

# **Guidelines for Promotion of Ranked Non-Tenure-Track Faculty Positions**

## **Department of Human Development & Family Science**

### **University of Missouri-Columbia**

This document addresses the appointment and promotion of individuals in non-tenure-track (NTT), ranked academic positions in the Department of Human Development and Family Science at the University of Missouri. These positions, which bear the titles of Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor, Assistant Research Professor, Associate Research Professor, or Research Professor, entail responsibilities in only two of the university missions, with a primary emphasis on either Teaching or Research. However, because NTT faculty members are expected to contribute to the department's core mission, specific job responsibilities and expectations should have been explicitly stated in a written job description developed by the department chair in conjunction with HDFS Promotion & Tenure (P&T) committee.

The promotion process should abide by the college (see MU HES webpage, <http://hes.missouri.edu/admininfo.html>) and university (see Provost Office webpage, <http://provost.missouri.edu/promotion-and-tenure/non-tenure-track-faculty.php>) Chapter 310.035 for guidelines. The committee strongly recommends that candidates undergo a third-year pre-promotion review and a one-year pre-promotion review before they officially apply for promotion (providing promotion materials except reference letters) to the Department Chair(s) and the Department P&T Committee at least one year before they officially apply for promotion.

#### **Structure of the NTT Promotion Committee:**

- The promotion committee for NTT appointments is the Department P&T Committee. Membership of the Department P&T Committee comprises all tenured faculty except the Department Chairperson(s).
- The Department Chairperson(s) may be permitted to attend the Department P&T Committee meeting at the request of the Committee.

#### **Department NTT Review Process:**

1. NTT individuals will initiate the promotion process in consultation with Department Chairperson(s).
2. NTT individuals typically apply for promotion after five years of service as a NTT individual.
3. During the winter semester (approximately March/April), the Dean of the College will request names of those who will be applying for promotion during the following academic year. At this time, NTT individuals who wish to apply for promotion should inform the Department Chairperson(s), the Dean, and the Chairperson of the Department P&T Committee of their intention.
4. On or around May 1, applicants should submit the following materials:
  - A. Curriculum Vita
  - B. Copies of refereed publications and selected other creative products (e.g., books, book chapters, teaching manuals)

- C. A statement of research and/or teaching interests, and review of research/teaching program and plans
  - D. For NTT Research Professors, the names and contact information of at least 7 faculty employed at comparable universities who have the ability to evaluate the quality and scope of the applicant's scholarly work. Brief background information and/or C.V.s of the nominated referees should be provided. The external reviewers should be:
    - I. at least Associate level Professors
    - II. recognized experts in the candidate's area of study
    - III. persons who would not be viewed as biased (e.g., the list should not include past mentors, collaborators, classmates, former students, or close friends)
  - E. For NTT Teaching Professors, the names and contact information of at least 2 peer faculty employed at MU or comparable universities who have directly evaluated the quality and scope of their teaching performance in a classroom. These reviewers should be:
    - I. at least Associate level Professors
    - II. persons who would not be viewed as biased (e.g., the list should not include past mentors, collaborators, classmates, former students, or close friends).
  - F. For both Research and Teaching NTT Professors with Extension or Joint Appointment, it is important to select reviewers who are able to assess the merit of the candidate's work in Extension or in their Joint Appointment area.
5. The Promotion and Tenure Committee also will nominate up to 7 outside reviewers (for NTT Research Professors) and 3 MU peer faculty reviewers (for NTT Teaching Professors), using the criteria listed in 4.D and 4.F or 4.E and 4.F above, respectively. For NTT Research Professors, from the combined lists of nominated outside reviewers, the Promotion and Tenure Committee will select at least 6 external reviewers, at least 3 of whom were identified solely by the department. These persons will be contacted prior to the end of the academic year by the department chairperson. Those who agree to review the candidate's credentials will be sent a packet containing:
    - A. the materials listed in Section 4.A-4.C above
    - B. a cover letter explaining the University's review process
    - C. a copy of the department's current NTT Promotion Guidelines.
  6. The promotion dossier shall be prepared by the faculty candidate, in consultation with the department chairperson, and submitted to the department's Promotion and Tenure Committee on or about the starting date of Fall semester. The dossier shall be prepared in accordance with date guidelines supplied by the Provost (usually by mid-semester of the preceding Winter semester). The dossier typically contains: a curriculum vita; a narrative record of residential and non-residential teaching (if applicable), research (if applicable), and service (if applicable) responsibilities; tabulated material summarizing teaching evaluations (if applicable) and publication (if applicable) information, as described in the Provost's guidelines; and letters from the outside or peer reviewers (which are added to the dossier by the department chairperson after the dossier has been submitted by the applicant).
  7. The dossier and supporting materials will be kept secure in the office of the committee chairperson and will be made available electronically (accessed through a secure

password) for review by the committee and the department chairperson. Materials will be available at least one week in advance of the HDFS Promotion and Tenure Committee's meeting to discuss and vote on the candidate. To facilitate its review of the candidate, the department's committee can request additional information from the department chairperson (e.g., annual review letters), and, where appropriate, any associate deans in the college. Prior to voting, the department's representative to the College Promotion and Tenure Committee must indicate whether s/he will cast her/his one vote in the Department or the College, and inform the committee of that decision. Upon completion of the vote by secret written ballot, a member of the Promotion and Tenure Committee will write a recommendation letter, that is reviewed and approved by the committee, to the department chairperson summarizing the outcome of the vote. The recommendation letter will highlight the committee's review, including both positive and negative features of the discussion. In cases of dissenting votes to the majority opinion, it is necessary to comment on and explain the reasons for those votes. The recommendation letter (which includes the actual vote count) shall be forwarded to the department chairperson on or about September 15 (the exact date may vary depending on the deadlines set for the University and College Promotion and Tenure Committees).

- A. The faculty member seeking promotion will be forwarded a copy of the departmental committee's recommendation letter when it is sent to the department chairperson.
- B. If the Promotion and Tenure Committee's letter and recommendation are not positive, the faculty candidate shall have a right to an appeal at the departmental level, in accordance with the University's guidelines.
- C. The department chairperson shall forward the departmental committee's recommendation letter, along with her/his own letter of recommendation to the College Promotion and Tenure Committee. The department chairperson's recommendation letter shall include her/his recommendation regarding promotion of the candidate, along with comments supporting that decision.

### **Characteristics of Promotion for Non-Tenure-Track Faculty Academic Positions:**

#### **1. Major Attributes: Non-Tenure Track Associate Professor**

The candidate for promotion to NTT Associate Teaching or Research Professorship typically holds the rank of NTT Assistant Teaching or Research Professorship for at least six years before consideration to promotion. Furthermore, all candidates must demonstrate a record of excellence in contributions to service. In addition:

##### **A. Teaching –NTT Associate Professor**

- Demonstrated effectiveness of teaching based on the assessment of students and peers.
- Demonstrated production of effective learning support materials in the form of course development, teaching techniques, state-of-the-art delivery systems, curricula development, teaching scholarship, workbooks, guides or textbooks, and/or other products.

- Demonstrated creativity in the form of the development or application of new teaching techniques, delivery systems and learning approaches to current subject matter.
- Demonstrated pursuit of excellence in the improvement and development of teaching competence via attendance and participation in teaching development courses, workshops, or training.
- Demonstrated evidence of providing teaching training sessions to others.
- Demonstrated use of teaching materials incorporating current and appropriate research.
- A record of advisement of undergraduate and graduate students, appropriate to the Department, position, and standing.

#### **B. Research –NTT Associate Professor**

- Evidence of recognition as a respected scholar in the profession.
- Evidence of excellence in research and promise of continued growth.
- Evidence of creative and significant contributions to the profession.
- Demonstrated ability to produce published and created works, including refereed articles and books.
- Demonstrated efforts to secure extramural funding or other resources to support an independent research program.
- Demonstrated involvement in collaborative research efforts with faculty and/or students resulting in publications or presentations.

### **2. Major Attributes: Non-Tenure Track Professor**

The candidate for promotion to NTT Teaching or Research Professorship typically hold the rank of NTT Associate Teaching or Research Professorship for at least five years before consideration to promotion.

Requirements for promotion consideration to this level also include:

- National and/or international recognition as a teaching expert.
- Active involvement in national/international and professional/scientific societies.
- A record of ancillary activities showing disciplinary recognition of stature, including service on professional committees or panels, participation in program or application reviews, consultation with regional or national organizations, or other appropriate activities.
- Developed collaborations with national/international scientists and institutions, as well as undertaken international experience, when appropriate to their area of study.
- A record of excellence in contributions to service to the department, college, university, community, and profession.

#### **A. Teaching – NTT Professor**

- Record of sustained recognition by students and peers as a stimulating, inspiring, and effective teacher.
- Demonstrated sustained teaching about seminal and current scholarship in the field.

- Authorship of a body of work demonstrating excellence in the production of effective learning support materials in the form of course development, improved teaching techniques, state-of-the-art delivery systems, curricula development, scholarship, workbooks, guides or textbooks, and/or other products.
- A record of effective and sustained advisement of undergraduate, graduate, and post-doctoral students, and student organizations, as appropriate to the department, position and standing.
- A record of involvement in curriculum improvement.
- A record of applied innovative approaches to teaching.

**B. Research – NTT Professors**

- Sustained research-based products in peer-reviewed, top-tier quality journals recognized as significant by nationally and internationally-known experts in the specialty area of the candidate.
- Sustained production of other significant published works, including books, book chapters, and monographs or other appropriate delivery channels for scholarly work.
- Demonstrated record of securing extramural funding or other resources to support an independent research program.
- Demonstrated work on collaborative research projects with colleagues.

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