines for informing faculty about Promotion, FAE, and Midpoint Review.

1. Minimum Standard Time in Rank.

The Minimum Standard Time in Rank commences on the Faculty member's date of hire with the University. Renewable term faculty are not required to apply for Promotion, but may choose to apply for Promotion after the completion of five years of service from the date of hire.

Following an initial Promotion to Associate Professor, a Faculty member is eligible to submit a Faculty Dossier for subsequent Promotion in accordance with this policy after completing an additional five (5) years of service, measured from the date the prior Promotion was effective after the approval by the Board of Trustees, and in accordance with the provisions of this policy.

Minimum Standard Time in Rank is calculated on a calendar-year basis. For example, a Faculty member whose appointment begins in Fall 2020 is eligible to apply for Promotion in Fall 2025. A Faculty member whose appointment begins in Spring 2020 is eligible to apply for Promotion in Fall 2025.

1.1. Exceptions to the Minimum Standard Time in Rank.

Under certain circumstances, Exceptions to the Minimum Standard Time in Rank required for Promotion eligibility may be permitted, subject to the provisions of this policy and applicable institutional procedures. All Exceptions require approval from

the Faculty Supervisor, dean, Provost, and President. Human Resources must be informed of Deviations.

1.1.1. Requesting Credit for Prior Service.

The Minimum Standard Time in Rank required for Promotion eligibility may include credit for a maximum of three (3) years of full-time service at accredited colleges, universities, or comparable institutions, including ETSU, at the discretion of the President. Any request for credit for prior service must be recognized and confirmed in writing in the offer letter at the initial appointment provided that such service is relevant to institutional needs and consistent with applicable criteria.

A Faculty Dossier submitted for Promotion must include documentation of accomplishments corresponding to the period of prior service for which credit toward Promotion was granted.

At the time the Faculty member submits a Faculty Dossier, they may request to relinquish all or part of the time awarded for prior service.

1.1.2. Requesting to Apply Early for Promotion.

Subject to the approval of the President, in extraordinary circumstances, a Faculty member may be permitted to apply for Promotion prior to completion of the Minimum Standard Time in Rank. A Faculty member may apply for Promotion only once prior to completing the required Minimum Standard Time in Rank. The Faculty member may withdraw the Promotion materials from further consideration at any point in the review process; provided, however, if the application is withdrawn, this constitutes an application.

1.1.3. Administrative Activities Affect on Minimum Standard Time in Rank.

The Minimum Standard Time in Rank required for Promotion eligibility to Associate Professor for a Faculty member assigned administrative activities may extend the Minimum Standard Time in Rank required for Promotion by one (1) year.

1.2. Deviations to the Minimum Standard Time in Rank.

Under certain circumstances, Deviations to the Minimum Standard Time in Rank required for Promotion eligibility may be permitted, subject to the provisions of this policy and applicable institutional procedures.

Deviations to the Minimum Standard Time in Rank required for Promotion eligibility may be granted under special circumstances such as medical leave and natural disasters. All Deviations require approval from the Faculty Supervisor, dean, and Provost, with ultimate approval provided by the President. Human Resources must be informed of Deviations.

1.2.1. Deviation due to Medical Leave

A Faculty member may be permitted to extend the Minimum Standard Time in Rank for Promotion due to medical reasons (e.g., surgery, pregnancy, adoption, cancer treatment, mental health conditions, etc.) and as otherwise required by law. The ultimate authority to approve a faculty member's leave of absence (LOA) to be included in the Minimum Standard Time in Rank rests with the President.

1.2.2. Deviation due to Stop the Clock Request

A Faculty Member may be permitted to extend the Minimum Standard Time in Rank for Promotion for a maximum of one year due to a request by the Faculty member as a result of an extraordinary circumstance, such as a natural disaster, change in federal government agency that results in a grant cancellation, pandemics, etc.

At the time the Faculty member submits a Faculty Dossier, they may request to reverse the request to stop the clock if they find they were able to continue progress toward Promotion.

2. Faculty with Multiple Appointments.

Faculty members holding appointments in more than one Academic Unit will have a written agreement specifying their responsibilities, evaluation procedures, and the designated evaluating Faculty Supervisor for evaluation. Such agreements are approved by the Faculty member, the Faculty Supervisor(s), the dean (or designee), and the Provost (or designee). The agreement must designate the Academic Unit and the Faculty Supervisor who will hold primary decision-making responsibility in the event of disagreements. If disagreements persist, the Provost (or designee) will have the final

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authority to designate the Academic Unit and Faculty Supervisor who will hold primary decision-making responsibility.

3. F AE and Midpoint Review.

All renewable term Faculty members must undergo a FAE as described further hereinbelow. After the first two (2) years of service, renewable track Faculty must receive a midpoint review in the third year of service as described further hereinbelow. The Office of the Provost provides timely notification to the dean (or designee), Faculty Supervisor, and Faculty about the required and/or expected FAE and midpoint reviews.

3.1. FAE.

Renewable term Faculty, regardless of Rank, receive an annual FAE conducted by the Faculty Supervisor and the dean. The Faculty Supervisor assesses performance and expectations appropriate to Rank and progress toward Promotion, if applicable. The FAE is based on the Faculty member's FAR and evaluated in the context of assigned responsibilities in teaching, clinical practice, RSCA, service, and/or administrative activities as outlined in the offer letter, most recent contract of employment, the previous year's FAP, FAR, FAE, and applicable Academic Unit Promotion criteria. Not all areas of evaluation apply to all Faculty members (i.e., some Faculty may not perform clinical practice). The Faculty Workload Policy governs the FAP. The FAE serves as the basis for decisions related to Promotion, as applicable, workload, assignments, salary recommendations, and other personnel actions. Faculty may submit a rebuttal of the Faculty Supervisor's FAE to the dean, whose decision on the FAE rating is final.

3.1.1. Faculty performance is assessed by the Faculty Supervisor and the dean (or designee) using the following university-wide rating scale, which reflects institutional expectations for teaching, clinical practice, RSCA, service, and/or administrative activities. Academic units use objective, clearly defined performance criteria and this standardized scale to ensure fairness and consistency in the evaluation process. The expectations delineated within the scale include:

3.1.1.1. **Exceeds Expectations:** consistently surpasses established goals set in the offer letter, most recent contract of employment, the previous year's FAP, FAR, FAE, and standard expectations within applicable Academic Unit Promotion criteria.

3.1.1.2. **Meets Expectations:** consistently achieves and occasionally exceeds established goals set in the offer letter, most recent contract of

employment, the previous year's FAP, FAR, FAE, and standard expectations within applicable Academic Unit Promotion criteria.

3.1.1.3. Approaches Expectations: inconsistently achieves established goals set in the offer letter, most recent contract of employment, the previous year's FAP, FAR, FAE, and standard expectations within applicable Academic Unit Promotion criteria.

3.1.1.4. Does Not Meet Expectations: consistently fails to achieve established goals set in the offer letter, most recent contract of employment, the previous year's FAP, FAR, FAE, and standard expectations within applicable Academic Unit Promotion criteria or involves professional misconduct, dereliction of duty, or incompetence.

3.1.2. Performance Improvement Plan.

When a Faculty member receives a rating of "Does Not Meet Expectations" or "Approaches Expectations" in any area of assigned responsibility (teaching, clinical practice, RSCA, service, and/or administrative activities), the Faculty member and Faculty Supervisor must develop a Performance Improvement Plan (PIP). The PIP is approved by the dean.

The PIP includes clearly defined goals or outcomes; an outline of activities to be undertaken; a timetable for completing those activities; available resources and supports to address the Faculty member's needs; expectations for improvement; monitoring strategies; and consequences for failure to meet the PIP's expectations. Faculty with a PIP meet with the Faculty Supervisor at least twice during the fall semester and twice during the spring semester to review progress, document additional needs/resources, and identify planned accomplishments for the upcoming quarter. After each meeting, the Faculty Supervisor summarizes the meeting and indicates whether the Faculty member is on track to complete the PIP. The PIP may require revisions to the Faculty member's FAP and workload allocation, but shall not require overload assignments. The Faculty member has up to two (2) years to accomplish the goals/outcomes of the PIP.

3.2. Midpoint Review.

During the third year of employment, renewable term Faculty must receive a midpoint review. The midpoint review is conducted by the Faculty of the Academic Unit, in collaboration with the Faculty Supervisor. For Faculty members who have been awarded credit toward Promotion at the time of hire, the Faculty Dossier for the midpoint review will include accomplishments completed during the period for which

such credit was granted. Reviewers must consider these accomplishments as part of the midpoint evaluation.

Faculty members who elect not to pursue Promotion at the standard review interval or those who are not recommended for Promotion after their initial submission, may seek Promotion at a later date. In cases where Faculty apply for Promotion during an out-of-cycle period, the Faculty member may request an out-of-cycle midpoint review of their Faculty Dossier to assess progress toward meeting Promotion criteria. The midpoint review is advisory in nature and does not constitute a guarantee of Promotion.

4. Notification of Promotion Eligibility.

The Office of the Provost provides timely notification to the dean (or designee), Faculty Supervisor, and Faculty about the eligibility of a particular Faculty member for Promotion. Faculty provide written confirmation of their intent to apply for Promotion.

5. Faculty Withdrawal of Application.

Once Faculty upload a Faculty Dossier to ETSU's review system, the Faculty member is considered to have submitted a Faculty Dossier for Promotion. Only the Faculty member who has applied for Promotion can request that the application be withdrawn. There are no limits to the number of times Faculty can apply for Promotion until Faculty reach the Rank of Professor or Principal Lecturer.

6. Criteria for Promotion.

6.1. University Criteria.

The Faculty Appointment and Designations Policy governs the university criteria distinguishing Ranks and establishes the minimum requirements for appointment and Promotion across Ranks, including qualifications related to terminal degree requirements. Any Exceptions to the minimum academic Rank qualifications or terminal degree requirements are governed by the provisions set forth in the Faculty Appointment and Designations Policy and the Certification of SACSCOC Faculty Qualifications Policy, and are applied in accordance with university procedures.

Renewable track Faculty must demonstrate documented professional excellence and continued promise in teaching, clinical practice, RSCA, service, and/or administrative activities, as well as the likelihood that the Faculty member will continue to demonstrate professional excellence and contribute to the mission and anticipated needs of the Academic Unit in which the appointment is held.

6.2. Academic Unit Evaluation Criteria.

Each Academic Unit is responsible for developing its own criteria for annual review and Promotion. When Academic Unit-level criteria are developed or revised, they must be approved by a Majority Vote of the full-time Faculty within the Academic Unit, regardless of Rank or appointment status. Following Faculty approval, the criteria must be reviewed and approved by: (1) the college dean (or designee) to ensure equitable workload expectations within the Academic Unit; and (2) by the Provost to ensure alignment with institutional policies and standards before Academic Unit-level criteria are published and in effect. Academic Unit-level criteria become official upon publication in the university-designated online format and must include the effective date in the document.

When developing criteria, Academic Units should consider the standards and practices of identified peer units or comparable programs, as determined by the Academic Unit. Academic Unit-level criteria must provide clear guidance and expectations reflecting the norms and standards of the discipline(s) represented within the unit by which faculty will be evaluated. Academic Unit-level criteria must clearly specify the classification of administrative activities and indicate whether such work is evaluated within the area of service or another designated category of Faculty responsibility. Academic Unit-level criteria must align with university policies and procedures.

6.3. Applicability of Promotion Criteria.

Faculty members are evaluated for Promotion under the criteria in effect at the time of their initial appointment or at the time following their most recent Promotion. Following the adoption of revised Promotion criteria, Faculty may elect, in writing, to be evaluated under either the prior criteria or the revised criteria. This election remains in effect until the Faculty member's next scheduled Promotion review or for a period not to exceed six (6) years, whichever occurs first. In accordance with this policy, Faculty assigned significant administrative activities elect, in writing, to be evaluated under either the prior criteria or the revised criteria and that election remains in effect until the Faculty member's next scheduled Promotion review or for a period not to exceed seven (7) years, whichever comes first. Upon completion of that review or the six (6) year period, seven (7) year period for those assigned significant administrative activities, the revised criteria are applied to all subsequent evaluations.

6.4. Transition Following Academic Unit Reassignment.

Faculty members who are reassigned to a different Academic Unit as a result of institutional reorganization are provided a transition period of up to six (6) years

(seven (7) years for Faculty with administrative activities) from the effective date of transfer to align with the Promotion criteria of the new Academic Unit or their next scheduled Promotion review. During this transition period, Faculty may elect to be evaluated under the criteria in effect at the time of their appointment or under the criteria of the new Academic Unit's criteria.

When a faculty member is serving in a Probationary Period in an Academic Unit and is subsequently transferred to another Academic Unit, the Faculty member, with the written approval of the President, may elect to begin a new Probationary Period on the date the transfer occurs. If the Faculty member does not so elect, and confirms in writing to the President, time spent in the first appointment shall count toward establishing the minimum Probationary Period.

7. College-Level Criteria.

College-level Promotion guidelines or best practices may be developed through established shared governance processes to inform the creation of Academic-Unit criteria. However, Academic Unit criteria remain the standard for evaluation in annual review and Promotion processes. Colleges without Academic Units will establish College-level Promotion guidelines.

8. Areas of Faculty Evaluation.

The areas of evaluation for annual review, midpoint review, and Promotion include teaching, clinical practice, RSCA, service, and/or administrative activities in accordance with their role expectations. The relative weight assigned to each area is determined by the Faculty member's assigned responsibilities, as reflected in the Faculty member's offer letter, the most recent contract of employment, and/or applicable FAP, FAR, and/or FAE documents.

Academic Unit-level criteria must provide further clarification regarding the scope, expectations, and documentation of activities within each area of evaluation.

Faculty member's activities within each area of evaluation must demonstrate discipline-appropriate proficiency, evidence of creativity and/or originality, appropriate documentation, and meaningful impact.

Activities not specified in either the university's policies and procedures or the unit's Promotion criteria must be documented and approved in the Faculty member's FAP and FAR and approved by the Faculty Supervisor and the dean.

8.1. Teaching.

Teaching includes instruction and the support of student learning across all settings, including, as applicable, clinical education and the evaluation of learners in the health professions.

Evaluation of teaching will be conducted in a manner consistent with the Academic Unit's instructional mission and takes into account the Faculty member's assigned duties as outlined in the offer letter, the most recent contract of employment, and applicable FAP, FAR, and/or FAE documents.

For purposes of Promotion, the record of teaching will provide evidence that the Faculty member meets or exceeds established expectations in teaching or comparable instructional activities consistent with Academic Unit criteria as defined by the Academic Unit and in accordance with this policy.

Faculty members must demonstrate a sustained record of teaching that reflects ongoing, intentional development and improvement in instructional practices. Faculty members with teaching expectations must document teaching activities with clear and appropriate evidence demonstrating progress toward, or the sustained quality of, teaching effectiveness in each application for review.

8.2. Clinical Practice.

Clinical Practice includes the application of professional activities related to patient care or PreK–12 practice, conducted with or without learners present. Clinical practice may include, but is not limited to, the delivery of patient care, participation in interprofessional teams, advancement of clinical guidelines, and contributions to practice-based outcomes.

Evaluation of clinical practice will be conducted in a manner consistent with the Academic Unit's clinical mission and take into account the Faculty member's assigned duties as outlined in the offer letter, the most recent contract of employment, and applicable FAP, FAR, and/or FAE documents.

For purposes of Promotion, the record of clinical practice will provide clear and appropriate evidence that the Faculty member meets or exceeds established expectations of the quality, scope, and effectiveness of clinical activities consistent with Academic Unit criteria as defined by the Academic Unit and in accordance with this policy.

Faculty members with clinical practice expectations must document clinical activities with clear, appropriate evidence demonstrating progress toward, or sustained quality of, clinical practice in activities in each application for review.

8.3. Research, Scholarship and Creative Activities (RSCA).

RSCA includes the discovery, application, and dissemination of knowledge and professional expertise. RSCA may include both independent and collaborative work and encompasses a range of scholarly and creative contributions appropriate to the Faculty member's discipline.

RSCA includes, but is not limited to, the scholarship of discovery, integration, and application; the generation of new knowledge and understanding through inquiry; engaged scholarship; the scholarship of teaching and learning; community-based and clinical research; translational activities; entrepreneurial innovation; and discipline-specific creative activities.

Evaluation of RSCA will be conducted in a manner consistent with the Academic Unit's mission and takes into account the Faculty member's assigned duties as outlined in the offer letter, the most recent contract of employment, and applicable FAP, FAR, and/or FAE documents.

For purposes of Promotion, the record of RSCA will provide evidence that the Faculty member meets or exceeds established expectations in one or more areas of RSCA consistent with Academic Unit criteria as defined by the Academic Unit and in accordance with this policy.

Faculty members must demonstrate a sustained record of contributions to RSCA that reflect ongoing engagement and impact within their field. Faculty members with RSCA expectations must document RSCA with clear and appropriate evidence demonstrating the quality, significance, and impact of their work in each application for review.

Non-peer-reviewed publications, presentations, or other scholarly outputs may be considered evidence of scholarly activity; however, peer-reviewed work serves as the primary basis for evaluation and generally carries greater weight in RSCA review processes.

8.4. Service.

Service includes professional contributions to the Academic Unit, the college, the university, the profession, and/or the community. The institution's strength is

supported by Faculty members' commitment to functioning as a community of interdependent scholars engaged in service to the Academic Unit, the college, the university, the profession, and the broader community through outreach and engagement. Service activities are aligned with the mission of the university and/or draw upon the Faculty member's professional expertise. Community outreach and engagement are recognized as particularly valuable contributions that are consistent with ETSU's mission.

All Faculty members are expected to fulfill basic responsibilities of academic citizenship, including attendance and participation in Academic Unit, college, and university meetings or related convenings. Such activities are considered essential duties of Faculty membership and do not, in and of themselves, constitute service for purposes of evaluation.

Evaluation of service will be performed at a level of quality consistent with expectations for teaching, clinical practice, and RSCA. The evaluation of service takes into account the Faculty member's assigned duties as outlined in the offer letter, the most recent contract of employment, and applicable FAP, FAR, and/or FAE documents.

For the purposes of Promotion, the record of service will provide evidence that the Faculty member meets or exceeds established expectations of service consistent with Academic Unit criteria as defined by the Academic Unit and in accordance with this policy.

Faculty members with service expectations must demonstrate a record of service contributions that reflect the mission of the Academic Unit, college, university, profession, and/or the broader community through outreach and engagement.

Faculty members with service expectations must document their service with clear and appropriate evidence demonstrating the quality, significance, and impact of their work in each application for review.

8.5. Administrative Activities.

Administrative activities include work that supports an Academic Unit, college, or the university, including leadership roles such as department chair, associate/assistant dean, center director, and school director. Faculty members with significant administrative activities, such as department chair, associate/assistant dean, center director, and school director, may extend the Minimum Standard Time in Rank as described in the Administrative Activities' Affect on Minimum Standard Time in Rank

section. Leadership roles, such as program director/coordinator or assistant/vice chair, performed in lieu of course release or for additional compensation, are considered Service and are included in Standard Workload Expectations, as outlined in the FAP.

Time spent completing administrative activities, or an appropriate prorated portion thereof, may be counted toward the Minimum Standard Time in Rank, provided that the Faculty member maintains a significant level of engagement in teaching, clinical practice, RSCA, service, and/or administrative activities. Upon acceptance of administrative activities, the Faculty member's FAP must be revised and approved by the Faculty Supervisor and dean, describing the level of engagement with teaching, clinical practice, RSCA and/or service required of the Faculty member while completing administrative activities.

Responsibilities in administrative activities may be considered as a component of service under Academic Unit criteria, but shall not constitute the entirety of the service category. Academic Units must define the appropriate weighting of administrative activities within the service category and may, where appropriate, identify administrative activities as a distinct category within the FAP; provided, however, such designation shall not, in itself, satisfy criteria for Promotion.

9. Establishment of Promotion Committees.

9.1. Academic Unit Promotion Committee.

All eligible Academic Unit Faculty at or above the Rank sought by the Faculty member shall the Academic Unit Promotion committee. Academic Unit Faculty may not refuse to serve on a Promotion committee unless there is supervisor-approved rationale or conflict of interest (e.g., Faculty applying for Promotion are related to or the spouse of). The Promotion committee should include at least five (5) members. In cases where committee composition requirements cannot be met, alternative reviewers may be selected from other colleges or units with a written agreement between the Faculty Supervisor and the Faculty applying for Promotion. Faculty holding the Rank of Assistant Professor, Associate Professor, or Professor may serve on committees for Lecturers seeking Promotion to Senior Lecturer or Principal Lecturer. Lecturers may not serve on committees for candidates seeking Promotion to Assistant Professor, Associate Professor, or Professor. The Faculty Supervisor will appoint a chair to lead the Academic Unit Review.

For Promotion applications involving Faculty who serve as Faculty Supervisors, Academic Unit Promotion Committees must include at least one Faculty member from

outside the Academic Unit. In cases involving Faculty who serve as Faculty Supervisors, the Dean will appoint a chair to lead the Academic Unit review.

9.2. College Tenure and Promotion Committee.

The dean of each college publishes written procedures for appointing the College Tenure and Promotion committee. This committee is comprised of membership from Faculty at the Rank of lecturer, senior lecturer, principal lecturer, assistant professor, associate professor, and professor. All college committee members should have at least 3 years of service at ETSU. Collectively, the membership should represent the various disciplines of the college with equal numbers appointed by the dean and elected by the Faculty. When making appointments to this committee, the dean should balance the Faculty by Tenure status, seniority, professorial Rank, Academic Unit representation, and continuity of membership. Deans may reappoint Faculty members to consecutive terms to secure stability in the committee membership. At least two-thirds of the committee members should hold the Rank of associate professor or professor. When there are insufficient numbers of Faculty within a college holding the Rank of associate professor or professor to serve on the college committee, the dean may request participation of Faculty from other colleges. Faculty Supervisors shall not serve on their college's committee, but may serve on other college's committees. Faculty members serving on the college committee who are from the same Academic Unit as a candidate for Promotion must recuse themselves from both discussion and voting on that candidate. An applicant for Promotion in a given year shall not be elected or appointed to a College Tenure and Promotion Committee. A person elected to serve a two or three-year term and who has applied for Promotion during that term shall be excused from the college committee in that year. In the event a replacement is needed, the college may obtain a replacement on the same basis as the individual was appointed.

The committee must include a minimum of six (6) and shall not exceed fourteen (14) members who serve staggered two (2) or three (3) year terms. The college Faculty decide whether the committee chair should be elected from among the committee members or appointed by the dean.

In colleges with six (6) or more Academic Units, no more than one (1) Faculty member may be elected from a single department. In colleges with fewer than six (6) departments, each department should be represented by at least one (1) elected member (if possible).

In cases where committee composition requirements cannot be met, alternative reviewers may be selected from other colleges or units, in accordance with the procedures established by this policy. Only Tenured members of the Academic Unit committee may vote on applications for Tenure.

10. Promotion Review and Recommendation Processes.

Except as noted within this section, Faculty Dossiers submitted for Promotion are reviewed by the Academic Unit committee, Faculty Supervisor, college committee, dean, Provost, and President. Each reviewer or reviewing body provides an independent recommendation accompanied by a written statement. Recommendations at each level are made independently and without regard to prior recommendations. Final authority for the granting Promotion rests with the Board of Trustees. The decision of the Board of Trustees is final.

All participants in the review process will maintain strict confidentiality to the extent permitted by law regarding all materials, deliberations, and recommendations.

Faculty Supervisors who are candidates for Tenure and/or Promotion will only be reviewed by the Academic Unit committee, the college committee, the dean, the Provost, and the President.

In limited circumstances the review and recommendation levels for a faculty member (e.g., library Faculty or research center faculty) may require Exceptions. Any Exception must be requested in writing to the Provost. The Provost or designee must approve the Exception prior to review. The decision of the Provost or designee is final. At each stage of review, faculty have the opportunity to respond to reviewer feedback and to clarify materials submitted for review. At any level of the review, reviewers may request additional information from the Faculty member. At the levels of the Academic Unit committee, Faculty Supervisor, college committee, and dean, the Faculty has an opportunity to submit a rebuttal to the most recent negative recommendation before the Faculty Dossier advances to the next level of review. There is not an opportunity to submit a rebuttal at the Provost and President review. The deadline for submitting the rebuttal will be posted on the Office of the Provost website.

10.1. Academic Unit Committee.

The Academic Unit Committee reviews the Faculty member's Faculty Dossier using the approved Academic Unit criteria through ETSU's review system. The Academic Unit committee reviews all applications and ensures that Promotion criteria are applied consistently and uniformly across the Academic Unit. The Academic Unit committee also reviews the completeness of submitted materials and may question

omissions or procedural inconsistencies. When discrepancies or misapplications of criteria are identified, the Academic Unit committee will seek to address them through consultation with the appropriate parties. In formulating its recommendation, the Academic Unit committee considers the broader philosophy and objectives of the Academic Unit, as well as any approved weighting of criteria and standards that reflect the expectations in the offer letter, most recent contract, FAP, FAR, and/or FAE document. The Academic Unit committee forwards its written recommendation to the Faculty Supervisor pursuant to the deadline published on the Office of the Provost's website. The chair of the Academic Unit's committee provides a written composite statement that includes the composite vote count, explains the recommendation, and provides an explicit evaluation of the areas of teaching, clinical practice, RSCA, service, and/or administrative activities, commensurate with the duties and Rank of the Faculty. Each committee member votes separately to recommend or not to recommend for Promotion. The committee chair collects the members' votes and maintains the confidentiality of each member's vote. The chair calls the vote, records the vote, and provides the composite final vote to the Faculty Supervisor through ETSU's review system. Dissenters may include their views in the report by sending their views to the committee chair, who includes dissenters' views as part of the composite statement. The composite vote calculation is shared collectively. Recommendations are based on the Majority Vote.

10.2. Faculty Supervisor.

The Faculty Supervisor reviews the Faculty member's Faculty Dossier using the approved Academic Unit criteria through ETSU's review system. The Faculty Supervisor receives and reviews Promotion recommendations from the Academic Unit committee. The Faculty Supervisor reviews all applications and ensures that Promotion criteria are applied consistently and uniformly across the Academic Unit. The Faculty Supervisor also reviews the completeness of submitted materials and may question omissions or procedural inconsistencies. When discrepancies or misapplication of criteria are identified, the Faculty Supervisor will seek to address such issues through consultation with the appropriate parties. In formulating its recommendation, the Faculty Supervisor considers the broader philosophy and objectives of the Academic Unit, as well as any approved weighting of criteria and standards that reflect the expectations in the offer letter, most recent contract, FAP, FAR, and/or FAE document. The Faculty Supervisor provides a written composite statement that explains the recommendation and includes an explicit evaluation of the areas of teaching, clinical practice, RSCA, service, and/or administrative activities

commensurate with the Faculty member's duties and Rank. The Faculty Supervisor chooses to recommend or not to recommend the Faculty for Promotion. The Faculty Supervisor forwards their written statement and recommendation to the College Committee pursuant to the deadline published on the Office of the Provost's website.

10.3. College Committee.

The College Committee reviews the Faculty member's Faculty Dossier using the approved Academic Unit criteria through ETSU's review system. The College committee reviews all applications and ensures that Promotion criteria are applied consistently and uniformly across the Academic Unit. The College committee also reviews the completeness of submitted materials and may question omissions or procedural inconsistencies. When discrepancies or misapplications of criteria are identified, the College committee will seek to address them through consultation with the appropriate parties. In formulating its recommendation, the College committee considers the broader philosophy and objectives of the Academic Unit, as well as any approved weighting of criteria and standards that reflect the expectations in the offer letter, most recent contract, FAP, FAR, and/or FAE document. The College committee forwards its written recommendation to the Faculty Supervisor pursuant to the deadline published on the Office of the Provost's website. The chair of the College committee provides a written composite statement that includes the vote count, explains the recommendation, and provides an explicit evaluation of the areas of teaching, clinical practice, RSCA, service, and/or administrative activities, commensurate with the duties and Rank of the Faculty. Each College committee member votes separately to recommend or not to recommend for Promotion. The committee chair collects the members' votes and maintains the confidentiality of each member's vote. The chair calls the vote, records the vote, and provides the final composite vote to the Faculty Supervisor through ETSU's review system. Dissenters may include their views in the report by sending their views to the committee chair, who includes dissenters' views as part of the composite statement. The total composite vote calculation is shared collectively. Recommendations are based on the Majority Vote.

10.4. Dean.

The dean reviews the Faculty member's Faculty Dossier using the approved Academic Unit criteria through ETSU's review system. The dean receives and reviews Promotion recommendations from the Academic Unit committee and the Faculty Supervisor. The dean reviews all applications and ensures that Promotion criteria are applied consistently and uniformly across the Academic Unit. The dean also reviews the completeness of submitted materials and may question omissions or

procedural inconsistencies. When discrepancies or misapplications of criteria are identified, the dean will seek to address them through consultation with the appropriate parties. In formulating its recommendation, the dean considers the broader philosophy and objectives of the Academic Unit, as well as any approved weighting of criteria and standards that reflect the expectations in the offer letter, most recent contract, FAP, FAR, and/or FAE document. The dean provides a written composite statement that explains the recommendation and includes explicit evaluation of the areas of teaching, clinical practice, RSCA, service, and/or administrative activities, commensurate with the Faculty member's duties and Rank. The dean chooses whether to recommend or not to recommend the Faculty for Promotion. The dean forwards their written composite statement and recommendation to the Provost pursuant to the deadline published on the Office of the Provost's website.

10.5. Provost.

The Provost reviews the Faculty member's Faculty Dossier using the approved Academic Unit criteria through ETSU's review system. The Provost receives and reviews Promotion recommendations from the Academic Unit committee, the Faculty Supervisor, the college committee, and the dean. The Provost reviews all applications and ensures that Promotion criteria are applied consistently and uniformly across the Academic Unit. The Provost also reviews the completeness of submitted materials and may question omissions or procedural inconsistencies. When discrepancies or misapplications of criteria are identified, the Provost will seek to address them through consultation with the appropriate parties. In formulating its recommendation, the Provost considers the broader philosophy and objectives of the Academic Unit, as well as any approved weighting of criteria and standards that reflect the expectations in the offer letter, most recent contract, FAP, FAR, and/or FAE document. The Provost provides a recommendation, choosing whether to recommend or not to recommend the Faculty for Promotion. The Provost forwards their recommendation to the President pursuant to the deadline published on the Office of the Provost's website.

10.6. President.

The President completes the final review using the approved Academic Unit criteria. The President receives and reviews Promotion recommendations from Academic Unit committees, Faculty Supervisors, the college committee, the dean, and the Provost through ETSU's review system. The President also reviews the completeness of submitted materials and may question omissions or procedural inconsistencies. When discrepancies or misapplications of criteria are identified, the President will

seek to address such issues through consultation with the appropriate parties and may send the application back to the previous level for additional review. In formulating their recommendation, the President considers the broader philosophy and objectives of the Academic Unit, as well as any approved weighting of criteria and standards that reflect the expectations in the offer letter, most recent contract, FAP, FAR, and/or FAE document.

Upon the President's written recommendation, the Provost presents the faculty recommended for Promotion to the Board of Trustees for approval.

10.7. Board of Trustees Review and Approval.

The Board of Trustees has the final authority to approve a Promotion under this policy. Upon receipt of a recommendation from the President, The Provost or the Provost's designee presents to the Board of Trustees the recommended individuals for Promotion. The Board of Trustees will vote at the next available board meeting to approve Promotion. The decision of the Board is final and cannot be appealed. If the Board votes to approve Promotion, the President informs the Faculty member. The Provost provides written documentation of the Board of Trustees' approval to the Office of Human Resources for filing in the Faculty member's personnel file. Promotion is effective at the start of the new fiscal year for Faculty members on 12-month contracts. Promotion is effective in August for Faculty members on 9-month contracts.

11. Appeal.

An appeal process is an integral component of the university's Promotion system. The responsibility for initiating an appeal rests solely with the Faculty member.

A Faculty member may file an Appeal on the basis that the Provost's negative recommendation:

11.1. Violates the Faculty member's right to Academic Freedom;

11.2. Violates university policies or procedures; and/or

11.3. Is based on an error of fact.

12. Appeal Process.

If the faculty member receives a negative recommendation from the Provost, the faculty member may file one (1) appeal after receipt of the Provost's written negative recommendation. There are no appeal rights related to any other recommendations. The faculty member must submit a written appeal to the Faculty Senate President within seven (7) business days from the date of the Provost's recommendation. Upon

receipt, the Faculty Senate president convenes the University Tenure and Promotion Appeals Committee (TPAC) and appoints a chair. Within three (3) days of the date of the appeal, the Faculty Senate president forwards the written appeal to the Office of the President, the chair of the University Tenure and Promotion Appeals Committee (TPAC), and the Provost. The Provost (or designee) upon receipt of the appeal immediately grants dossier access for committee members.

Within seven (7) business days of receiving the appeal, the Chair of TPAC convenes the committee to review the Appeal. TPAC evaluates all relevant documents and may conduct interviews as appropriate, including but not limited to: (1) faculty member applying for Promotion; (2) chair of the Academic Unit Tenure and Promotion committee; (3) Faculty Supervisor, if applicable; (4) chair of the college Tenure and Promotion committee; (5) the dean; and/or (6) the Provost.

Within ten (10) business days of reviewing the appeal, the Chair of TPAC prepares a written memorandum of findings. At the committee's discretion, the report must include a formal recommendation regarding Promotion.

Within five (5) business days of receiving the memorandum of findings from TPAC, the President issues a written decision to the faculty member, the chair of TPAC, and the Provost. The decision of the university President is final

12.1. Appeal Process Written Memorandum of Findings.

The TPAC Chair provides the written memorandum of findings to:

- 12.1.1. faculty member applying for Promotion,
- 12.1.2. Faculty Supervisor,
- 12.1.3. college dean,
- 12.1.4. Provost, and
- 12.1.5. President.

13. University Appeal Committee.

The University Tenure and Promotion Appeals Committee (TPAC) is composed of tenured, full professors who serve one academic year. Deans, Faculty Supervisors, associate or assistant deans, or any administrator directly involved in Tenure and/or Promotion decisions, and any individual who participated in the review of the Faculty member at any level, are ineligible to be part of the TPAC. If a college fails to designate a representative and alternates—or if those designated are unavailable or ineligible—the Faculty Senate President and TPAC chair jointly appoint a qualified representative from that college. The TPAC membership includes:

13.1. one Faculty senator, elected by the Faculty Senate, who also serves as the chair of the committee; and

13.2. a representative Faculty member from each college, excluding anyone who participated in prior evaluations of the Faculty member's application for Tenure and/or Promotion. College senators are responsible for nominating the representative from their respective colleges and two alternates.

14. Salary Increases Upon Promotion.

Upon Promotion, Faculty members will receive a salary adjustment effective at the beginning of the next fiscal year, as follows:

14.1. Promotion to Associate Professor or Senior Lecturer will result in an eight percent (8%) increase in Base Salary and any applicable Base Stipends;

14.2. Promotion to Professor or Principal Lecturer will result in a ten percent (10%) increase in Base Salary and any applicable Base Stipends.

After the Faculty member is recommended for a Promotion that results in a salary increase, the Office of the Provost will inform Human Resources of the Promotion, the title change, and the percentage of salary increase associated with the Promotion.

As an agency of the State of Tennessee, the University cannot legally obligate funds in furtherance of the compensation beyond a given year, and any raise is subject to funds availability.

15. Separation from University and Reappointment.

Renewable track Faculty may separate from ETSU in accordance with the Office of Human Resources policies for Voluntary Separation from Employment or Involuntary Separation from Employment. A renewable track Faculty member who separates from the university does not retain previously accrued credit toward Promotion eligibility.

A Faculty member who is subsequently reappointed to the university must request credit for prior service from the President, who has final authority in granting prior service in accordance with the provisions of this policy.

16. University School Tenure.

This policy does not apply to University School faculty tenure. Any decision related to the tenure of a University School faculty shall be governed by the University School policy.

Procedures

Policy Effective Date: 5/8/2017 • **Policy Revised:** INSERT
Procedures Effective Date: 5/8/2017 • **Procedures Revised:** INSERT

1. Procedures to Request an Exception or Deviation to the Minimum Standard Time in Rank Required for Promotion.

Requests for credit for prior service are submitted in writing and approved by the Faculty Supervisor, the dean, the Provost, and the President, with the ultimate authority provided in writing by the President. For all other Deviations or Exceptions to the Minimum Standard Time in Rank, the Faculty member will submit a written request to the Faculty Supervisor and attach an updated CV listing up-to-date accomplishments.

The Faculty Supervisor reviews the Faculty member's request and makes a recommendation. Regardless of the Faculty Supervisor's decision to support the request or not to support the request, the Faculty Supervisor forwards their recommendation to the dean and informs the Faculty member of their recommendation.

The dean (or designee) reviews the Faculty member's request and provides a written recommendation to the Provost. Regardless of the dean's (or designee's) support for or against the request, the dean (or designee) forwards their recommendation to the Provost and informs the Faculty member and the Faculty Supervisor of their recommendation.

The Provost reviews the Faculty member's request and provides a written recommendation to the President and informs the Faculty Supervisor, the Faculty member, and the dean of their recommendation.

The President makes the final recommendation and informs the Provost, the dean, the Faculty Supervisor, and the Faculty member.

The Office of the Provost will publish annually on its website the deadlines for the procedures to request an Exception or Deviation.

If the Faculty member chooses to reverse the request for credit for prior service or the request to stop the clock, the faculty member will follow the same process followed to make the initial request.

2. F.A.E.

Faculty submit an annual FAR to their Faculty Supervisor via ETSU's evaluation system by the deadline published on the Office of the Provost's website. The FAR includes: (1) a summary of the activities completed during the previous year (as published on the Office of the Provost's website) in teaching, clinical practice, RSCA, service, and/or administrative activities; (2) a narrative describing the context and impact of the Faculty member's activities; (3) an explanation of any discrepancies between the FAR and the

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FAP for the reporting period; and (4) documents that demonstrate the Faculty member's activities are consistent with the Academic Unit's criteria. The Faculty Supervisor completes the FAE to assess the FAR. The FAE is submitted to the dean, who also completes the FAE, via ETSU's evaluation system.

The Faculty Supervisor and the dean provide a FAE that includes a written, candid assessment of the Faculty member's achievements in teaching, clinical practice, RSCA, service, and/or administrative activities during the applicable year under review. The FAE should address whether the Faculty member's body of work in the year under review met the expectations in the Faculty member's offer letter, most recent contract, FAP, FAR, and/or any previous FAE. If needed, the FAE should include methods to support areas of teaching, clinical practice, RSCA, service, and/or administrative activities that need attention to ensure continuous improvement. Continuous improvement does not require exceeding already established levels of excellence but it does require maintaining high standards and adapting to evolving disciplinary, institutional, and student needs. Faculty are expected to engage in ongoing reflective practice and professional development to sustain and, where appropriate, enhance the quality and impact of their work. If applicable, the FAE should inform the Faculty member about progress toward Promotion.

3. Midpoint Review.

Based on the timeline published by the Office of the Provost, deans, the Faculty Supervisor, and the Faculty will be informed of a midpoint review.

When applicable, the Faculty member submits a Faculty Dossier via ETSU's review system demonstrating their progress toward Promotion. The deadline for the Faculty to submit, as well as the Faculty Supervisor and Academic Unit to review, aligns with Tenure and Promotion deadlines. The midpoint review Faculty Dossier is prepared in the same format as the Promotion Faculty Dossier. After the review, the Faculty Supervisor and chair of the Academic Unit committee provide the Faculty member with a summary that:

- 3.1. evaluates the Faculty member's achievements and areas that need to be strengthened, if applicable, related to teaching, clinical practice, RSCA, service, and/or administrative activities based on appointment, duties, and discipline in comparison to their FAP/FAR/FAE;
- 3.2. determines, if needed, methods to support areas that need attention; and
- 3.3. informs the Faculty member of their progress toward Promotion

4. Performance Improvement Plan.

Based on the timeline published by the Office of the Provost, the Faculty member and Faculty Supervisor meet and develop a PIP. The PIP must be signed by the Faculty

member, Faculty Supervisor, and dean, then uploaded into ETSU's review system. The Faculty member will report their progress on the PIP in subsequent FAP/FAR/FAE process(es).

5. Notification of Eligibility for Promotion.

The Office of the Provost provides written notice to the dean of each college of the Faculty eligible for reappointment, third-year review, or Promotion. The dean of each college reviews the list for accuracy and forwards it to the applicable Faculty Supervisor along with a list of all Faculty eligible for reappointment, midpoint review, and/or Promotion. The Faculty Supervisor reviews the list for accuracy and sends the corrected list to the Dean.

The Dean of the College sends any Academic Unit-level or dean-level changes to the Office of the Provost. The Office of the Provost updates the list of eligible Faculty.

The Office of the Provost sends a written notification to individual Faculty who are eligible for either midpoint review, or Promotion and copies the college dean, the Faculty Supervisor, and the Office of Human Resources.

Faculty inform the Provost, their dean, and their Faculty Supervisor of their intent to apply for Promotion. The college dean informs the Office of the Provost of all Faculty within their unit who intend to apply for Promotion.

The Office of the Provost sends the final written list of Faculty who intend to apply for Promotion to the Office of the President and the Office of Human Resources.

The list of Faculty who intend to apply for Promotion from a specific college is sent to the dean of each college. The dean of each college provides the written list of Faculty who intend to apply for Promotion to the Faculty Supervisor of each Academic Unit.

6. Withdrawal of Application.

The Faculty member will submit a written request to the Faculty Supervisor, dean, and Provost.

7. Developing Academic Unit Criteria.

Faculty members within an Academic Unit will develop Academic Unit criteria within a maximum of two academic years, excluding summers and based on dates provided by the Office of the Provost. This includes all levels of review and approval and ends in the

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posting of Academic Unit criteria on the university-designated online format. Academic Units should review their unit-level criteria every five (5) years.

8. Procedure to Select Academic Unit Criteria Following a Move to a New Unit.

When a Faculty member is reassigned to a different Academic Unit, they will submit a written letter to their Faculty Supervisor indicating the criteria they will follow. The Faculty Supervisor will forward the letter to the dean, cc'ing the Office of the Provost and Human Resources. The letter indicating the criteria the Faculty wishes to follow is added to the Faculty member's file in the dean's office. It is the responsibility of the Faculty member to provide the criteria they chose to follow as part of their Faculty Dossier material by the deadline published on the Office of the Provost's website.

9. Procedure to Select Academic Unit Criteria Following Criteria Revision.

When Academic Units revise their criteria, the Office of the Provost will notify the dean and the Academic Unit Faculty Supervisor when the Academic Unit criteria have been approved. The Faculty Supervisor will notify the Faculty of the Academic Unit. Faculty of the Academic Unit who may be eligible for Promotion submit a written letter to their Faculty Supervisor indicating the criteria they choose to follow. The Faculty Supervisor will forward the letter to the dean, cc'ing the Office of the Provost and Human Resources. The letter indicating the criteria the Faculty wishes to follow is added to the Faculty member's file in the dean's office. It is the responsibility of the Faculty member to provide the criteria they chose to follow as part of their Faculty Dossier material by the deadline published on the Office of the Provost's website.

10. Faculty Dossier.

Faculty seeking Promotion prepare a Faculty Dossier documenting their accomplishments during their Minimum Standard Time and Rank, including any period of prior service for which credit toward Promotion was awarded. Documentation of approval from the President, awarding credit for prior service should be included as part of the Faculty Dossier. A Faculty Dossier must be uploaded when applying for each Promotion.

For Promotion to associate professor, the Faculty Dossier must include documentation from the most recent five (5) years unless there are Exceptions and/or Deviations.

For Promotion to professor, the Faculty Dossier must include documentation from the most recent six (6) years unless there are Exceptions and/or Deviations.

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The Office of the Provost will publish written guidance regarding Faculty Dossier format, organization, and submission. The Faculty Dossier should include:

10.1. Candidate Materials.

10.1.1. Updated curriculum vitae.

10.1.2. Record of activities generated by the review system that includes a comprehensive accounting of eligible faculty activities completed during the review period or activities completed during the period for which prior credit was awarded.

10.1.3. Narrative statement, limited to ten (10), single-spaced pages in 12-point, Times New Roman font with one-inch margins, describing the Faculty member's accomplishments and trajectory in relation to Promotion criteria. The statement should address contributions and impact in each of the relevant areas of Faculty Activities and present a clear and comprehensive reflection of the Faculty member's case for Promotion in relation to their record of activities and supporting materials.

10.1.4. Supporting materials that substantiate and illustrate the accomplishments within the Faculty Activities.

10.1.5. FAP, FAR, and FAE from each period under review. If the FAP, FAR, and/or FAE are not available, an explanation should be provided by the Faculty member.

10.2. Governing and Appointment Materials.

10.2.1. Applicable Academic Unit Criteria under which the Faculty member seeks Promotion.

10.2.2. Offer letter, if applicable, and

10.2.3. Other documentation approving changes to time in Rank.

10.3. External Review Materials.

10.3.1. Reviewers suggested by the candidate.

10.3.2. Reviewers selected by the Faculty Supervisor.

10.3.3. Brief description of qualifications of reviewers.

10.3.4. External Review Letters.

11. Record of Activities and Supporting Evidence for Faculty Dossier.

The following sections (teaching, clinical practice, RSCA, service, and/or administrative activities) outline the types of activities Faculty may include in their Faculty Dossier to memorialize their records of activities, along with descriptions of supporting materials that may demonstrate their accomplishments. Academic Units will consider these elements in Promotion reviews, but may also consider additional activities, materials, and information relevant to the faculty member's discipline, as defined in the Academic Unit's Promotion criteria.

Activities not specified in either the university's policies and procedures or the unit's Promotion criteria must be documented and approved in the Faculty member's FAP and FAR and approved by the Faculty Supervisor and the dean.

12. Record of Teaching.

The record of teaching is expected to provide a comprehensive account of teaching during the review period. The record of activities should address the scope and significance of the activities, such as their reach (e.g., enrollment, attendance, or number of individuals impacted), their duration (e.g., credit hours, contact hours, or dates), and the Faculty member's specific role (e.g., course coordinator, co-instructor). The record for teaching may include the following activities.

12.1. Teaching Activities include:

12.1.1. Teaching students in courses;

12.1.2. Teaching students in laboratories, clinics, studio classes, libraries, study-abroad programs, research centers, distance education, and other settings.

12.1.3. Teaching participants in workshops, retreats, and seminars;

12.1.4. Delivering continuing medical education activities; and/or

12.1.5. Facilitating Faculty, student, and/or staff learning.

12.2. Advising, Supervising, Guiding, and Mentoring Activities include:

12.2.1. Advising students in laboratories and fieldwork, research projects, theses, and dissertations;

12.2.2. Supervising students as teaching and research assistants, and students enrolled in internships and clinical experiences;

12.2.3. Providing formal educational and/or supervisory activities for medical and professional students, residents, and fellows;

- 12.2.4. Participating in evaluating and supervising students performing clinical care, presenting or teaching during grand rounds and other clinical teaching duties of medical and health professions students, residents, and fellows.
 - 12.2.5. Directing collaborative research with students;
 - 12.2.6. Directing students in creative presentations;
 - 12.2.7. Overseeing student-directed creative presentations;
 - 12.2.8. Supervising students in an independent study, internship, study away, or abroad opportunity;
 - 12.2.9. Mentoring students; and/or
 - 12.2.10. Providing program/career advising associated with student success.
- 12.3. Developing Learning Activities includes:
- 12.3.1. Preparing weekly course activities;
 - 12.3.2. Developing, reviewing, and redesigning courses or course materials, including interdisciplinary and interdepartmental offerings;
 - 12.3.3. Developing and revising curricula;
 - 12.3.4. Developing teaching materials, manuals, and software;
 - 12.3.5. Creating web-based or computer-enabled courses or programs;
 - 12.3.6. Designing and implementing new processes or procedures that enhance the use of scholarly materials;
 - 12.3.7. Enhancing the organization of material so that it can be more easily accessed and understood; and/or
 - 12.3.8. Developing and using bibliographic and information systems to facilitate access to scholarly material.
- 12.4. Sustaining and Recognition of Teaching Effectiveness includes:
- 12.4.1. Conducting assessments to evaluate teaching and learning;
 - 12.4.2. Participating in professional development activities;
 - 12.4.3. Teaching awards or other forms of recognition; and/or
 - 12.4.4. Gaining recognition for teaching through media coverage and/or interviews as a disciplinary expert.
- 12.5. Community Engaged Teaching includes:
- 12.5.1. Developing and delivering community-based instruction, such as community-engaged learning, clinical experiences, professional internships, and collaborative programs and/or

- 12.5.2. Developing and delivering off-campus teaching activities such as study away or student abroad courses and experiences, international instruction, and alternative breaks.

13. Supporting Evidence of Teaching.

Faculty should include a variety of evidence to document their teaching. The evidence should include course/instructional materials that demonstrate the application and evolution of best teaching practices, such as syllabi, course assignments, course assessments, samples of completed student work, instructional presentations, open educational resources, and/or tools to facilitate the discovery of information (Librarianship), etc.

Other supporting evidence may include materials that illustrate teaching activities and their impact, such as letters from collaborators, students, award committees, products produced by students under the Faculty member's supervision, products from professional development created and delivered that address teaching, and the use of learning materials. The evidence documenting accomplishments within teaching may include:

- 13.1. student assessment of instruction (SAI) or other institutionally approved student evaluations for each course taught during the review period;
- 13.2. evaluations of instruction or delivery of educational content completed by the Faculty Supervisor, dean, or other appropriate administrator/mentor;
- 13.3. peer observation and feedback about the delivery of educational content; and/or
- 13.4. evaluations and feedback from individuals who received instruction from the Faculty member.

14. Narrative Statement of Teaching.

The narrative statement should clearly articulate the Faculty member's teaching philosophy if teaching is ten (10) percent or more of the Faculty member's workload and demonstrate how that philosophy informs their teaching and reflection practices. Faculty should write a narrative statement that contextualizes their teaching activities within their philosophy. Faculty should use SAIs, feedback from Faculty Supervisors, feedback from students and/or peers, and samples of student work or achievements to illustrate how they:

- 14.1. align learning goals, assessments, and content;

- 14.2. engage with effective teaching practices;
- 14.3. make progress toward learning goals;
- 14.4. create a classroom culture;
- 14.5. develop student perceptions of the classroom culture;
- 14.6. mentor and/or advising students; and
- 14.7. engage in reflective practices for personal growth.

15. Record of Clinical Practice.

The record of clinical practice is expected to provide a focused account of clinical practice. Each entry should identify the Faculty member's role and specify the clinical practice setting or context. The record of clinical practice may include the following activities:

- 15.1. Administrative and/or leadership roles;
- 15.2. Contributions to the development, innovation, and/or integration of clinical-based services within a health care setting;
- 15.3. Direct patient care in a healthcare setting;
- 15.4. Indirect patient care in a healthcare setting, such as precepting, mentoring, and/or consultation;
- 15.5. Collaboration on interprofessional teams
- 15.6. Clinical-focused advanced certifications, specializations, and/or awards; and/or
- 15.7. Gaining recognition for clinical practice through media coverage and/or interviews.

16. Supporting Evidence of Clinical Practice.

The Faculty member should provide representative materials that demonstrate the scope and effectiveness of clinical practice, such as patient education materials, clinical guidelines, treatment plans, program descriptions, or quality improvement reports. The Faculty member may also provide assessments of their clinical practice, including but not limited to evaluations from supervisors, peers, or collaborators, feedback from patients, clients, or community partners (as appropriate and permissible), accreditation reports, or site visit evaluations. Other supporting evidence may include quality improvement data, patient satisfaction results, program growth metrics, or letters from colleagues, administrators, or community partners to demonstrate clinical outcomes or impact.

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17. Narrative Statement of Clinical Practice.

The narrative statement should include a clear summary of the Faculty member's goals, responsibilities, professional development, and accomplishments in clinical practice. If clinical practice is ten percent (10%) or more of the faculty's workload, they should articulate a personal philosophy of clinical practice that contextualizes their professional activities. This philosophy must reflect a commitment to the foundational principles guiding the field — ethical standards, legal statutes, and professional norms — and include a brief statement demonstrating how the faculty member upholds these guidelines in their own work. Faculty may reflect on evaluations, feedback, and professional development experiences, explaining how these have informed and enhanced their clinical work. Additionally, faculty should discuss the impact of their clinical practice on patients, clients, programs, the profession, and/or the community. The narrative statement should clearly state how the faculty have met the Academic Unit criteria for clinical practice.

18. Record of Research, Scholarship, and Creative Activity (RSCA).

The record of research is expected to provide a comprehensive list of RSCA completed during the review period. The record of activities should address whether the work was peer-reviewed (or equivalent, such as juried) and specify the Faculty member's role when multiple collaborators are involved. When available, Faculty should provide relevant indicators of impact, such as journal quartile, citation counts, journal impact factor, attendance figures, downloads or usage statistics, scope of dissemination (local, state, national, or international), republication or translation of the work, invitations to share their RSCA, partnerships, public education or curation, and media and PR leverage of peer reviewed work. The record of RSCA may include the following activities:

18.1. Scholarly Research and Dissemination of Scholarly Research

18.1.1. Publishing books, monographs, and book chapters.

18.1.2. Publishing empirical and/or theoretical research in peer-reviewed journals and conference proceedings.

18.1.3. Publishing papers, policies, articles, and reports in trade journals, magazines, and newspapers.

18.1.4. Presenting at international, national, regional, or state levels.

18.1.5. Publishing other papers and reports (e.g., exhibition catalogs, trade or in-house publications, encyclopedias, technical reports).

18.1.6. Publishing translations, abstracts, and reviews.

- 18.1.7. Awarding of a patent or development of intellectual property.
- 18.1.8. Publishing reviews and critiques of books and creative works.
- 18.1.9. Publishing textbooks and other teaching materials (e.g., Open Educational Resources).
- 18.2. Creative Activities.
 - 18.2.1. Writing poems, fictional works, plays, essays, and musical scores.
 - 18.2.2. Presenting exhibitions of graphic and/or visual art.
 - 18.2.3. Choreographing dance productions.
 - 18.2.4. Writing or producing radio or television productions, films, and videos.
 - 18.2.5. Performing as actor, dancer, musician, or storyteller.
 - 18.2.6. Producing or directing theatrical works.
 - 18.2.7. Conducting musical performances.
 - 18.2.8. Developing digital creative or scholarly work.
- 18.3. Editing.
 - 18.3.1. Editing books.
 - 18.3.2. Editing journals or other learned publications.
- 18.4. Grants, Contracts, Awards, and Related Activities.
 - 18.4.1. Developing and submitting an internal or external research grant proposal (e.g., individual, interdisciplinary, community) or contract.
 - 18.4.2. Obtaining an internal or external grant or contract for funding and managing a grant.
 - 18.4.3. Directing research team.
 - 18.4.4. Engaging in entrepreneurship and related activities.
 - 18.4.5. Receiving other honors and awards related to research.
 - 18.4.6. Completing professional development related to research.
 - 18.4.7. Receiving investment funding relating to innovations.
 - 18.4.8. Conducting media coverage and interviews as a disciplinary expert.
 - 18.4.9. Starting and growing a business or organization.
 - 18.4.10. Assisting in making an existing business or organization more creative and innovative.
- 18.5. Community Engaged Research and Creative Activities (not already listed).
 - 18.5.1. Creating exhibits in educational and cultural institutions.

- 18.5.2. Disseminating community-engaged research through public programs and events.
- 18.5.3. Conducting and disseminating directed or contracted research.
- 18.5.4. Conducting and reporting program evaluation research or public policy analyses for other institutions and agencies.
- 18.5.5. Developing innovative solutions that address social, economic, or environmental challenges (e.g., inventions, patents, products, services, clinical procedures, and practices).
- 18.5.6. Writing white papers and reports for local, state, national, or international agencies or community.
- 18.5.7. Creating websites displaying community data.
- 18.5.8. Directing collaborative research with students.

19. Supporting Evidence of Research, Scholarship, and Creative Activities.

Faculty should provide a variety of evidence to document their research, scholarship, and creative activities. The evidence should include, at a minimum, a sample of complete versions of the activities (e.g., publications, presentation slides, video recordings of choreography). When full versions are unavailable or inappropriate to share, other forms of verification may be provided (e.g., a title page, a screenshot of the presentation from the conference guide, etc.). Documentation may also highlight the impact of the research or creative work, recognition associated with the research or creative work, or publicity earned as a result of the research or creative activity such as invitations to guest lecture, perform at venues, or serve as an expert contact about topic(s) related to work; publicity related to the work, or other indicators of recognition and influence.

20. Narrative Statement of Research, Scholarship, or Creative Activity.

The narrative statement should include a clear summary of the Faculty member's goals, responsibilities, and accomplishments in RSCA. The statement includes an analysis of the research and creative problems addressed through their scholarly or creative work and articulates the Faculty's research philosophy as a framework for contextualizing these activities if RSCA is ten percent (10%) or more of the Faculty member's workload. Faculty also describe the significance and impact of their research, highlighting its contributions to their discipline and field and, where applicable, to the broader communities. The narrative section should clearly state how the Faculty member has met the Academic Unit criteria for RSCA.

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21. Record of Service.

The record of service is expected to provide a comprehensive account of service during the review period. For each service activity, the Faculty member should include a summary of the approximate time commitment and meeting frequency, and indicate whether any service leadership positions were elected or appointed, as applicable. The record of service should include activities beyond basic membership or citizenship. The record of service may include the following activities:

21.1. Institutional Service at the University, College, and Academic Unit Levels.

- 21.1.1. Providing leadership in or serving on committees (including search committees) or other appointed or elected groups.**
- 21.1.2. Developing and revising major policies.**
- 21.1.3. Participating in campus shared governance (such as Faculty Senate).**
- 21.1.4. Mentoring other Faculty, staff, or students.**
- 21.1.5. Representing the university for its advancement.**
- 21.1.6. Recruiting students.**
- 21.1.7. Assisting in the development of international programs and exchanges.**
- 21.1.8. Advising a university student organization.**
- 21.1.9. Acting as a program coordinator/director.**

21.2. Professional Service.

- 21.2.1. Engaging with the broader academic community and professional organizations.**
- 21.2.2. Working for organizations related to one's discipline or teaching profession.**
- 21.2.3. Holding a leadership position in organizations.**
- 21.2.4. Election or appointment to a professional board, task force, or committee.**
- 21.2.5. organizing and managing conferences.**
- 21.2.6. Serving on accreditation bodies.**
- 21.2.7. Reviewing grant applications.**
- 21.2.8. Serving as editor or on the editorial board of a professional journal.**
- 21.2.9. Reviewing articles, books, and other creative works for journals and presses.**
- 21.2.10. Reviewing conference proposals.**
- 21.2.11. Writing external reviews of the work of colleagues for Promotion or other professional awards and acknowledgments.**

- 21.2.12. Adjudicating for competitions in the arts, sciences, and humanities.
- 21.2.13. Reviewing and testing discipline-specific software and other electronic applications.
- 21.2.14. Serving on hospital or discipline-specific non-profit boards.
- 21.3. Community Outreach.
 - 21.3.1. Sharing professional expertise with the wider community.
 - 21.3.2. Informing general audiences through seminars, conferences, and lectures.
 - 21.3.3. Interpreting technical information for a variety of audiences.
 - 21.3.4. Serving as an expert witness.
 - 21.3.5. Testifying before the legislature and/or Congressional committees.
 - 21.3.6. Editing newsletters in one's field or discipline.
 - 21.3.7. Serving as an expert for the press and/or other media.
 - 21.3.8. Assisting organizations in being more creative and/or innovative through entrepreneurship.
- 21.4. Community Engaged Service.
 - 21.4.1. Collaboration between higher education institutions and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in partnership and reciprocity. (Carnegie Foundation for the Advancement of Teaching).
 - 21.4.2. Consulting and providing technical assistance and/or service to public and private organizations.
 - 21.4.3. Writing position papers for the general public.
 - 21.4.4. Collaborating with schools, businesses, advocacy groups, community groups, and/or civic agencies to develop policies.
 - 21.4.5. Providing leadership in or making significant contributions to economic and/or community development activities.
- 21.5. Other Activities.
 - 21.5.1. Writing and/or receiving grants, contracts, or external funding related to service.
 - 21.5.2. Honors and/or awards recognizing service.
 - 21.5.3. Providing media coverage and/or interviews as a disciplinary expert.

22. Supporting Evidence of Service.

Policy Name: Promotion for Renewable Term Faculty

Faculty should provide a variety of evidence to document their service. The evidence may include, but is not limited to, certificates of participation; letters from committee chairs and others confirming service contributions; evidence of service recognition; and products resulting from service activities, such as policies, reports, film, theater, sculpture, or written works.

23. Narrative Statement of Service.

The narrative statement should include a clear summary of the Faculty member's goals, responsibilities, and service accomplishments. The statement should address the significance and impact of the Faculty member's service activities, demonstrating how their service has advanced the university, their profession, and/or the broader community. The narrative statement should clearly state how the Faculty member has met the Academic Unit's criteria for service

24. Levels of Review.

The Office of the Provost will annually publish on its website the deadlines for informing faculty about Promotion, FAE, and Midpoint Review.

Applicable Forms and Websites

[Watermark Faculty Success](#)

Authority and Revisions

Authority:

Previous Policy: NA

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of

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University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: May 21, 2026

ITEM: Approval of Termination of Tenure Policy

COMMITTEE: Academic, Research, and Student Success

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Kimberly D. McCorkle
Provost and Senior Vice President for Academic Affairs

Staff will present a proposed Termination of Tenure Policy to the Academic, Research, and Student Success Committee for consideration. This policy is a new policy in response to recent legislation and will establish the process the President and Provost will follow should a faculty member face termination of tenure.

Under this policy, tenure may be terminated for five defined reasons—voluntary relinquishment or forfeiture, disability, misconduct, curricular changes, or financial exigency. The Provost has authority to initiate termination by issuing written notice of intent to terminate in applicable cases. The President has final authority to review appeals and to issue the final binding decision on termination of tenure.

MOTION: I move that the Academic, Research, and Student Success Committee recommend adoption of the following Resolution by the Board of Trustees:

RESOLVED: The Board of Trustees approves the Termination of Tenure Policy as presented in the meeting materials.



EAST TENNESSEE STATE
UNIVERSITY

Termination of Tenure

Policy Name: Termination of Tenure

Policy Purpose

This policy specifies when tenure may be terminated.

Responsible Official, Office, and Interpretation

The Board of Trustees is responsible for the review and revision of this policy. For questions about this policy, please contact the Secretary of the Board of Trustees. The Board of Trustees, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

Tenure

An employment status subject to the laws of the State of Tennessee that provides a faculty member with continued employment in a specific Academic Unit until the award of tenure is terminated pursuant to the Termination of Tenure Policy or state law. Tenure is intended to protect academic freedom and may only be acquired after approval of the Board of Trustees.

Policy Effective Date: INSERT
Procedure Effective Date: N/A

Policy

Termination of tenure may occur for one of the following reasons: (1) voluntary relinquishment or forfeiture; (2) disability; (3) misconduct; (4) curricular reasons; or (5) Board of Trustees' Declaration of Financial Exigency.

1. Termination of Tenure due to Voluntary Relinquishment or Forfeiture.

Upon a faculty member advising the University of the faculty member's intent to resign or retire, the faculty member's tenure will terminate. The faculty member's last day in a tenured status shall be the faculty member's last day of employment.

A tenured faculty member voluntarily forfeits tenure if the faculty member secures a tenured appointment at another institution. Forfeiture of tenure results in automatic termination of employment. The Provost shall give the faculty member written notice of the forfeiture of Tenure and termination of employment.

2. Termination of Tenure due to Disability.

In the event that a faculty member is disabled, mentally or physically, in such a manner that the faculty member is unable to perform their employment responsibilities and the Provost has a good-faith belief based on information from an appropriate medical authority that the faculty member will not recover and subject to any requirements under federal and state laws related to disability, the University may terminate tenure. The Provost must provide a written notice of intent to terminate employment and tenure to the faculty member and/or the faculty member's representative.

The written notice must include: (1) the date employment and tenure will be terminated; (2) the basis on which the University believes the faculty member will not recover; and (3) a ten (10) business-day period from the date of the written notice for the faculty member and/or representative to submit a written appeal to the President with evidence and/or documentation demonstrating that the disability is not permanent.

If the faculty member and/or representative does not respond to the notice, the faculty member's last day in a tenured status shall be the date indicated in the University's written notice of intent to terminate employment and tenure.

Policy Name: Termination of Tenure

If a faculty member responds in writing by the deadline indicated in the written notice of intent to terminate, then within ten (10) business days of receipt of a response, the President will review any documentation provided by the faculty member and/or the faculty member's representative and issue a written determination related to the termination of employment and tenure. In the event of termination, the President's decision shall include the last day of employment. The faculty member's last day in a tenured status shall be the last day of employment. The decision of the President is final.

The University President may grant extensions to the deadlines in this section in the President's discretion.

Following termination, the faculty member shall have ten (10) business days from the effective date of termination or suspension to file a written request with the Office of the President for a contested case proceeding pursuant to the University's Contested Cases subject to the Uniform Administrative Act. A faculty member who does not request a contested case by the ten (10) business day deadline waives the right to a contested case hearing. If at the conclusion of a contested case, the outcome is favorable to the faculty member and a conclusion is reached that the faculty member should not have been terminated, then to the extent permitted by law, the University shall provide lost salary and benefits, if any, and restore the faculty member's employment position, including Tenure if applicable.

3. Termination of Tenure due to Misconduct.

If an allegation of misconduct by a faculty member is determined by the President to warrant termination after the process required by the Board of Trustees Faculty Misconduct Policy has concluded, the University may terminate the faculty member's employment and tenure. Written notice, appeals rights, and the termination process related to allegations of misconduct shall be governed by the Board of Trustees Faculty Misconduct Policy.

4. Termination of Tenure due to Curricular Reasons.

The employment of a tenured faculty member may be terminated due to curricular reasons, including: (1) the termination of a degree major, concentration, or curricular component by the University, through its normal and appropriate processes; or (2) if documented evidence shows a significant reduction in total student enrollment has occurred during three consecutive academic years in a particular major or concentration

Policy Effective Date: INSERT
Procedure Effective Date: N/A

Policy Name: Termination of Tenure

such that the rate of decrease is considerably in excess of that of the University as a whole. In the event of either situation, every effort shall first be made to offer the faculty member reassignment if possible.

The President, upon determining that curricular reasons may warrant the termination of tenured faculty, shall inform the executive committee of the Faculty Senate. At the earliest possible date, the President or designee shall appear before the Faculty Senate to present relevant information related to the need to terminate tenured faculty positions due to curricular reasons. Senators and affected unit members shall have an opportunity to pose questions at the presentation. In addition, the Faculty Senate shall respond, in writing, within fifteen (15) business days of the date on which the President or designee appeared before the Faculty Senate.

After receipt of the Faculty Senate's response to the President and after the President has determined that all other alternatives are exhausted, the Provost shall provide each affected faculty member a written notice of intent to terminate employment and tenure. The notice must include: (1) the curricular circumstances that warranted the termination; (2) the date this information was provided to the Faculty Senate; and (3) ten (10) business-day period from the date of the written notice for the faculty member to submit a written appeal to the President.

If the faculty member does not respond to the notice, the faculty member's last day of employment in a tenured status shall be the date indicated in the University's written notice.

If a faculty member responds in writing by the deadline indicated in the written notice of intent to terminate, then within ten (10) business days of receipt of a response the President will review any documentation provided by the faculty member and issue a written determination related to the termination of employment and tenure. In the event of termination, the President's decision shall include the last day of employment. The faculty member's last day in a tenured status shall be the last day of employment.

The University President may grant extensions to the deadlines in this section in the President's discretion. The decision of the President is final.

When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three (3) years unless the terminated faculty member has been

Policy Effective Date: INSERT
Procedure Effective Date: N/A

offered, in writing, reappointment to the position at the previous rank and salary and the terminated faculty member has declined the offer.

5. Termination due to Financial Exigency.

In the event Financial Exigency is declared by the Board of Trustees, a faculty member's Tenure may be terminated in accordance with the Board of Trustees' Financial Exigency Policy. Written notice, appeals rights, and the termination of employment and tenure in the event of a Declaration of Financial Exigency shall be governed by the Board of Trustees' Financial Exigency Policy.

Policy Name: Termination of Tenure

Procedure

N/A

Authority and Revisions

Authority: T.C.A. §§ 49-8-203; 49-7-187

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy-making pursuant to TCA § 49-8-203, et seq. This policy may only be revised by the Board of Trustees. Before a substantive change to the policy section may take effect, the requested changes must be: (1) presented to the Academic, Research, and Student Success Committee of the Board of Trustees for review and approval; and (2) if approved by the Academic, Research, and Student Success Committee presented for a vote of the Board of Trustees and approved by a majority of the Board of Trustees. The Secretary of the Board will provide a notification to the Board of Trustees if a technical revision to this policy is implemented or a revision to the procedure section is implemented.

Policy Effective Date: INSERT
Procedure Effective Date: N/A

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: May 21, 2026

ITEM: Approval of Faculty Misconduct Policy

COMMITTEE: Academic, Research, and Student Success

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Kimberly D. McCorkle
Provost and Senior Vice President for Academic Affairs

Staff will present a proposed Faculty Misconduct Policy to the Academic, Research, and Student Success Committee for consideration. This policy establishes the process the University will follow to evaluate faculty misconduct by tenured and non-tenured faculty.

Under this policy, allegations of misconduct are routed to the appropriate University official or investigative process, and cases rising to serious misconduct are escalated to the Provost for formal review. The policy outlines the Provost review and the subsequent President review of serious misconduct warranting suspension or termination of tenure. At the conclusion of the process, the President issues a final written determination to the faculty member.

MOTION: I move that the Academic, Research, and Student Success Committee recommend adoption of the following Resolution by the Board of Trustees:

RESOLVED: The Board of Trustees approves the Faculty Misconduct Policy as presented in the meeting materials.



EAST TENNESSEE STATE
UNIVERSITY

Faculty Misconduct Policy

Policy Name: Faculty Misconduct Policy

Policy Purpose

This policy specifies the disciplinary process under which the University will evaluate misconduct by tenured faculty and non-tenured faculty.

Applicability

This policy applies to disciplinary action taken by the University against tenured and non-tenured faculty in relation to any allegation of misconduct. This policy does not apply to the process of evaluating performance, qualification, and institutional needs for awarding tenure.

Responsible Official, Office, and Interpretation

The Academic, Research, and Student Success Committee of the ETSU Board of Trustees (Board) is responsible for the review and revision of this policy. For questions about this policy, please contact the Secretary of the Board of Trustees. The Board of Trustees, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Academic Responsibilities

Academic Responsibilities include the following faculty activities: teaching, librarianship, clinical practice, research, scholarship, creative activities, service, and/or administrative activity.

Appropriate University Official

The Appropriate University Official is determined on a case-by-case basis and is dependent on the type of alleged misconduct and the controlling university policy. For example, the Director of Compliance is the Appropriate University Official for Title IX allegations; the Director of Internal Audit is the Appropriate University Official for a fraud, waste, or abuse claim; and the Vice Provost of Research is the Appropriate University Official for allegations of research misconduct. In the absence of a controlling university policy, if the alleged misconduct warrants suspension or termination, then the Provost is the Appropriate University Official. In the absence of a controlling university

Policy Effective Date: Insert
Procedures Effective Date: Insert

policy, if the alleged misconduct would not warrant suspension or termination, then the faculty member's supervisor is the Appropriate University Official.

Professional Standards of Conduct

ETSU faculty are committed to seeking and communicating truth through intellectual honesty, continuous scholarly development, and disciplined judgment, while protecting their freedom of inquiry. As teachers and colleagues, they uphold high academic and ethical standards, respect others, treat students and colleagues fairly, and contribute responsibly to the academic community and shared institutional governance. As members of society, they balance their professional responsibilities with civic duties, support academic freedom, and act in ways that preserve public trust in higher education. These professional standards of conduct were modeled after the AAUP policy titled Academic Freedom and Tenure which was in effect on June 2023.

Misconduct Warranting Suspension or Termination

The following conduct, as recognized by the AAUP, may warrant suspension or termination:

- Continued or habitual professional incompetence previously addressed through Faculty Progressive Discipline;
- Willful failure to perform the duties and responsibilities for which the faculty member was employed or refusal or continued failure to comply with the policies of the board, institution or department or to carry out specific assignments, when the policies or assignments are reasonable;
- Willful disregard of professional standards of conduct and responsibilities;
- Conduct that adversely affects the institution's ability to operate;
- Conduct that adversely affects the faculty member's ability to perform their employment responsibilities;
- Violation of federal or state law, or university policies;
- Conviction of a felony;
- Conviction of a crime affecting the fitness of the faculty member to engage in teaching, research, professional service, outreach, clinical activities, or administration;

- Falsification or misrepresentation of the faculty member’s academic credentials;
- Falsification or misrepresentation in scholarly work or research data, or other research misconduct;
- Conduct rising to the level of academic fraud or misconduct, including but not limited to fabrication, falsification, plagiarism, or misrepresenting publications;
- Failure to maintain credentials or licenses required to perform job duties;
- Taking an unauthorized leave of absence, aside from an unforeseen emergency; or
- Failure to resume duties after an authorized leave of absence.

Notice of Intent

A written notice from the Office of the Provost to the faculty member advising that the alleged misconduct rises to the level of Misconduct Warranting Suspension or Termination that specifically advises the faculty member which course of action the University will be pursuing: (1) suspension without pay; (2) suspension with pay; or (3) termination of Tenure and employment.

Tenure

An employment status subject to the laws of the State of Tennessee that provides a faculty member with continued employment in a specific Academic Unit until the award of tenure is terminated pursuant to the Termination of Tenure Policy or state law. Tenure is intended to protect academic freedom and may only be acquired after approval of the Board of Trustees.

Unsatisfactory Performance

Failure of a faculty member to complete their Academic Responsibilities or failure of a faculty member to meet the Professional Standards of Conduct.

Policy Name: Faculty Misconduct Policy

Policy

This policy governs how the university will: (1) process allegations of misconduct by a faculty member; (2) process allegations of Unsatisfactory Performance by a faculty member; and (3) review allegations that rise to the level of Misconduct Warranting Suspension or Termination. This policy supersedes all other university and department policies.

This policy does not govern the process of evaluating performance, qualification, and institutional needs for awarding Tenure. The Tenure Policy governs the evaluation and qualification for Tenure. Faculty Progressive Discipline governs the evaluation of performance.

1. University Processing for Evaluating Allegations.

Upon receipt of an allegation, the recipient of the allegation shall forward it to the Appropriate University Official for review as described herein below.

If the allegation of misconduct is unrelated to Academic Responsibilities or Professional Standards of Conduct, it will be forwarded to the Appropriate University Official who will determine which university policy will control (e.g., a Title IX allegation will be forwarded to the Office of University Compliance for investigation under the University's Title IX Rule; an allegation of theft will be forwarded to Office of Internal Audit for review under the Fraud, Waste, and Abuse policy; misconduct in scholarship and research will be forwarded to the Office of Research and Sponsored Programs for review under the Research Misconduct policy). At the conclusion of the investigation, if there is a finding, the investigating office will forward their report to the Provost for review under this policy. If at the conclusion of the investigation, there is no finding, the investigating office will forward their report to the recipient of the allegation.

If the allegation of misconduct: (1) relates to Academic Responsibilities or Professional Standards of Conduct; and (2) includes conduct that must be reviewed under a university investigative process pursuant to state or federal law (e.g., Title IX, fraud, waste, and abuse, etc.), the initial review of the allegation will be reviewed/investigated under the appropriate university process first before the Provost reviews the misconduct related to Academic Responsibilities or Professional Standards of Conduct. At the conclusion of the investigation, the investigating office will forward their report to the Provost for review under this policy.

While investigating an allegation, the investigating office shall follow the standard university process for determining if an interim administrative measure is needed, including, but not limited to, placing the employee on paid administrative leave, restricting access to university property, restricting access to university systems, or reassignment of responsibilities; provided, however, that the faculty member shall not be suspended or terminated and the Tenure status of the faculty member shall not be

Policy Effective Date: Insert
Procedures Effective Date: Insert

affected until after notice and a hearing are offered as required in this Policy. The University's implementation of interim administrative measures does not constitute a finding of misconduct or a disciplinary determination.

1.1. Allegations of Misconduct.

1.1.1. Allegations Do Not Rise to the Level of Misconduct Warranting Suspension or Termination.

If, upon initial assessment, the Appropriate University Official determines that if the allegation of misconduct, even if proven at some point in the future, would not rise to the level of Misconduct Warranting Suspension or Termination and no other university policy controls, then the allegation shall be forwarded to the faculty member's supervisor, who will serve as the Appropriate University Official. The faculty member's supervisor shall review the allegations and if necessary impose disciplinary action pursuant to Faculty Progressive Discipline.

If after the initial assessment, the faculty member's supervisor investigating the allegations uncovers new information that if true would rise to the level of Misconduct Warranting Suspension or Termination, then the investigating individual shall immediately refer the matter to the Provost or Appropriate University Official and Section 1.2.2 below shall apply.

1.1.2. Allegations Do Rise to the Level of Misconduct Warranting Suspension or Termination.

If, upon initial assessment, the Appropriate University Official determines the alleged conduct, if true, would rise to the level of Misconduct Warranting Suspension or Termination and/or the allegation relates to Academic Responsibilities or Professional Standards of Conduct, the allegation will be forwarded to the Provost for review.

1.2. Allegations of Unsatisfactory Performance.

If an allegation is related to Unsatisfactory Performance that does not involve Misconduct Warranting Suspension or Termination, the allegations will be processed and reviewed pursuant to Faculty Progressive Discipline. If necessary, after review and processing pursuant to Faculty Progressive Discipline, the faculty supervisor, chair, or dean, as appropriate may impose disciplinary action pursuant to the procedures for Faculty Progressive Discipline.

If a faculty member's Unsatisfactory Performance does not improve or if the faculty member repeatedly fails to meet Academic Responsibilities and/or Professional Standards of Conduct, the Appropriate University Official may determine it rises to

the level of Misconduct Warranting Suspension or Termination and will follow section 1.2.2.

2. Provost Review.

Within five (5) business days of receiving: (1) an allegation that may rise to the level of Misconduct Warranting Suspension or Termination; or (2) a report of findings from the investigating office that the allegations rise to the level of Misconduct Warranting Suspension or Termination, the Provost will review all documents received and make a determination, or if the information provided to the Provost is insufficient to make a determination, the Provost may convene an administrative committee. The administrative committee shall include no more than five (5) individuals to investigate the allegations, gather evidence, and submit a written report to the Provost. The written report must include the following: (1) a detailed summary of allegations; (2) a detailed statement of the facts, including a summary of the statements of all individuals interviewed and all evidence reviewed; and (3) applicable policies or laws. All evidence reviewed must be attached to the report.

2.1. Misconduct Does Not Warrant Suspension or Termination.

If the Provost determines the conduct does not rise to the level of Misconduct Warranting Suspension or Termination, the Provost or designee may impose any disciplinary action pursuant to Faculty Progressive Discipline.

2.2. Misconduct Does Warrant Suspension or Termination.

If the Provost determines misconduct does warrant suspension or termination, the Provost provides a written recommendation to the President of the Provost's recommendation of suspension or termination. The Provost's written recommendation shall include at minimum:

- 2.2.1. The recommendation for suspension or termination;**
- 2.2.2. The grounds for the Provost's determination;**
- 2.2.3. The procedural review history of the allegations, including a timeline of review and parties involved;**
- 2.2.4. Any applicable university policies, state, or federal laws;**
- 2.2.5. Investigative reports, if any; and**
- 2.2.6. Any other evidence or relevant documents.**

The sole authority to determine disciplinary action shall remain with the Provost and the President without any recommendation or vote by another faculty member at the institution.

3. President Review of Recommendation of Misconduct Warranting Suspension or Termination.

Within five (5) business days of receiving the Provost's recommendation for suspension or termination, the President will accept, reject, or modify the recommendation, or request more information from the Provost. If the President rejects the Provost's recommendation, the President shall direct the Provost in writing that the matter be reviewed under the Faculty Progressive Discipline.

If the President accepts or modifies the Provost's recommendation for suspension or termination, the Office of the President will advise the Provost of a hearing date to be provided to the faculty member and direct the Provost to send a Notice of Intent based on the applicable hearing date. The hearing date shall occur no later than (15) business days after the date of the Notice of Intent. The Provost's written Notice of Intent shall include:

- 3.1.1. A detailed list of the allegations;
- 3.1.2. The university's intent to either: (1) suspend with pay; (2) suspend without pay; (3) terminate employment; and/or (4) terminate Tenure (as applicable);
- 3.1.3. The findings that rise to the level of Misconduct Warranting Suspension or Termination of Tenure;
- 3.1.4. The applicable university policy, regulation, state, or federal law;
- 3.1.5. The faculty member's right to a hearing with the President prior to suspension, termination of employment and/or Tenure;
- 3.1.6. The date of the hearing with the President; and
- 3.1.7. A statement that if the faculty member fails to attend the hearing or declines the hearing, the date on which the proposed action will go into effect (e.g., failure to attend the hearing or declining the right to a hearing will result in termination effective on Month Day, Year).

The Provost will copy the President on the Notice of Intent. The University President may grant extensions to the deadlines in this section in the President's discretion.

4. Hearing on Misconduct Warranting Suspension or Termination.

4.1. Faculty Member Declines Hearing or Fails to Appear

The faculty member may decline the hearing. If the faculty member declines the hearing, the President shall issue a final written determination. If a faculty member fails to appear at their scheduled hearing, the President shall issue a final written determination.

4.2. Inability to Appear.

If the faculty member is physically unable to appear due to a legal reason, the faculty member may appoint a representative to appear on behalf of the faculty member; provided, however, that there shall be no extension granted to the date/time previously scheduled for the hearing. The Office of the President must receive notice written notice at least twenty-four (24) hours before the hearing of the legal need for a representative, the representative's name and occupation.

4.3. Faculty Member Participates in Hearing.

The faculty member may submit written documentation before the hearing to the President or during the hearing for review. Neither the Provost nor the faculty member may submit documentation to the President after the hearing concludes, unless the President specifically requests such information.

4.3.1. Provost Responsibilities at Hearing.

At the hearing, the Provost must present the grounds for termination or suspension. If the Provost is unavailable due to an emergency situation, the President shall designate a replacement. The Provost may present witnesses, and the faculty member shall be provided the opportunity to ask the witnesses questions.

4.3.2. Faculty Member's Opportunity to Respond.

The faculty member has the opportunity to personally respond to the grounds at the hearing and has the right to present evidence refuting the grounds for termination or suspension. The faculty member may present witnesses, and the Provost shall be provided the opportunity to ask the witnesses questions.

The faculty member has the right to have one (1) advisor attend the hearing. The advisor may accompany and confer with the faculty member, but the advisor may not speak on behalf of the faculty member, and may not interrupt the proceedings or actively participate in the hearing. If an advisor interrupts the proceedings and fails to follow the requirements of this policy, the President may stop the proceedings and have the advisor removed. The faculty member shall not be permitted to have a substitute advisor. The faculty member must notify the President in writing at least twenty-four (24) hours before the hearing that the faculty member will utilize an advisor and identify the advisor by name and occupation.

4.4. Final Written Determination.

If the faculty member declines the hearing or at the conclusion of the hearing, the President will have five (5) business days to review the information provided at the

hearing and issue a final written determination to the faculty member, the Provost, and the Office of Human Resources.

The written determination shall include:

- 4.4.1. the final outcome (termination or suspension);
- 4.4.2. the grounds for the outcome;
- 4.4.3. the effective date of the termination or suspension; and
- 4.4.4. a statement that the faculty member may contest the outcome and the deadline by which the written request to contest the outcome must be received by the Office of the President.

Following termination or placement on suspension, the faculty member may request to contest the outcome.

5. Request to Contest Outcome.

Following termination or placement on suspension pursuant to this policy, the faculty member shall have ten (10) business days from the effective date of termination or suspension to file a written request with the Office of the President for a contested case proceeding pursuant to the University's Contested Cases subject to the Uniform Administrative Act. A faculty member who does not request a contested case by the ten (10) business day deadline waives the right to a contested case hearing. If at the conclusion of a contested case, the outcome is favorable to the faculty member and a conclusion is reached that the faculty member should not have been terminated and/or the faculty member should not have been suspended, then to the extent permitted by law, the University shall provide lost salary and benefits, if any, and restore the faculty member's employment position, including Tenure if applicable.

Policy Name: Faculty Misconduct Policy

Procedures

N/A

Applicable Forms and Websites

Insert links to websites and forms.

Authority and Revisions

Authority: T.C.A. §§ 49-8-203;

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. This policy may only be revised by the Board of Trustees. Before a substantive change to the policy section may take effect, the requested changes must be: (1) presented to the Academic, Research, and Student Success Committee of the Board of Trustees for review and approval; and (2) if approved by the Academic, Research, and Student Success Committee, presented for a vote of the Board of Trustees and approved by a majority of the Board of Trustees. The Secretary of the Board will provide a notification to the Board of Trustees if a technical revision to this policy is implemented or a revision to the procedure section is implemented

Policy Effective Date: Insert
Procedures Effective Date: Insert

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: May 21, 2026

ITEM: Research Update

COMMITTEE: Academic, Research, and Student Success

PRESENTED BY: Dr. Nick Hagemeyer
Vice Provost for Research

This information item provides an update on ETSU's research enterprise, including FY25 research metrics. Dr. Hagemeyer will also provide an overview of ETSU's FY27-31 research strategic plan, including a revised research vision and strategic research emphasis areas.



Research
TRAILBLAZER

ETSU Research Update

Board of Trustees
May 21, 2026



Agenda

1. FY25 Overview
2. Visioning

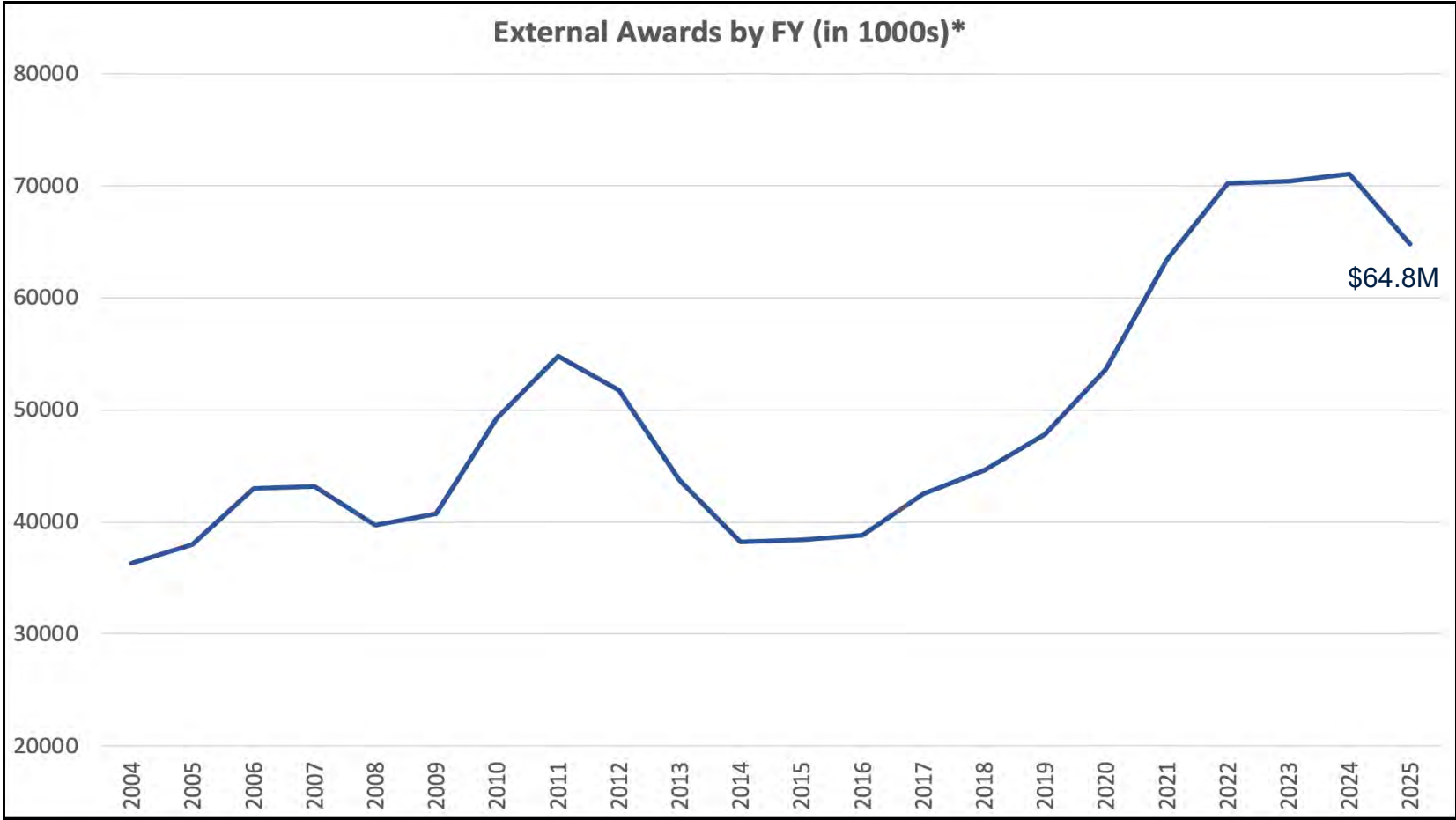




Research
TRAILBLAZER

FY25 Overview



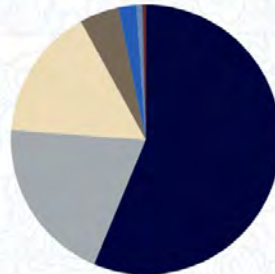


Award \$ by Type – FY25



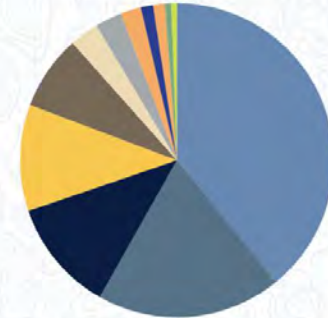
RESEARCH

- \$7.97M Quillen College of Medicine
- \$2.8M College of Public Health
- \$2.2M College of Arts and Sciences
- \$.67M Clemmer College
- \$.31M College of Health Sciences
- \$.09M Office of the Vice Provost for Research
- \$.06M Bill Gatton College of Pharmacy



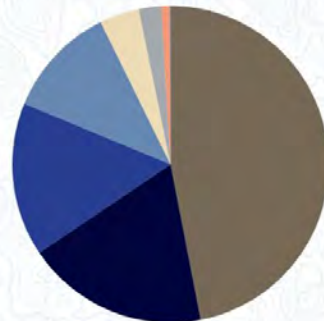
SERVICE

- \$6.9M Office of the Vice Provost for Research
- \$3.4M Division of Student Life & Enrollment
- \$2.1M Quillen College of Medicine
- \$1.9M College of Nursing
- \$1.4M Clemmer College
- \$.53M College of Arts & Sciences
- \$.49M College of Public Health
- \$.37M College of Health Sciences
- \$.22M ETSU Research Corporation
- \$.12M Office of Administration
- \$.10M Office of the President



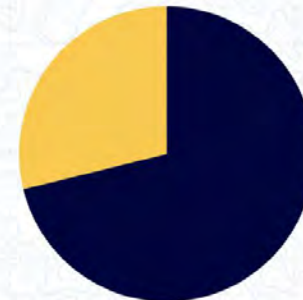
TRAINING

- \$4.7M Clemmer College
- \$1.9M Quillen College of Medicine
- \$1.6M Office of the Provost
- \$1.2M Office of the Vice Provost for Research
- \$.41M College of Arts & Sciences
- \$.23M College of Public Health
- \$.09M College of Business & Technology
- \$.005M College of Health Sciences



CLINICAL SERVICE

- \$16.2M Quillen College of Medicine
- \$6.6M College of Nursing



Proposals Submitted by Fiscal Year (FY)



By the numbers...

- 50 active Institutional Biosafety and Chemical Committee (IBC) protocols
- 55 active Institutional Animal Care and Use Committee (IACUC) protocols
- 767 active human subjects research studies



By the numbers...

- 4 IP disclosures in FY25
- 13 new RFP awards totaling \$214K across 5 colleges
- \$338K in new OVPR start-up funds for FY26
- 32 active start-up accounts totaling \$968K



FY25 Research Highlights...

- Record HERD ranking of 239 (365 in FY15)
- 80% increase in main campus IDC recovery since FY20
- Boland Research Day
- Research leadership momentum
- Hanover Research successes
- Top 10% regional public university





Research
TRAILBLAZER

Visioning



A Decade of Research Growth

>500%

increase in research
expenditures since
2015

~\$45-\$50M

estimated FY25
research
expenditures

120+

positions gained in
NSF HERD ranking

49 stakeholder groups | 4 campus town halls
4 subgroup white papers | 26 task force members



Research Strategic Plan – FY27-FY31



Dr. Pamela Mims



Dr. Saurabh Mehta



Pillars

1. ETSU's research vision and identity
2. Strengthening infrastructure and processes
3. Enhancing enrollment and student success through research
4. External engagement, innovation, and partnerships



125.2 Research Vision

ETSU is recognized, through funding and program rankings, as one of the premier R2 research universities in the nation.



Revised Vision

ETSU is recognized, through funding, rankings, and impact, as one of the premier regional public research universities in the nation.



Emphasis Areas

- Applied Technology & Engineering
- Biomedical Sciences & Clinical Translation
- Environmental Systems, Hazards & the Outdoors
- Rural Health & Appalachian Thriving
- Science of Education & Engagement



By 2031, ETSU will...

- ✔ Be recognized as a leading regional public research university with a clearly defined identity and emphasis areas. *Pillar 1*
- ✔ Be a model for coordinated, efficient research infrastructure and administrative systems. *Pillar 2*
- ✔ Measure and model optimal student engagement in research, strengthening recruitment and success. *Pillar 3*
- ✔ Expand and optimize external partnerships with healthcare systems, industry, and community. *Pillar 4*
- ✔ Demonstrate measurable public impact through research improving health, education, and regional vitality. *Cross-cutting*





Research
TRAILBLAZER

Nick Hagemeyer, PharmD, PhD
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423-439-6047



EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: May 21, 2026

ITEM: Provost Update

COMMITTEE: Academic, Research, and Student Success

PRESENTED BY: Dr. Kimberly D. McCorkle
Provost and Senior Vice President for Academic Affairs

Provost McCorkle will present an update on the primary initiatives across Academic Affairs and engage the committee in discussions about future directions. The presentation will include detail on the following topics:

1. Curriculum actions and planning
2. Dean retirements and searches
3. External consultant review related to off-campus instructional sites
4. College highlights
5. Strategic planning activities