

Results of meeting with UM General Counsel, 10/1/2007 with suggested changes to the CRR in Red and suggested changes to the Proposed UMR Promotion and Tenure Procedures in Blue

*Apart from the absence of the deans themselves, the Proposed Procedures make no mention of the two critical questions Section 320.035 states that deans (and later chancellors) are supposed to address in their review: (1) whether the candidate is qualified to be promoted or tenured, and (2) whether the person is the best qualified among those being considered for a single position (if there is more than one candidate).*

The CRR (320.035.A. {2, 2a, 2b, 4a, 4b, needs to be changed to include "Provost" along with "Dean or Director" Then B.6 of the UMR Promotion and Tenure Document is modified to require the Provost to follow 320.035.

In CRR 320.035.2.a the department chair makes a recommendation to the dean. The Proposed UMR Promotion and Tenure Procedures in II.A.8 indicate the dossier is forwarded to the provost. The change above to the CRR will resolve this conflict.

*The Proposed Procedures do not make clear the relationship between the campus review committee and the Provost. In B.1., the Provost serves as the "administrative liaison" to the campus review committee - what does this mean? In B.6. the committee submits its recommendations to the Provost, but it is not clear what if anything then happens to them, since in B.7. the Provost sends his/her recommendations, forms and supporting (it is unclear what this means - all documentation or only supporting the Provost's recommendation) to the Chancellor. If the Provost is essentially taking on the duties of all deans in the Proposed Procedures, then the campus committee's will be advisory to him/her, and that should be at least as clear as the roles of the deans are in 320.035.*

B.1 changed to indicate that the provost's office provides administrative support instead of "liason".

B.6 & B.7 is changed to require the procedures to conform to 320.035. An additional step is added to require the provost to communicate his/her recommendations back to the campus review committee for comment.

*The Proposed Procedures reference possible "appeals" in e.g. A.7. and B.4. The Tenure Regulations, Section 310.020F.3., already provide an appeal mechanism for appeals of recommendations of nonrenewal or for a terminal appointment at any level. Are the appeals in the Proposed Procedures intended to apply only to promotions? If so they should state that. The appeal process for denials of tenure should be those in 310.020F.3.*

B.4 and B.9 are deleted. A.7 is changed to refer to 320.035 and 310.020. A general statement regarding University procedures is added to I.A of the UMR Promotion and Tenure Procedures Document.

*I would generally advise very simple procedures based on 320.035 and avoid putting in arbitrary deadlines (e.g. 1 week - what happens during semester breaks and the holidays?) or requirements that could inadvertently be missed and become the basis for a grievance or lawsuit in the event of a negative decision. Basing them on 320.035 has the advantage of making it less likely you will have conflicts between the rules arise and you would not have to reinvent the wheel.*

Proposed UMR Promotion and Tenure Procedures II.A.4 indicates “one week” will be provided for the department chair to advise candidates on the currency of information in the dossier. Change this to in a **reasonable and timely fashion**. UMR Regulation II.B.5 indicates that a department has “one week to respond”, this should be changed to “**in a reasonable and timely fashion to allow the review to continue**” (now II.B.4 after renumbering) The Provost’s office now has responsibility to set a deadline for this activity, should it occur.

Proposed UMR Promotion and Tenure Procedures II.B.8 duplicates CRR 320.035.A.3a and 320.035.A.4.a and 310.020.F.3 and is stricken and replaced with a paragraph that indicates CRR 320.035 and 310.020 should be consulted with respect to the promotion/tenure action.

I.A is cleared up to remove a reference a now nonexistent document entitled and the university Academic Tenure Regulations, dated March 18, 1993. Also, the reference to policy memorandum II-10 is changed to reflect its original date of issue rather than a now obsolete revision.

## 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 [the University of Missouri Collected Rules and Regulations Sections 320.035 Policy and Procedures for Promotion and Tenure and 310.020 Regulations Governing Application of Tenure](#), policy Memorandum Number II-10 ([dated Oct. 1, 1990](#)), or its equivalent.
- 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.

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### 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. [A reasonable period of time](#) 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

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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. [Appeals of decisions follow procedures outlined in University of Missouri Collected Rules and Regulations 310.020 Regulations Governing Application of Tenure.](#)
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.

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#### 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.8 of this document.

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The Provost's office will provide administrative support to the campus review committee.

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2. At the start of the preceding spring semester, the Provost shall establish deadlines for the departmental recommendations, area subcommittee and campus review committee meetings, and responses to Conformance to General Guidelines as defined in II.B.4.a of this document.

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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. 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.

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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 a reasonable period of time for compliance with or appeal to its decision.

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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.

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

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6. The Provost's review shall be consistent with the requirements of the University of Missouri Collected Rules and Regulations 320.035 Policy and Procedures for Promotion and Tenure. 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 and tenure recommendations along with appropriate forms and supporting information.

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7. Recommendations from the campus review committee and decisions from the Chancellor follow the procedures described in the University of Missouri Collected Rules and Regulations Sections 320.035 Policy and Procedures for Promotion and Tenure and 310.020 Regulations Governing Application of Tenure

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**Deleted:** 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.

8. Procedures for the Establishment and Maintenance of Areas

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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. -

- 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 8.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

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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