



Missouri University of Science and Technology

Promotion and/or Tenure Procedures for Tenure-track and Tenured Faculty

I. General

- A. Guidelines for all policies and procedures affecting recommendations for promotion and/or tenure of tenure-track and tenured faculty shall be consistent with the principles, policies, and procedures set forth in the University of Missouri Collected Rules and Regulations Sections 310.020 Regulations Governing Application of Tenure (Amended 9-24-2020) and 320.035 Policy and Procedures for Promotion and Tenure, (Amended 9-28-2020), or its equivalent.
- B. Any additional University and/or campus-wide guidelines not referenced in Section I.A. above shall be made available by the Provost to the faculty at the beginning of each academic year.
- C. In the event of inconsistency between the provisions of any of the Collected Rules and Regulations referenced above or the above-referenced campus procedures, the inconsistency shall be resolved by giving precedence to Board of Curators regulations over executive orders issued by the President and campus procedures established by the Chancellor or other campus officials and by giving precedence to executive orders issued by the president over campus procedures established by the Chancellor or other campus officials.
- D. At the start of the preceding spring semester, the Provost shall establish deadlines for the departmental recommendations, college committee and campus review committee meetings, and responses in conformance with General Guidelines as defined in I.A. of this document.

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 as described in Section 320.035 A.1.a of the Collected Rules and Regulations (hereafter "CRR").
2. Each department chairperson shall assure there exists a departmental review procedure which shall provide for faculty participation consistent with those University-wide policies and campus-wide policies referenced in I.A. above. In the promotion and/or tenure review process, the department chairperson shall include in each dossier a copy

of the departmental review procedure 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 referenced in Section I above. The department chairperson shall make the procedures and criteria available to the faculty.

3. All information relevant to a recommendation for promotion and/or tenure shall be directed to the department chairperson.
4. The dossiers 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 college and campus level. A reasonable period of time in advance to the beginning of the review process by the Dept. T&P committee 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 and/or tenure dossiers as assembled in the department shall be considered complete (and closed) at the time of the chairperson's action.
5. The Department T&P committee shall review the candidates' dossiers and provide a report including a vote to the candidate. If the T&P committee consists of fewer than three individuals at the rank to which the candidate is to be promoted, this should be clarified in the committee's letter and noted by the next committee. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration. In the event of a request for reconsideration, the committee will consider the response of the candidate, issue a written recommendation that addresses the request, and provide a copy to the candidate. The initial written recommendation, any response submitted by the candidate, and any additional written recommendation addressing a request for reconsideration will be forwarded to the Dept Chair.
6. The department chairperson shall then review all data submitted or received in regard to the proposed recommendation, including the recommendations of the departmental promotion and tenure committee and the candidate's response if any.
7. After reaching his/her recommendations, whether favorable or unfavorable, the department chairperson shall advise in writing each candidate of the recommendation with respect to their candidacy. Further the department chairperson shall offer to discuss with the candidate involved any recommendation regarding promotion or tenure. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration. In the event of a request for reconsideration, the Department Chair will consider the response of the candidate, issue a written recommendation that addresses the request, and provide a copy to the candidate. The initial written recommendation, any response submitted by the candidate, and any additional written recommendation addressing a request for reconsideration will be forwarded to the College Committee.

B. College Level

1. There shall be a college review committee consisting of one faculty member from each academic department in the respective college. Elected faculty members shall be elected by a vote of their department and serve for a two-year period. The Dean's office will provide administrative support to the College Committee
2. Membership of the college review committee shall consist of full-time tenured full professors. Any administrator with promotion and/or 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.
3. 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 department as suggested by the University of Missouri Collected Rules and Regulations 320.035 Policy and Procedures for Promotion and Tenure.
4. The college review committee shall first ascertain that all procedures and criteria used within the respective department conform to the General Guidelines listed in Section I.
5. If the procedures and criteria used within the respective department do not conform to the General Guidelines, the college 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 rebuttal. The college review committee shall then allow a reasonable period of time for compliance with or rebuttal to its decision.
6. The College T&P committee shall review the candidates' dossiers and provide a report including a vote to the candidate. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration. In the event of a request for reconsideration, the committee will consider the response of the candidate, issue a written recommendation that addresses the request, and provide a copy to the candidate. The initial written recommendation, any response submitted by the candidate, and any additional written recommendation addressing a request for reconsideration will be forwarded to the Dean of the College.
7. After receiving the recommendation of the college promotion and tenure committee and the candidate's response, the Dean of the College shall then review all data submitted or received in regard to the proposed recommendation.
8. After reaching his/her recommendations, whether favorable or unfavorable, the Dean shall advise in writing each candidate of the recommendation with respect to their candidacy. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration. In the event of a request for reconsideration, the Dean will consider the response of the candidate, issue a written

recommendation that addresses the request, and provide a copy to the candidate. The initial written recommendation, any response submitted by the candidate, and any additional written recommendation addressing a request for reconsideration will be forwarded to the Campus Committee.

C. 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.
2. Membership of the campus review committee shall consist of full-time tenured full professors. Any administrator with promotion and/or 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.
3. 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 department as suggested by the University of Missouri Collected Rules and Regulations 320.035 Policy and Procedures for Promotion and Tenure.
4. The Provost's office will provide administrative support to the campus review committee.
5. The campus review committee shall elect its own chair and shall establish procedures for reviewing recommendations brought to it by the Provost.
6. The campus review committee may solicit whatever additional information its members deem appropriate, from within and outside the University, to evaluate the candidate under consideration in the areas of teaching, research, and service. Any new information deemed appropriate by any member of the campus review committee for possible inclusion in the dossier after the dossier has left the department but before the campus review committee has sent its report to the Provost shall be submitted for consideration to the entire campus review committee. If the campus review committee by a majority vote agrees that the material seems sufficiently important to warrant inclusion in the dossier, the candidate's dossier with the new material will be sent back to the department for review of the dossier including the new material and recommendation as to the modified dossier. The modified dossier will then again proceed up the promotion/tenure evaluative hierarchy.
7. The Campus T&P committee shall review the candidates' dossiers and provide a report including a vote to the candidate. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration. In the event of a request for reconsideration, the committee will consider the response of the candidate, issue a written recommendation that addresses the request, and provide a copy to the candidate. The initial written recommendation, any response submitted by the

candidate, and any additional written recommendation addressing a request for reconsideration will be forwarded to the Provost.

8. After receiving the recommendation of the campus promotion and tenure committee and the candidate's response, the Provost shall then review all data submitted or received in regard to the proposed recommendation.
9. After reaching his/her recommendations, whether favorable or unfavorable, the Provost shall advise in writing each candidate of the recommendation with respect to their candidacy. The candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the response may also request reconsideration. In the event of a request for reconsideration, the Provost will consider the response of the candidate, issue a written recommendation that addresses the request, and provide a copy to the candidate.
10. The Provost shall forward to the Chancellor his/her promotion and/or tenure recommendations along with appropriate forms and supporting information. If the Provost or Chancellor disagrees with any of the majority recommendations of the campus review committee, he/she may discuss the case(s) with the committee. The purpose of such a meeting would be to increase mutual understanding of the case(s) in question, but in any event the decision to call or not call a meeting rests solely with the Provost or Chancellor.
11. After the candidates are notified of the Chancellor's decisions about their respective cases for promotion and/or tenure, the Provost or Chancellor will provide input (within the constraints of confidentiality) to each department chair whose recommendation was overridden in the Chancellor's decision. The purpose of this procedure is to provide the chairs with information which might be helpful when handling future promotion/tenure cases.