

Chapter 310: Academic Tenure Regulations
310.035 Non-Tenure Track Faculty

Executive Guideline No. 35, issued 11-16-06; revised 05-21-08, 04-12-10, 6-17-10, 02-04-11, 7-16-12, 5-1-13.

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 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]. The requirements distinguishing between a full-time, ranked non-regular faculty member and a full-time, unranked non-regular faculty member shall be made at the campus level. While many of the full-time unranked non-regular titles will not be eliminated, it is implicit in this guideline that the individuals that meet the qualifications for NTT faculty should receive an appropriate NTT faculty title as described in the following section. In most circumstances, non-tenure track faculty members who have primary authority in research, or teaching, or clinical/professional practice, or extension duties should receive title changes appropriate to ranked NTT positions at the time of such reappointments [2]. This guideline applies to all newly-hired NTT faculty members and to those non-regular faculty who are reappointed into NTT faculty positions at the time of such reappointment.

B. **Categories of (Ranked) Non-Tenure Track Faculty Defined** There shall be six main types of full-time, ranked NTT faculty. Each should have primary responsibility in a single area: teaching, or research, or clinical/professional practice, or extension activities, or libraries. The titles should identify the area. Within each area, there shall be three ranks:

1. Research faculty (Research Professor, Associate Research Professor, Assistant Research Professor)
2. Teaching faculty (Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor)
3. Clinical/Professional Practice faculty (Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor or Professional Practice Professor, Associate Professional Practice Professor, Assistant Professional Practice Professor)
4. Extension faculty (Extension Professor, Associate Extension Professor, Assistant Extension Professor; Extension Professional, Associate Extension Professional, Assistant Extension Professional)
5. Librarian faculty (Librarian I/II, Librarian III, Librarian IV) on campuses whose librarian faculty have opted for NTT status as a body, whose faculty council or faculty senate, as appropriate to the individual campus, has formally recognized librarian faculty as having NTT status as a body and whose Chancellor has approved such recognition.
6. Clinical Department faculty [3] (Professor of Clinical Department, Associate Professor of Clinical Department, Assistant Professor of Clinical Department)

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 faculty position as well as the professional activities related to that primary responsibility. The NTT faculty should be involved in duties within their primary responsibilities, even though involvements in other duties are not prohibited. Decisions regarding hiring, continuation of employment, and evaluation of NTT faculty performance should relate to the primary purpose of their position and rank as defined by the category and not be based on any other criteria. Only the 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 appointment to a NTT faculty position is important to both

the NTT faculty member and the department [4]. Therefore, the NTT faculty member's primary department should be fully engaged in defining the nature of the NTT faculty positions. Since the NTT faculty member is expected to contribute to the department's 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 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. The selection of a NTT faculty member should involve the division faculty, staff, and students, and a full review of candidate's dossier. Student feedback is 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 faculty position should hold an appropriate degree or should have an 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 candidate's 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 their primary area of responsibilities (e.g., teaching, research, clinical/professional practice, extension or library) as well as in the 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 the approval of the dean or director [5] and the provost. The workload requirements for NTT faculty members should be described in detail in advance. NTT teaching faculty appointments should clearly articulate teaching assignments and teaching loads including adjustments made for large classes or for multi-section courses. NTT research faculty appointments should specify the responsibilities, the duties, project descriptions, and expectations. Clinical/professional practice, librarian, and 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 and terminate at specified dates. Typical NTT faculty appointments are for a period of one academic year, but they may be for longer or shorter periods, except that 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 the university and cover only the primary area of the a NTT faculty appointment as well as 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 his or her 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. NTT faculty reappointments should be based, in part, on the performance expectations communicated at the time of appointment by 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 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 termination date unless documented extenuating circumstances exist.

K. Promotion of NTT Faculty 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 a NTT faculty appointment should not carry automatic rewards (apart from a change in title) or penalties from the academic school, college, or 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 non-renewal.

L. Academic Freedom Prior to their stated termination dates, 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 termination date must be related directly and substantially to the faculty member's fitness or performance in their primary responsibilities as teacher, researcher, clinician, extension, librarian or clinical department faculty. More information is 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, or unit and to be involved in faculty governance where appropriate.