

320.035 Policy and Procedures for Promotion and Tenure

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Executive Order No. 6A, 6-9-92, Amended 9-2-92. Revised 7-31-97, 08-10-05, 09-27-05, 07-14-08.

A. Procedures

1. Initiation of Recommendations

- a. A recommendation to consider a faculty member for promotion in academic rank or award of continuous appointment shall be initiated by the department chairperson or the appropriate departmental or school promotion and tenure committee. In units having departments, the first review of recommendation shall be by the departmental promotion and tenure committee. In divisions without departments, first review is by the divisional promotion and tenure committee, which shall transmit its recommendations to the dean of the school or college, or on campuses with no schools or colleges the provost/vice chancellor for academic affairs. If the candidate holds a joint appointment between two departments or schools or colleges, the primary department, school or college (University of Missouri, Collected Rules and Regulations 320.080) bears the responsibility for recommendation for promotion in academic rank or award of continuous appointment. However, the non-primary department, school or college may prepare a recommendation which shall be included as part of one file pertaining to promotion or continuous appointment under the direction of the primary department. All recommendations shall be forwarded with supportive documentation including teaching evaluations, evidence of research, scholarly activity, and service.
- b. Consideration for award of continuous appointment and promotion to the rank of associate professor normally occurs after a probationary period not to exceed six years, as described in the Academic Tenure Regulations (University of Missouri Collected Rules and Regulations, 310.020). Candidates who are not recommended for promotion to associate professor should not be recommended for continuous appointment. Conversely, while there may be some cases in which an exceptional record warrants promotion to associate professor prior to the awarding of tenure, it should be kept in mind that to make such a promotion seems almost certainly to hold out the promise of tenure. Normally, recommendations for promotion to associate professor and for tenure are made simultaneously.
- c. The promotion and tenure committees may be appointed, elected, or otherwise designated in accordance with the established department, school, or college procedures as long as the procedures are in compliance with the Curators' rules and regulations. If other than tenured [faculty members](#) are included on the committee, only those who are tenured may participate in making a recommendation for a candidate seeking tenure, [except in the case of professors emeriti serving on the committee as allowed in CRR 320.035.A.1.d.](#)

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- d. If other than tenured professors are on the committee to consider a candidate for promotion to professor, only the tenured professors and professors emeriti, as allowed below, may participate in making a recommendation for a candidate seeking promotion to professor. If, in the discretion of the dean, or on campuses with no schools or colleges, the provost/vice chancellor for academic affairs, there is not an adequate number of tenured professors within the primary department, a special promotion and tenure committee shall be formed by the addition of (1) professor(s) emeriti from the department and/or (2) tenured professor(s) from a closely related department and/or (3) tenured professor(s) from a closely related department on the other UM campuses, in accordance with established procedures. The emeriti faculty serving on the committee shall have attained the rank of full professor with tenure, and the number shall not be greater than 50% of the committee membership. This committee shall serve as the department-level committee and shall then make a recommendation for candidate(s) seeking promotion to professor.
- e. Prior to the deliberations of the promotion and tenure committee, all tenured members of that department or school holding the same rank as or higher rank than that of the candidate (or, in larger departments or schools, all tenured members of the particular academic field holding the same rank as or higher rank than that of the candidate) shall be given the opportunity to provide written and signed comments to the promotion and tenure committee regarding the candidate being considered.
- f. The promotion and tenure 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.
- g. An annual report of promotion and tenure actions approved by the chancellor shall be submitted by the chancellor to the president.

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320.090 Emeritus Designation

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Bd. Min. 12-6-68, p. 34,190; Amended Bd. Min. 3-17-87; Amended 12-16-94, Amended 11-29-07.

- A. Rule -- The procedure for granting the title of "Professor Emeritus/Emerita or "Associate Professor Emeritus/Emerita" shall originate with the retiring faculty member's department. The appropriate title shall be granted to any member of the Faculty on regular appointment in good standing at the time of his or her retirement, who
1. Holds the rank of full or associate professor and has been a member of the Faculty for at least fifteen years; or has held the rank of full professor in the Faculty for at least five years;
 2. Has indicated the desire to receive emeritus status; and
 3. Whose contributions to the department and the University are recognized as meritorious as determined by majority vote of the tenured members of the department, such determination then being transmitted by letter to the Chancellor.
- B. Exceptions
1. A retiring member of the Faculty who is not covered by the above rule who has been recommended by majority vote of the tenured members of the faculty of the department and by the Dean of the faculty member's school or college, or on campuses with no schools or colleges, by the Provost may be awarded an emeritus designation by the Chancellor when the faculty member
 - a. has retired in good standing;
 - b. has indicated the desire to receive emeritus status; and
 - c. his or her contributions to the department and the University are recognized as meritorious.
 2. For purposes of this section, full-time members of the Medical Faculty may be considered to be on regular appointment and hence eligible under the above rules and exceptions for appointment to the emeritus designation.
- C. Members of the Faculty who have received the title of emeritus shall continue as members (non-voting, [except in certain promotion and tenure cases cited in CRR 320.035](#)) of the campus Faculty; and their names shall appear in the list of Officers of Instruction and Administration in the University catalog. Persons retiring from the University who do not receive the title of emeritus shall receive no title designation.