



Missouri University of Science and Technology Promotion Procedures for Non-Tenure-Track Faculty

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.
- 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.

II. Procedure

A. Department Level

1. Recommendations for promotion for NTT faculty members holding rank in an academic department shall be initiated in that department.
2. Each department chairperson shall prepare a departmental review procedure that shall provide 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 chairperson shall include in each dossier a copy of the departmental faculty procedures with specific references to faculty participation. The department may establish special criteria for recommending promotion, provided that such special criteria conform to the general guidelines noted in Section I. The department chairperson shall make the procedures and criteria available to the faculty members of his/her department.
3. All evidence relevant to a recommendation for promotion 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 committee at the campus level. At a reasonable period of time in advance of his/her action

initiating the departmental committee review and recommendation, the department chairperson shall advise all candidates seeking promotion so that the candidates 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 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. The department chairperson shall then review all data submitted or received, including the recommendation of the departmental promotion committee. The department chairperson shall communicate, in writing, the recommendation of the departmental promotion committee to the candidate. In the event of a negative recommendation, the candidate shall have the option of preparing a rebuttal as described in Section III.A of this document.
6. After reaching his/her recommendation, 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 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 rebuttal as described in Section III.B of this document.
7. All 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 faculty from the tenured and tenure-track campus promotion and/or tenure committee and elected NTT faculty representatives. The representatives from the tenured and tenure-track promotion and/or tenure committee that serve on the NTT campus promotion committee shall include the four chairs of the area subcommittees together with the promotion and/or tenure campus committee representatives from those departments with NTT candidates under consideration. Because CRR 310.035 calls for representation of non-tenure track faculty members on this committee, the Provost will provide a list of eligible NTT faculty to serve on the

committee. Representatives will be elected from this list by NTT faculty members on campus so that the NTT promotion committee is constituted of approximately two-thirds representatives from the tenured and tenure track promotion and/or tenure committee and one-third representatives from the list of eligible NTT faculty.

2. 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 members are defined as those of rank equal to or higher than those of the rank of the candidates under consideration for promotion with principal responsibility in the same area (e.g., teaching or research). If there are insufficient NTT faculty members to fully populate the committee, only those eligible NTT faculty members may serve and it is understood that the balance between tenured and NTT faculty will be affected.
3. Membership of the tenured and tenure track promotion and/or tenure committee is described in the document “Missouri S&T Promotion and/or Tenure Procedures for Tenured and Tenure-Track Faculty” posted at the Provost’s website. The Provost’s office will provide administrative support to the campus review committee.
4. At the start of the preceding spring semester, the Provost shall establish deadlines for the departmental recommendations, campus review committee meetings, and responses to Conformance to General Guidelines as defined in II.B.4.a of this document.
5. The campus review committee shall elect its own chair, who shall be a representative of the tenured and tenure-track promotion and/or tenure committee and shall establish procedures for reviewing recommendations brought to it by the Provost.
 - a. Evaluation of the candidate’s application for promotion should focus on the specific area of appointment – teaching or research, as well as service and professional activities related to that primary responsibility.
 - b. The committee shall review the relevant dossiers and shall vote on each dossier.
 - c. The committee shall provide a narrative outlining the rationale for its vote.
6. 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 committee shall inform the department chair 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 a reasonable period of time 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 committee shall review each recommendation and/or appeal request.
7. The campus review committee shall submit its promotion recommendations to the Provost. The Provost shall communicate, in writing, the recommendations of the campus review committee to the candidate. In the event of a negative recommendation from the campus review committee, the candidate shall have the option of preparing a rebuttal as described in Section III.A of this document prior to the review of the dossier by the Provost.
 8. 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 rebuttal as described in Section III.B 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 his/her promotion recommendations along with appropriate forms and supporting information.

III. Appeal Policy and Procedure

Appeals of promotion recommendations and the Chancellor's decision follow the procedures outlined in University of Missouri Collected Rule and Regulation 310.020. Appeals of recommendations from committees, department chairs and the Provost follow the following procedure.

A. Committee Recommendations

A candidate who receives a negative recommendation from any committee in the procedures of Section II of this document will be informed by letter through the appropriate administrative official giving the vote and the reasons for the recommendation (redacted of any identifying or confidential information). The candidate will have a reasonable period of time (as indicated in the Provost's schedule as set in Section II.B.4) to write a rebuttal to this letter for the next step in the review process.

B. Department Chair and Provost Recommendations

A candidate who receives a negative recommendation from any administrative officer in the procedures of Section II of this document 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.4). The candidate will have a reasonable period of time to write a rebuttal to this letter and include any additional documentation for the next step in the review process.

Regardless of whether the recommendation is positive or negative at that step, the dossier and rebuttal, if any, will move forward to the next step unless the faculty member wishes to withdraw from the process.

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