

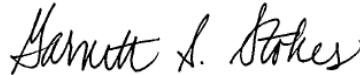
UNIVERSITY *of* MISSOURI

OFFICE OF THE PROVOST

June 22, 2017

TO: Deans and Academic Department Chairs

FROM: Garnett S. Stokes
Provost



SUBJECT: Provost Review of Ranked Non-Tenure Track 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 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:

http://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.035_non-tenure_track_faculty.

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 Teresa Davis in my office at davistl@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 should be included in the dossier to provide the Provost adequate information to make a decision on promotion:

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 evaluations (no more than four peer evaluation letters) for the area(s) being reviewed

Tab VI: External Reviews

Include only if required by divisional guidelines

- The [procedure for selection of outside reviewers \(Word\)](#) includes brief descriptions of background, contributions and current positions of external reviewers, relationship to candidate, reasons 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

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 Office of the Provost 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. This process demonstrates to our ranked non-tenure track faculty the importance of their role and that they are part of the broader campus community.

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, 2018. The effective date for these promotions will be September 1. Dossiers should be submitted by the dean’s office to the attention of ***Teresa Davis, Senior Program/Project Support Coordinator, 114 Jesse Hall.***

GSS:td