Memo to: Kurt Kosbar, President, UMR Academic Council

From: Bruce McMillin, Chair Academic Council Tenure Committee

Re: Annual Report of Activities

Date: August 28, 2007

In the year Sept 1, 2006-August 31, 2007, the Tenure Committee considered two issues

1) Who is eligible to serve on the campus promotion and tenure review committee?
2) Construction of a tenure and promotion process consistent with the reorganization (removing the deans and colleges from the process).

Extensive discussions on both issues lead to a process that was presented at an open forum meeting on February 6, 2007. This process largely paralleled the attached final document, with the addition of an "area advocate" that could represent a candidate in a number of circumstances. This concept was discarded as unwieldy.

The resulting proposed process was presented to Academic Council at the April meeting then forwarded to the Provost. The Provost had revisions which were referred to back to the Tenure Committee and then presented to the Academic Council at the June 7, 2007 meeting and approved. This version is attached to this report.

Respectfully submitted,

Bruce McMillin, August 28, 2007

UMR Promotion and Tenure Procedures

I. General

A. Guidelines for all policies and procedures affecting recommendations for promotion and/or tenure shall fall within the principles, policies, and procedures set forth in Policy Memorandum Number II-10 (revised Oct. 1, 1990), or its equivalent, and the University Academic Tenure Regulations, dated March 18, 1993.

B. Any additional University and/or campus-wide guidelines not covered in I.A. shall be made available to the faculty at the beginning of each academic year.

II. Procedure

A. Department Level

1. Recommendations for promotion and/or tenure for persons holding rank in an academic department shall be initiated in that department.

2. Each department chairperson shall prepare a departmental review procedure which shall provide for faculty participation consistent with the University of Missouri Collected Rules and Regulations 320.035 Policy and Procedures for Promotion and Tenure. In the promotion and tenure review process. The department chairperson shall attach to each dossier a copy of the departmental faculty procedures with specific references to faculty participation. The department may establish special criteria for recommending promotion and/or tenure, providing that such special criteria conform to the general guidelines listed in Section I. The department chairperson shall make the procedures and criteria available to the faculty.

3. All evidence relevant to a recommendation for promotion and/or tenure shall be directed to the department chairperson.

4. The files on candidates as assembled by the department chairperson shall at all times be available to the candidate (with the exception of confidential matter) and to the appropriate review committees at the campus level. At least one week in advance of his/her action on the recommendations, the department chairperson shall advise all candidates so that the candidate may ensure the currency of information made available to the department chairperson. The promotion files as assembled in the department shall normally be considered complete (and closed) at the time of the chairperson's action. If, during the

course of review of a tenure decision beyond the departmental level (during an appeal procedure, for example), any major documentation is added to the dossier, the dossier shall be returned to the department for review and recommendation.

5. The department chairperson shall then review all data submitted or received in regard to the proposed recommendation, including the recommendations of participating faculty.

6. After reaching his/her conclusions, whether favorable or unfavorable, the department chairperson shall advise in writing each candidate of the action taken with respect to their candidacy. Further the department chairperson should offer to discuss with the candidate involved any decision regarding promotion or tenure.

7. Any requests for promotion and/or tenure consideration not endorsed by the department chairperson shall be advanced as an appeal to the campus upon written request of the candidate.

8. All favorable recommendations by the department chairperson along with all documentation and attachments shall be forwarded to the Provost. 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.

B. Campus Level

1. There shall be a campus review committee consisting of one faculty member from each academic department. Elected faculty members shall be elected by a vote of their department and serve for a two-year period.

   Membership of the campus review committee shall consist of full-time tenured full professors. Any administrator with promotion and tenure decision-making authority over faculty members including, but not limited to, department chairs, provosts (as well as vice provosts), and the chancellor, shall not serve on the campus review committee.

   Departments with an insufficient number of eligible full professors may substitute tenured associate professors who shall recuse themselves from voting on tenure for full professors and promotion to full professor. Departments with an insufficient number of tenured professors must find a tenured faculty member to represent the candidate as suggested by the University of Missouri Collected Rules and Regulations 320.035 Policy and Procedures for Promotion and Tenure.

The campus review committee is further organized into area subcommittees whose membership is defined in Section II.B.10 of this document.

The Provost will serve as the administrative liaison to the campus review committee.

2. At the start of the preceding spring semester, the Provost shall establish deadlines for the departmental recommendations and area subcommittee and campus review committee meetings.

3. The campus review committee shall elect its own chair and shall establish procedures for reviewing recommendations brought to it by the Provost. The normal channel for these recommendations is from the individual department chairs.

   a. Area subcommittees shall review the relevant dossiers and provide a report including a vote to the full campus review committee for review of recommendations.
   b. The full campus review committee shall vote on each dossier.

4. After receipt of the recommendations from the department chair, the campus review committee shall allow two weeks from notification by the department for an appeal to be submitted to the Provost by any candidate receiving an unfavorable recommendation by a department. After receiving all appeals from the Provost, the campus review committee shall proceed to review all recommendations and appeals. The campus review committee shall provide the Provost with a recommendation on each appeal.

5. 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.

   a. If the procedures and criteria used within the respective department do not conform to the General Guidelines, the campus review committee shall inform the department chair in writing and state what specific action the department must take and shall return all recommendations from the department without prejudice to any individual's recommendation or appeal. The campus review committee shall then allow at least one week for compliance with or appeal to its decision.

   b. When the procedures and criteria used within the respective department conform to the General Guidelines, the campus review committee shall review each recommendation and appeal request.

6.   The campus review committee shall submit its promotion and tenure recommendations to the Provost.

7. The Provost shall transmit to the Chancellor his/her promotion and tenure recommendations along with appropriate forms and supporting information.

8. After considering the recommendations of the campus review committee and of the Provost, the Chancellor shall decide the promotion/tenure action. All candidates shall be advised in writing of the action taken by the Chancellor with respect to their candidacy with a copy to the department chair and Provost. Before making a recommendation, the campus review committee may elect to seek and consider external peer evaluations.

9.   The Provost or his/her designee shall be the primary contact for disagreements between the candidate and their department regarding forwarding of the dossier. Such disagreements shall be referred to the appropriate subcommittee for recommendation and study.

10.   Procedures for the Establishment and Maintenance of Areas
    a. Area Subcommittees shall be proposed/reviewed by the Tenure Committee and submitted to the Academic Council (AC)
    b. The AC makes a recommendation to the Provost based on the proposal.
    c. The Provost refers the recommendation to the Committee of Department Chairs for review.
    d. The Committee of Department Chairs (CDC), by their own procedures, finalizes area membership and reports to the Provost for inclusion in the P&T Procedures.
    e. On a yearly basis, the Tenure committee reviews the area membership and files a report with AC. On a five year cycle, the Tenure committee proposes area changes (if any) – Refer to Step 10.a
        i. During academic years, 2007-2008 and 2008-2009, area committee membership may change each year.
        ii. New departments/programs or merger of departments/programs shall warrant immediate area committee reconsideration.
    f. Proposed Initial Area Committees
       The indicated departments shall comprise the following area committees:

- **Social Sciences:** Business, Psychology, Economics & Finance
- **Sciences:** Biology, Computer Science, Chemistry, Mathematics and Statistics, Physics
- **Engineering:** Chemical and Biological, Civil, Architectural and Environmental, Geological Sciences and Engineering, Materials Science and Engineering, Mining and Nuclear and Engineering, Mechanical and Aerospace, Electrical and Computer, Interdisciplinary, Engineering Management/Systems Engineering
- **Arts and Humanities:** Arts Languages and Philosophy, English, History & Political Science