



# Office of the Provost

University of Missouri-Columbia

114 Jesse Hall  
Columbia, MO 65211

PHONE (573) 882-6596  
FAX (573) 882-0080

July 23, 2007

TO: Deans

FROM: Brian L. Foster  
Provost

SUBJECT: Provost review of ranked non-tenure track (formerly called non-regular) faculty promotions

For many years the Provost has reviewed recommendations for non-regular faculty in several of your divisions and has provided a final decision. **In 2004, review by the Provost was made a part of the non-regular 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-regular faculty positions. The Provost also continues to review librarian promotions.**

In November 2006, a new executive guideline for non-tenure track faculty (a change from using the term non-regular faculty) was approved and included as Section 310.035 of the *University of Missouri Collected Rules and Regulations* at <http://www.umsystem.edu/ums/departments/gc/rules/bylaws/310/035.shtml>. 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 (NTT) title. The titles are described in Section B. of the new executive guideline, which should be studied carefully. There are four main types of full-timed ranked NTT faculty. Ranked means the title incorporates a modified version of either “assistant professor,” “associate professor,” or “professor” in the title.

Please note the requirement (Sections I and K) to have “each college and school work with the appropriate faculty and administrators to develop policies and practices for non-tenure track faculty consistent with the framework provided by the Executive Guideline.” These policies must be approved by the Provost by the end of the 2006-07 academic year. We notified you of this requirement in December and copies were due in the Office of the Provost by May 1, 2007. If you have not yet responded to this request, please do so as soon as possible. Please also make sure the guidelines are posted on your school/college web site and send the site location to Linda Cook ([cookl@missouri.edu](mailto:cookl@missouri.edu)). The policies are being reviewed by the Deputy Provost, and you will hear from him prior to September 1.

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:

- Recommendation Signature Page-- [http://provost.missouri.edu/faculty/pt\\_signature\\_page.doc](http://provost.missouri.edu/faculty/pt_signature_page.doc)

- History and Recommendation Summary Form—  
<http://provost.missouri.edu/faculty/history.doc>
- Letter of appointment and clear summary of accomplishments in area(s) of appointment (should demonstrate effective and sustained achievement in the candidate’s assigned area(s) of responsibility), evidence of excellence and potential for continued growth (see “Placement of Scholarly Works” form for listing scholarly productivity, if applicable)  
<http://provost.missouri.edu/faculty/scholarly-works.doc>
- Chair or division director’s summary letter and recommendation
- Departmental and divisional committee comments, summary of procedures used in review and appeals, and information on all formal votes (before and after hearings)
- Dean’s summary letter and recommendation
- Complete resume
- Peer evaluations (no more than 4 peer evaluation letters)
- External review letters **if** required by divisional guidelines (see form entitled “Procedure for Selection of Outside Reviewers”-- [http://provost.missouri.edu/faculty/outside\\_reviewers.doc](http://provost.missouri.edu/faculty/outside_reviewers.doc))
- Copy of divisional guidelines for the non-tenure track faculty (criteria for each level/rank should be outlined)

All of these items are listed in the form entitled “Content Outline for Ranked Non-Tenure Track Faculty,” which is posted for your convenience at <http://provost.missouri.edu/faculty/dossiers.pdf>. Even though we are addressing promotions for 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 (address given below) and is not all being repeated in this letter.

After completion of the review, the Provost 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.

Only one paper copy of the dossier is needed, and requests for promotion for non-tenure track faculty are preferred in January, February, or March so that the Provost is not reviewing these at the same time as the reviews of the tenure-track dossiers. However, if this is not feasible in your division, requests will be accepted at other times. The effective date for these promotions will be September 1. **Please include a copy of the approval letter with the PAF when it is submitted.**

Please let Linda Cook know if you have questions (2-0159 or [cookl@missouri.edu](mailto:cookl@missouri.edu)). All of this material is accessible under the heading “Promotion Procedures for Ranked Non-Tenure Track Faculty” in the Faculty Information area on the Provost’s Office web page at the following address:  
<http://provost.missouri.edu/faculty/>.

lc

cc: Deputy Provost Kenneth D. Dean, Provost’s Staff, Director Jim Cogswell, Deans Assistants