Proposed Changes to CR&R 310.035

A. Academic Appointments

Academic appointments at the University of Missouri currently are divided into two main categories: regular and non-regular. Under this executive guideline, regular faculty shall be referred to as tenured and tenure track faculty, and this group shall continue to include the traditional faculty of the institution. Except with regard to the definitions listed herein, this guideline is applicable to full-time ranked non-regular faculty and is not designed to address academic appointments of any other type including, but not limited to, full-time unranked, part-time non-regular faculty, and tenured and tenure track faculty.

The intent of having non-regular faculty is to have short term solutions to teaching and research needs, and regular faculty should be sought for long-term strategic goals.

Non-regular faculty shall be divided into three groups: (1) full-time, ranked, non-regular faculty (non-tenure track (NTT) faculty); (2) full-time, unranked, non-regular faculty; and (3) part-time, non-regular faculty (adjunct faculty) [1].
C. Performance of NTT Faculty

Unlike tenured and tenure-track faculty, whose performance is evaluated based on their contribution to research, teaching, and service, the performance of NTT faculty should be evaluated on the primary responsibility of the NTT appointment as well as service and the professional activities related to that primary responsibility.

There is no prohibition for NTT faculty to be involved in multiple duties related to research, teaching, or service. The NTT faculty should be involved in duties within their primary responsibilities, even though involvements in other duties are not prohibited. However, decisions regarding hiring, continuation of employment, and evaluation of NTT faculty performance should relate to the primary purpose of their appointment as defined by category and not be based on all three criteria. Only tenured and tenure track faculty should be hired, evaluated, and promoted based on all three criteria.
D. Nature of the Appointment

The nature of the initial appointment to a NTT faculty position is important to both the NTT faculty member and the department [4]. Therefore, the NTT faculty members primary department should be fully engaged in defining the nature of the NTT academic appointments faculty positions. Since the NTT faculty member is expected to contribute to the departments core mission, specific job responsibilities and expectations should be explicitly stated in a written job description developed by the department chair in conjunction with an appropriate department committee.
E. Searches for NTT Faculty Members

Initial Even though NTT faculty positions are short-term appointments, searches for NTT faculty should be conducted on a regional or national basis as appropriate with the involvement of a faculty-based search committee. NTT faculty should be selected using a process somewhat similar to one used for tenure track faculty members with interviews/presentations to The selection of a NTT faculty member should involve the division faculty, staff and students, and a full review of candidates dossiers. Student feedback is particularly important for all NTT teaching faculty, and related tenured and tenure-track faculty feedback is important for all NTT research faculty.

Recommendations for hiring decisions remain under the purview of the department chair, dean or director [5].
F. NTT Faculty Attributes

Those appointed to a NTT academic faculty position should hold an earned doctoral degree, or the appropriate terminal degree, or have appropriate professional experience (i.e., teaching, research, clinical/professional practice, extension or library) as defined by the faculty of the academic unit. Evidence of the successful candidates abilities should be demonstrated through the resume, portfolio/dossier, reference letters, and through interviews with the academic unit, department and/or college faculty members. The successful candidates should demonstrate potential for excellence in the primary area of their appointments (e.g., teaching, research, clinical/professional practice, extension or library) as well as in the service and professional aspects related to their disciplines and their positions.
G. Clearly Defined Expectations for Each Position

Specific qualifications for each NTT faculty position and rank shall be determined by the department and/or college with approval by of the dean or director [5] and the provost. The workload requirements for NTT faculty members should be spelled out described in detail in advance. For teaching appointments, there NTT teaching faculty appointments should be clearly articulated teaching assignments and teaching loads including adjustments made for large classes or courses with multiple sections multi-section courses. Research NTT research faculty appointments should spell out the specific roles, specify the responsibilities, the duties, grant projects project descriptions, and expectations for future funding. Clinical/professional practice, librarian, clinical department faculty appointments should clearly articulate the specific roles, responsibilities and performance expectations for delivering clinical/professional practice, librarian or clinical department faculty services. Extension appointments should describe the specific extension activities and outline relationships with the department.
H. Contract Length

NTT faculty members are expected to have short-term relationships with the institution. NTT faculty appointments shall begin at a specified date and terminate at a specified date. Such Typical NTT faculty appointments are usually for a period of one academic year, but may be for a longer or shorter period, except no single term appointment shall be for a period longer than three years. Such three-year appointments should be reserved for the highest qualified and highest performing NTT faculty members.
I. Guidelines for Performance Evaluation

Each academic school, college or unit [6], with approval from the deans or director [5] and the provost, should develop specific guidelines for the evaluation of performance. These guidelines should reflect the mission and needs of the school, college and university and cover only the primary area of the NTT faculty appointment as well as service and the professional activities related to that primary responsibility.

All NTT faculty should be reviewed annually by the appropriate academic unit supervisor designated at the time of appointment. The standards for performance should be based on specific criteria outlined by the academic division in advance. The performance reviews should be a formal and documented process. Annual written evaluations should be provided to all the NTT faculty members.

Every NTT faculty member should compile a dossier of their activities, productivity, creativity and professional development to be reviewed on an annual basis. This material could also serve as the foundation for a dossier that could be used during the promotion process.
J. Reappointments

NTT faculty contract lengths are short term, but there can be reappointments. Reappointments should be based, in part, on the performance expectations communicated at the time of appointment by the chair of the academic unit supervisor with the concurrence of the dean or director [5] and the provost.

Decisions to reappoint NTT faculty should generally be made in advance of the appointment end termination date. A NTT faculty member who will not receive a reappointment should be informed in writing with explanations at least three months in advance of the appointment end termination date unless documented extenuating circumstances exist.
K. Promotion of NTT Faculty

Specified criteria for promotion and description of the process used for promotion in rank should be spelled out by the school, college or academic unit and approved by the provost in advance. The development of specific criteria and guidelines used to determine standards of excellence for promotion purposes should be the responsibility of the department/unit, subject to approval by a dean or director [5] and the provost.

Evaluation areas should be consistent with the established academic standards for each discipline. The decision to apply for promotion would be one the NTT faculty member could elect or not; annual reviews should be valuable indicators of the applicants readiness for promotion.

A NTT faculty member can be promoted to a higher rank during a reappointment by the request of the faculty member. The promotion to a new rank should consist of the same criteria that are described in the attributions and the expectations for each position and rank by the academic school, college, or unit [6]. Annual written evaluations should be included in the portfolio/dossier of the faculty member. The promotion process should be similar to the initial search process, and the faculty-based search committee should contain one or more NTT faculty member, at the promotable rank or above, and one or more tenured faculty member; if such NTT and tenured faculty members exist.
The decision on a promotion application of an NTT academic faculty appointment should not carry automatic rewards (apart from change in title) or penalties from the college, school, or academic unit [6] provided, however, that a Librarian I considered for promotion to Librarian II during his or her sixth year of employment as a Librarian I and who is not promoted to Librarian II may be subject to automatic nonrenewal.
Evaluation of the candidates application for promotion should focus on the specific area of appointment—teaching, research, clinical/professional practice, extension or library as well as service and professional activities related to that primary responsibility.

In promotion considerations, the total contribution of the faculty member to the mission of the school, college or academic unit over a sustained period of time should be taken into consideration. This includes comprehensive documentation of the position, including a letter of appointment identifying home department or unit and the initial position description, communications detailing changes in position responsibilities, and any other statements regarding expected performance.

Each campus shall adopt a promotion process that involves at least one faculty committee composed of one or more NTT faculty, at the promotable rank or above, and one or more tenured faculty, if such NTT faculty and tenured faculty exist. The committee or committees shall make recommendations to the Chancellor or designee who shall make the final decision.
L. Academic Freedom

Prior to the stated ending termination dates of their term appointments, NTT faculty members have the same academic protections regarding academic freedom as tenured and tenure-track faculty.

Accordingly, adequate cause for dismissal prior to the stated ending termination date of their term appointments must be related directly and substantially to the faculty member’s fitness or performance in the professional capacity of their primary responsibilities as teacher, researcher, clinician, extension, librarian or clinical department faculty. More information can be found in CR&R 310.020 and related sections in the campus bylaws.
M. Participation in Faculty Governance

The role of NTT faculty members in faculty governance shall be articulated by the individual campus within the limits of the University of Missouri Collected Rules and Regulations. The goal is to identify ways for the NTT faculty members to have a voice within their campus and academic school, college, school or academic unit and to be involved in faculty governance where appropriate.