

Q. What if I do not have something to put on every line?

A. The Provost has assured faculty that they are not expected to fill in every line. If a line refers to an expectation that is not part of what is available or expected in a faculty member's department, then leaving it blank will not be held against a tenure candidate.

Q. What if the cover sheet does not include a line for an activity that should be considered in a tenure decision?

A. Tenure-related accomplishments not listed on the checklist should be included in the tenure narrative.

Q. Is this form also to be used for promotion considerations?

A. This form is designed for tenure situations.

Q. When do faculty begin using this form? In other words, should faculty in their third tenure-track year go back and fill out the form?

A. Use of the form will be required for tenure-track faculty hired in Fall 2020 and going forward. Some faculty already at Tennessee Tech may have chosen to work at Tennessee Tech based on the tenure procedure in use at the time of their hire.

Q. Is this form just additional paperwork?

A. It is an additional step, but one of the intents is that the form and the narrative will clarify the faculty member's accomplishments toward tenure.

Q. What are discrete courses?

A. Discrete courses are courses with different titles and numbers. ENGL 1010 and ENGL 1020 are discrete courses. HIST 2021-001 and HIST 2021-002 are not discrete courses. (For an exception, see the next question.)

Q. If a faculty member teaches ENGL 1010 as a regular section and ENGL 1010 as an Honors section, are those discrete courses?

A. Yes, but if a faculty member has just one or two Honors students in a regular ENGL 1010 class and not an entire class, then the Honors activities can be described in the narrative rather than being counted as discrete courses.

Q. Supervising a senior research project is equivalent to chairing a master's thesis. How is this effort acknowledged?

A. A faculty member can describe the effort in the narrative.

Q. Quality of publications is more important than quantity.

A. Definitely—so use the narrative to emphasize that point.

Q. The number of committees can be a poor indicator of service.

A. As with publications, a higher number does not necessarily indicate a higher contribution. A candidate should point out some of the notable committee work in the narrative.

Q. How will faculty mentoring of students be acknowledged?

A. There is place to indicate number of advisees/mentees, but the narrative is where the faculty member can explain mentoring duties further.

Q. Who fills out the form?

A. The faculty member fills out the form. The department chair or the chair of the tenure committee may assist.

Q. Who is responsible for the accuracy of the form?

A. Ultimately, the candidate is responsible for the accuracy of the form and the content of the narrative.