

THE DEPARTMENT OF PHYSICS AND ASTRONOMY NON-REGULAR FACULTY PROMOTION PROCESS

Guidelines as of December 10, 2004

The Guidelines of the Department of Physics and Astronomy are identical to those of the College of Arts and Science in substance and spirit. We append the A&S Guidelines to this document.

APPENDIX:

COLLEGE OF ARTS AND SCIENCE NON-REGULAR FACULTY PROMOTION PROCESS

Guidelines as of November 1, 2004

As of August 2004, Provost review of non-regular ranked faculty is mandatory for all academic units. The College of Arts and Science guidelines for non-ranked and ranked non-regular faculty can be found below.

NON-REGULAR APPOINTMENT DEFINITION

Non-regular appointments are either temporary (such as Research Assistant, Research Associate, etc.), part-time, or involve duties substantially different from those of faculty members holding regular appointments (such as Resident Instruction Assistant Professor, Resident Instruction Associate Professor, etc.)

For a list of academic titles, see the following website:

<http://www.missouri.edu/~hrswww/cmpnclas/acatitle.htm>

NON-REGULAR, NON-RANKED FACULTY PROMOTION PROCESS

There are no changes in the guidelines for non-ranked, non-regular academic promotions as a result of the change in the Provost's reviews. Continue to process these promotions under current guidelines.

Departments should send the following to the Dean's Office:

Recruiting Hiring Plan (as a special circumstance hire) Request to Make an Offer Vita Documentation of meritorious performance

NON-REGULAR, RANKED FACULTY PROMOTION PROCESS

The Provost will review only non-regular, ranked faculty positions. The ranked title incorporates a modified version of either "assistant professor", "associate professor", or "professor" in the title.

The following provides information on the promotion process of non-regular, ranked faculty in the College of Arts and Science. The primary administrative contact within the College for promotion matters is Dean Michael O'Brien.

Each department shall develop and maintain, subject to periodic review, criteria and procedures for non-regular faculty promotion consistent with campus and university policies. These criteria may exceed those, but cannot be binding upon, any unit beyond the department. Departmental regulations should serve as the first point of reference when preparing a non-regular faculty dossier.

Your departmental process should be structured to allow submission of the candidate's dossier to the Dean's Office by March 15. The review by the College's promotion and tenure committee and the Dean of the College will be conducted and the dossier forwarded to the Provost's Office.

The process of promotion begins with the assignment of responsibility at the time of initial appointment. Faculty should begin building a dossier from the start of employment. It is important that the candidate maintain a record of all official letters, annual reviews, and other documents relevant to their position and responsibilities.

PROMOTION PROCESS

The following link provides detailed information and forms for preparing a non-regular, ranked faculty member dossier. The items to include are also listed below. Please note that the College of Arts and Science does require peer evaluation letters. The Divisional Guidelines, Tab V.I., is addressed above. http://provost.missouri.edu/faculty/tenure_nonregular.html

CONTENT OUTLINE FOR RANKED NON-REGULAR FACULTY PROMOTION DOSSIERS 2004-2005

Please use named tabs (see below) to indicate where in the supporting material each item may be found. (INSIDE FRONT COVER)

Recommendation Signature Page and Record of Formal Votes History and Recommendation Summary Form

- Chair or unit leaders' summary letter and recommendation
- Departmental and divisional committee comments
- Summary of procedures used in review and appeals, information on all formal votes (before and after appeals)
- Copy of initial appointment letter
- Clear summary of accomplishments in area(s) of appointment, which provide evidence of demonstrated effective and sustained achievement in the candidate's assigned area(s) of responsibility, evidence of excellence, and potential for continued growth
- Refer to "Call for Promotion and Tenure Recommendations" letter or content outline for tenure-track faculty for more detail on the types of information that are applicable to demonstrate excellence in teaching, research, and service areas for non-regular faculty promotions
- See "Placement of Scholarly Works" form for listing scholarly productivity, if applicable
- Peer evaluations (no more than 4 peer evaluation letters) for the area(s) being reviewed (NOTE: These are required by the College of Arts and Science)
- Form entitled "Procedure for Selection of outside Reviewers," including brief descriptions of background, contributions, and current positions of external reviewers, relationship to candidate, reasons any outside reviewers did not respond
- Guidelines with criteria for each level/rank outlined

(TAB I) Dean's Summary Letter and Recommendation (TAB II) Divisional/Departmental Summary Letters and Recommendations (TAB III) Complete Resume (TAB IV) Letter of Appointment and Summary of Accomplishments (TAB V) External Reviews (TAB VI) Divisional Guidelines

RANKED, NON-REGULAR FACULTY PROMOTION CALENDAR

Not later than:

March 15 – Department chair submits dossier to the Dean's Office for review and recommendation by the College Promotion and Tenure Committee and the Dean of the College.

April 30 – Dossier is forwarded to the Provost's Office for review.

September 1 – If approved, new appointment becomes effective.

ACADEMIC GRIEVANCE PROCEDURES

All non-regular faculty should follow the Academic Grievance Procedure, section 370.010 of the University of Missouri Collected Rules and Regulations, for grievances relating to their status of activities as faculty members.