

**MISSOURI** Missouri University of Science and  
**S&T** Technology Promotion Procedures for  
**Non-Tenure-Track Faculty**  
University of  
Science & Technology

**I. General**

- A. Guidelines for all policies and procedures affecting recommendations for promotion of non-tenure-track (NTT) faculty shall fall within the principles, policies, and procedures set forth in University of Missouri Collected Rule and Regulation 310.035, Non-Tenure Track Faculty, and Missouri S&T Campus Policy Memorandum II-13, Non-Tenure Track Faculty as it exists on 3/1/2024.
- B. Any additional University of Missouri and/or campus-wide guidelines not covered in I.A., such as this procedures document, shall be made available to the faculty at the beginning of each academic year.
- C. The decision to apply for promotion should be determined by the NTT faculty based on annual reviews which indicate the applicant's readiness for promotion. The decision on a promotion application of a NTT appointment should not carry automatic rewards (apart from change in title) nor penalties from the department. There is no limitation of time in rank for NTT faculty with the exception of Librarian I. A Librarian I must attain the rank of Librarian II before the fifth anniversary of their start date.

**II. Procedure**

**A. Department Level**

- 1. Recommendations for promotion of NTT faculty members holding rank in an academic department (for this document, department also includes library) shall be initiated in that department.
- 2. Each department chair (for this document, chair also includes Dean of the library) shall prepare a departmental review procedure that provides for faculty participation consistent with University of Missouri Collected Rule and Regulation 310.035 and Campus Policy Memorandum II-13. In

the promotion review process, the department chair shall include in each dossier a copy of the departmental faculty expectations with specific references to faculty participation. The department may establish specific criteria for recommending promotion, provided such specific criteria conform to the general guidelines noted in Section I. The department chair shall make the procedures and criteria available to the faculty members of their department.

3. All evidence relevant to a recommendation for promotion shall be directed to the department chair for assembling the promotion packet. Each dossier shall follow the general outline available from the office of the Provost. Appendices of supporting material may be submitted but should be assembled in a separate package.
4. The files on candidates as assembled by the department chair shall at all times be available to the candidate (with the exception of confidential matter, such as external review letters) and to the appropriate review committee at the campus level. Two weeks in advance of the departmental committee review and recommendation, the department chair shall advise all candidates seeking promotion so that the candidates may ensure the currency of information made available to the department committee by the department chair. The promotion files as assembled in the department shall be considered complete at the time of the chair's submission to the committee. If, during the course of review of a promotion recommendation or decision beyond the departmental level (during an appeal, for example), any major documentation is added to the dossier, the dossier shall be returned to the department for reconsideration. The department promotion committee and chair shall reconsider their original recommendations at that time.
5. Evaluation of the candidate's application for promotion should focus on the specific area of appointment – teaching, research, or librarianship – as well as service and professional activities related to that primary responsibility. The total contribution of the faculty member to the mission of the department over a sustained period of time should be taken into consideration.
6. The department chair shall then review all data submitted or received, including the recommendation of the departmental promotion committee. In the case of librarians, the Dean of the libraries shall review the packet.

7. After reaching their recommendation, whether favorable or unfavorable, the department chair shall advise in writing each candidate of the recommendation of the departmental promotion committee and of the action taken with respect to their candidacy. Further, the department chair shall offer to discuss with the candidate any recommendation regarding promotion. In the event of a negative recommendation by the departmental promotion committee, by the chair or both, the candidate shall have the option of preparing a response as described in Section III of this document.
8. All recommendations at the department level along with all documentation and attachments shall be forwarded to the Dean.
9. The Dean of the college or libraries shall then review all data received. After reaching their recommendation, whether favorable or unfavorable, the Dean shall advise in writing each candidate of their recommendation and of the action taken with respect to their candidacy. In the event of a negative recommendation by the Dean, the candidate shall have the option of preparing a response as described in Section III of this document.

## **B. Campus Level**

1. General procedures
  - a) Separate campus-wide committees are to be assembled to review teaching, research, and librarian candidates for promotion. Members of each committee will be elected by faculty of the corresponding category (i.e. teaching faculty electing members of the teaching faculty review committee). Per CRR 310.035, each committee will have one tenured faculty and the rest NTT faculty.
  - b) The number of NTT faculty on each committee will vary depending on the number of faculty of that category.
  - c) The Provost's office will provide administrative support to each campus review committee.
  - d) By the end of the Spring semester, the Provost office shall establish deadlines for the departmental recommendations, campus review committee meetings, and responses for the following academic year.
  - e) All recommendations by the Deans along with all documentation and attachments shall be forwarded to the appropriate campus review committee.

- f) The committee shall review the relevant dossiers and shall vote on each dossier.
- g) The committee shall provide a narrative outlining the rationale for its vote.
- h) Evaluation of the candidate's application for promotion should focus on the specific area of appointment – teaching, research, or librarianship, as well as service and professional activities related to that primary responsibility.
- i) The campus review committee shall first ascertain that all procedures and criteria used within the respective department conform to the General Guidelines listed in Section I.
- j) If the procedures and criteria used within the respective department do not conform to the General Guidelines, the committee shall inform the department chair or the case of the libraries, the Dean in writing and state what specific action the department must take. It shall return all recommendations from the department without prejudice to any individual's recommendation or appeal. The campus review committee shall then allow 14 days for compliance with, or appeal to, its decision.
- k) When the procedures and criteria used within the respective department conform to the General Guidelines, the committee shall review each recommendation and/or appeal request.
- l) The campus review committee shall submit its promotion recommendations to the Provost.
- m) The Provost's review shall be consistent with the requirements of the University of Missouri Collected Rules and Regulations 310.035 and Campus Policy Memorandum II-13. The Provost shall advise in writing each candidate of the action taken with respect to their candidacy. Further, the Provost shall offer to discuss with the candidate involved any recommendation regarding promotion. In the event of a negative recommendation, the candidate shall have the option of preparing a response as described in Section III. of this document. The Provost provides a written recommendation back to the campus committee who, in turn, has the discretion to submit a supplemental report to the Chancellor. The Provost shall transmit to the Chancellor their promotion recommendations along with appropriate forms and supporting information.

## 2. NTT Teaching Faculty Committee

- a) There shall be a campus review committee consisting of one faculty from the tenured and tenure-track campus promotion and/or tenure committee and at least four NTT teaching faculty representatives.
- b) The Provost will provide all NTT teaching faculty with a list of eligible tenured and NTT teaching faculty to serve on the committee. Representatives will be elected from this list by NTT teaching faculty members on campus. This election will take place in the Spring semester for committee members to serve during the following academic year.
- c) Elected faculty members shall serve for a two-year period with terms of service staggered so that approximately one-half of the committee is replaced annually. Eligible NTT faculty will be from the teaching professor rank and eligible tenured faculty will be from the members of the campus-wide tenured and tenure-track campus promotion and/or tenure committee. If there are insufficient NTT teaching professors to fully populate the committee, NTT associate teaching professors may be elected with the understanding they will not vote on cases seeking promotion to the rank of teaching professor. If necessary, the Provost may appoint faculty from the ranks of Curators' Distinguished Teaching Professors to serve on the committee.
- d) During the review, each candidate will be represented by a department faculty member elected by their department promotion committee. The role of the department representatives is to answer questions within the context of the dossier or departmental guidelines and they will not serve as advocates or voting members on the committee.
- e) The chair of the campus review committee shall be elected by the members of the review committee. The chair shall establish procedures for reviewing recommendations brought to it by the Provost.

## 3. NTT Research Faculty Committee

- a) There shall be a campus review committee consisting of one faculty from the tenured and tenure-track campus promotion and/or

tenure committee and at least two NTT research faculty representatives.

- b) The Provost will provide all NTT research faculty with a list of eligible tenured and NTT research faculty to serve on the committee. Representatives will be elected from this list by NTT research faculty members on campus. This election will take place in the Spring semester for committee members to serve during the following academic year.
- c) Elected faculty members shall serve for a two-year period with terms of service staggered so that approximately one-half of the committee is replaced annually. Eligible NTT faculty will be from the research professor rank and eligible tenured faculty will be from the members of the campus-wide tenured and tenure-track campus promotion and/or tenure committee. If there are insufficient NTT research professors to fully populate the committee, NTT associate research professors may be elected with the understanding they will not vote on cases seeking promotion to the rank of research professor. If necessary, the Provost may appoint faculty from the ranks of Curators' Distinguished Professors to serve on the committee.
- d) During the review, each candidate will be represented by a department faculty member elected by their department promotion committee. The role of the department representatives is to answer questions within the context of the dossier or departmental guidelines and they will not serve as advocates or voting members on the committee.
- e) The chair of the campus review committee shall be elected by the members of the review committee. The chair shall establish procedures for reviewing recommendations brought to it by the Provost.

#### 4. NTT Librarian Committee

- a) There shall be a campus review committee consisting of one faculty from the tenured and tenure-track campus promotion and/or tenure committee and at least two NTT librarian representatives.
- b) The Provost will provide all librarians with a list of eligible tenured faculty and librarians to serve on the committee. Representatives

will be elected from this list by all librarians on campus. This election will take place in the Spring semester for committee members to serve during the following academic year.

- c) Elected librarians shall serve for a two-year period with terms of service staggered so that approximately one-half of the committee is replaced annually. Eligible librarians will be from the librarian IV rank and eligible tenured faculty will be from the members of the campus-wide tenured and tenure-track campus promotion and/or tenure committee. If there are insufficient librarians IV to fully populate the committee, librarians III may be elected with the understanding they will not vote on cases seeking promotion to the rank of librarian IV. If necessary, the Provost may appoint librarians from other campuses within the UM System.
- d) During the review, each candidate will be represented by a department faculty member elected by their department promotion committee. The role of the department representatives is to answer questions within the context of the dossier or departmental guidelines and they will not serve as advocates or voting members on the committee.
- e) The chair of the campus review committee shall be elected by the members of the review committee. The chair shall establish procedures for reviewing recommendations brought to it by the Provost.

### **III. Appeal Policy and Procedure**

Appeals of recommendations from committees, department chairs, Deans, the Provost, and Chancellor follow the following procedure:[1]

- A. A candidate who receives a negative recommendation from any administrative officer and/or any committee will be informed by letter from the appropriate administrator giving the recommendation. The candidate may request a hearing before said administrative officer making the recommendation (at a time indicated in the Provost's schedule as set in Section II.B.8). The candidate will have 14 days to write a response to this letter and include any additional documentation for the next step in the review process.

- B. Regardless of whether the recommendation is positive or negative at that step, the dossier and response, if any, will move forward to the next step unless the faculty member wishes to withdraw from the process.
- C. If the result of that appeal is not satisfactory to the faculty member, the faculty member may file a grievance under the Faculty Grievance Procedures (Section 370.010).

[1]

[https://www.umsystem.edu/ums/rules/collected\\_rules/grievance/ch370/370.010\\_Academic\\_Grievance\\_Procedure](https://www.umsystem.edu/ums/rules/collected_rules/grievance/ch370/370.010_Academic_Grievance_Procedure)