



**Mississippi State University
College of Education
Promotion and Tenure Committee
2024-2025**

Committee Member	Department	Term Expiration	Voting Privilege		
			Rank 2 Promotion	Tenure	Rank 3 Promotion
Dr. Elaine Wei	Associate Professor, CHEF	2026	X	X	
Dr. Jianzhong Xu	Professor, CHEF	2025	X	X	X
Dr. Missy Hopper	Professor, TEAL	2025	X	X	X
Dr. Leigh Ann McMullan	Associate Clinical Professor, TEAL	2025	X		
Mr. Mickey Giordano	Professor, ITIDCCL	2026	X	X	X
Dr. Stephanie King	Professor, ITIDCCL	2026	X	X	X
Dr. John Lamberth	Associate Professor, KINE	2026	X	X	
Dr. Benjamin Wax	Professor, KINE	2025	X	X	X
Dr. Brandi Sumrall	Instructor II, MER	2026	X		
Dr. Carlen Henington	Professor, MER	2025	X	X	X

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Dr. Robert Damm	Professor, MUSIC	2026	X	X	X
Dr. Jason Baker	Professor, MUSIC	2025	X	X	X

Purposes and Procedures

The College of Education (COE) Promotion and Tenure Committee will serve as an advisory body to the Dean. In that capacity, the committee will review all recommendations transmitted from departmental promotion and tenure committees and from Department Heads. The Dean will make available to the appropriate COE committee members all pertinent and available information. All committee members are responsible for individually reviewing all such information, which will be securely, electronically stored before voting on any application for promotion and tenure. The committee will meet and, by majority vote, make its recommendations, with reasons, to the Dean who will respond, in writing, to the chair of the committee, indicating any future action to be taken, with accompanying reasons.

Additionally, the COE Promotion and Tenure committee will review all criteria, policies, and procedures followed by the COE and by individual departments on an annual basis to ensure that they are equitable and effective. This committee will also review any proposed changes in departmental promotion and tenure guidelines and must approve any changes before they can take effect. The chair of the committee should be a Rank 3 tenured faculty member.

During the final College Promotion and Tenure Committee meeting in the spring semester, the committee will annually elect the chair and secretary for the upcoming year. The following year, the chair will call the initial meeting of the academic year no later than October. Otherwise, this responsibility will fall upon the member having the longest continuous service to the committee and (in case of a tie) to the college. At the initial meeting of the academic year, a new chair and secretary will be elected for the next year. The new members will be briefed at the initial meeting on procedural matters, and any other necessary business will be conducted.

A request for modification of the COE promotion and tenure policy may be initiated by the Dean, the COE Promotion and Tenure Committee, and/or individual faculty members. Such requests will be considered by the COE Promotion and Tenure Committee. The committee recommendations will then be forwarded to the Dean and placed before the full faculty for final approval.

The responsibilities of the COE Promotion and Tenure Committee will be to:

1. Write the COE’s promotion and tenure policies and procedures which must be consistent with university promotion and tenure policies, include the mechanism for their adoption and revision, describe the procedures that will be followed if sufficient numbers of members are not available because of absences, recusal, or insufficient rank, and identify the participation of the different categories of faculty in the college promotion and tenure process;
2. Approve the promotion and tenure documents (and all subsequent changes) of departmental committees within the COE and to ensure that such documents are consistent with the mission of the university and the COE, and the university promotion and tenure document;

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3. Assist departments in developing procedures for a third-year review of all non-tenured, tenure-track faculty;
4. Assist departments in developing criteria for external peer reviews, including the identification of peer departments or schools at other colleges or universities;
5. Assist departments in developing definitions of excellence, satisfactory and unsatisfactory, as it pertains to the evaluation of candidates for promotion and tenure;
6. Assist departments in developing definitions of teaching, research and/or creative achievement, and service consistent with the mission of the department or school; and,
7. Conduct a vote on all dossiers for promotion and tenure, ensuring department standards are fairly applied and university standards are maintained.

Membership

Membership on the College of Education Promotion and Tenure Committee should reflect the composition of the full-time faculty in the college.

A minimum of twelve members (two from each department) with at least three years of service as a faculty member at Mississippi State University will be elected to staggered two-year terms by majority vote of all faculty members of their department by September 1, and one member will be appointed annually by the Dean. As faculty titles are added, each department may choose to elect an additional appropriate representative to serve on the COE Committee. At least one member from each department must be a tenured full professor, so that six tenured professors serve on the COE committee. If a department does not have a full tenured professor, then that department will still elect two members; however, both will be at Rank 2. The COE Committee must maintain a minimum of three tenured professors.

All faculty members on the committee with appropriate rank will vote on promotion to Rank 2 or Rank 3; however, only tenured faculty members on the committee vote on the tenure decision. When a candidate is being considered for promotion to associate professor or to professor and for tenure at the same time, any non-agreement of the promotion vote, and the tenure vote will be resolved by vote of only the tenured faculty members of the committee.

Each spring semester, the COE will hold elections for the College Promotion and Tenure Committee and will make known the membership of the committee to the faculty. Faculty cannot serve on both departmental and COE Promotion and Tenure Committees simultaneously, and faculty cannot serve on departmental or college Promotion and Tenure committees during a year in which they are applying for either tenure or promotion. Members can observe the proceedings of the Departmental Promotion and Tenure Committee but cannot participate nor vote in a candidate's promotion or tenure review at the department level. No member of the committee will consider the application of a relative. Any appearance of conflicts of interest should be avoided. No faculty member functioning as an administrator, Department Head, or Director of an academic unit will be a member of the committee. Members cannot serve consecutive terms unless this would leave the department without representation. (If a faculty member serves one year on a COE Promotion and Tenure Committee and cannot serve the next year because he/she is applying for promotion, he/she can be elected to a new two-year term the following year. A faculty member who serves out the term of another faculty member may be elected to serve a two-year term beginning the following year.)