September 4, 2015

TO: Deans and Academic Department Chairs

FROM: Garnett S. Stokes
Provost and Executive Vice Chancellor

SUBJECT: Provost Review of Ranked Non-Tenure Faculty Promotions

In 2004, review by the Provost was made a part of the non-tenure track faculty promotion process for all divisions. This practice provides consistency across campus and is parallel with the promotion process used for tenured and tenure-track faculty. This promotion review process includes only full-time, ranked non-tenure track (NTT) faculty positions. The Provost also continues to review librarian promotions.

In November 2006, a new executive guideline for non-tenure track faculty was approved and included as Section 310.035 of the University of Missouri Collected Rules and Regulations. The new guidelines recognize the important contributions made by non-tenure track faculty, yet differentiates their roles and contributions from those made by tenured and tenure-track faculty.

Individuals meeting the qualifications for non-tenure track faculty are to receive an appropriate non-tenure track title. The titles are described in Section B. of 310.035, which should be studied carefully. There are now six main types of full-time ranked non-tenure track (NTT) faculty. Ranked means the title incorporates a modified version of either “assistant professor,” “associate professor,” or “professor” in the title. In Section B.3 of the NTT executive guideline, clinical/professional practice faculty is listed as the third category of full-time, ranked NTT faculty. A revision to this guideline made in April of 2010 provides “an expansion of titles for the extension faculty category to include the newly adopted career ladder for extension professionals.” A revision on May 1, 2013 added clinical department faculty as the sixth category of full-time, ranked NTT faculty. These clinical department faculty titles are limited to the School of Medicine.

The web site for this executive guideline is:

Section K. of the executive guideline addresses the need for specified criteria for promotion and a description of the process. This information is to be “spelled out by the
school or college and approved by the Provost in advance. The development of specific criteria and guidelines used to determine standards of excellence for promotion purposes should be the responsibility of the department/unit, subject to approval by the Dean and the Provost.” In 2010 we adopted a policy that promotion requests will not be reviewed until guidelines are available and approved. A copy of your approved guidelines is to be included in the dossier. Divisional guidelines for NTT faculty promotions also are to be posted on your school/college web site. Please notify Kirsten Malonee malineek@missouri.edu of the web site location.

Please also note in Section K of the executive guideline that “Each campus shall adopt a promotion process that involves at least one faculty committee composed of one or more NTT faculty, at the promotable rank or above, and one or more tenured faculty, if such NTT faculty and tenured faculty exist.” The committee or committees makes a recommendation to the Provost who then makes the final decision. NTT promotions are not reviewed by the Campus P&T Advisory Committee or the Chancellor.

The evaluation areas for promotion of non-tenure track faculty “should be consistent with the established academic standards for each discipline.” In addition: “Evaluation of the candidate’s application for promotion should focus on the specific area of appointment—teaching, research, clinical/professional practice, etc., as well as service and professional activities related to that primary responsibility.” Those seeking promotion should prepare a dossier similar to the ones used for promotion requests for tenure-track faculty. The following information is expected in the dossier to provide the Provost adequate information to make a decision on promotion:

All of these items are listed in the form entitled “Content Outline for Ranked Non-Tenure Track Faculty. Even though we are addressing promotions for full-time, ranked non-tenure track faculty in this letter, you may refer to the “Call for Promotion and Tenure Recommendations” letter for tenure-track faculty to get more detail on the types of information that can be provided to demonstrate excellence in teaching, research, clinical, and service areas as dossiers are prepared. Many other items in the documents also may be applicable to the promotion process for non-tenure track faculty. This information is available on the Provost’s Office web site.

After completion of the review, I will notify the appropriate faculty member of the decision on the promotion and copy the Dean and Chair/Division Director.

Dossier Outline

Inside Front Cover
- Recommendation Signature Page and Record of Formal Votes (Word doc) before and after hearings
- History and Recommendation Summary Form (Word doc)

Tab I: Appointment Folder
- Initial letter of appointment
Tab II: Departmental Summary Letters and Recommendations
- Department promotion and tenure committee summary, evaluation, and recommendation
- Department summary of procedures used in review and appeals, all formal votes before and after appeals
- Chair/division director summary letter and recommendation

Tab III: College School Summary Letters and Recommendations
- College/school promotion and tenure committee summary, evaluation and recommendation
- College/school summary of procedures used in review and appeals, all formal votes before and after appeals
- Dean’s summary letter and recommendation

Tab IV: Complete CV

Tab V: Summary of Accomplishments
- Clear summary of accomplishments in area(s) of appointment, which provide evidence of demonstrated effective and sustained achievement in the candidate's assigned area(s) of responsibility, evidence of excellence and potential for continued growth
- Refer to the call for promotion and tenure recommendations letter (PDF) for more detail on the types of information that are applicable to demonstrate excellence in teaching, research, and service areas for non-tenure track faculty promotions
- Peer evaluation letters (no more than four) for the area(s) being reviewed

TAB VI: External Reviews
Include only if required by divisional guidelines
- The procedure for selection of outside reviewers (PDF) includes brief descriptions of background, contributions and current positions of external reviewers, relationship to candidate, reason any outside reviewers did not respond
- Peer evaluations (number to include is dependent on divisional guidelines)

Tab VII: Departmental and Divisional Guidelines
- Guidelines with criteria for each level/rank outlined

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After completion of the review, I will notify the appropriate faculty member of the decision on the promotion and copy the Deans and Chair/Division Director.
Electronic copies are not required and only one paper copy of the dossier is needed. Requests for promotion for non-tenure track faculty are due to my office on March 1, 2016. Dossiers should be submitted by the dean’s office to the attention of Kirsten Malinee in 114 Jesse Hall. The effective date for approved promotions will be September 1, 2016. Please include a copy of the Provost’s approval letter with the PAF when it is submitted.