

FIVE YEAR REVIEW POLICY OF PROMOTION AND TENURE CRITERIA

OFFICE OF ACADEMIC AFFAIRS

Introduction

One of the most important tasks of a University is the Promotion and Tenure of its faculty. The University of Missouri System, through Collected Rule and Regulation 320.035 B. 1 states:

“As one of the nation’s leading teaching and research institutions, the University of Missouri maintains high standards in recruiting, promoting, and awarding tenure to faculty members. While specific criteria for judging the merits of individual faculty may vary among units, there must be no variation in standards. The University will continue to strengthen its standards in all disciplines. Satisfaction of minimum criteria at the college, school, or department levels is not sufficient to insure promotion or continuous appointment. The University seeks faculty members who are genuinely creative scholars and inspired teachers and who are dedicated to the pursuit of knowledge and its transmission to others. These high standards are to be observed in the recruitment, promotion, and tenuring of faculty members. All persons and committees making recommendations regarding promotion and tenure will consider the candidate’s demonstrated ability to meet these standards”

“Outstanding intellectual qualities as reflected in teaching and scholarship are the primary criteria for recommendation for promotion and tenure. Additional criteria include professionally-oriented, service contributions and service to a faculty member’s department, school, college, and the University. Because the faculty has a special role in the decisions of the University, service to the University and its numerous units is expected of every faculty member; but such service shall not substitute for teaching and scholarship in matters of promotion and tenure.”

To comply with CRR 320.035, the Provost requires the faculty body eligible to vote on such matters as tenure and/or promotion in each unit review and if appropriate, revise the department/unit promotion and tenure criteria as needed, but no less than every 5 years, to ensure the criteria remains relevant to faculty performance expectations, mission, and strategic plan. Criteria must designate measurable criteria and performance expectations by rank in each of the areas of teaching, research/scholarly/creative works, and service. Criteria must align with the UM System performance expectations outlined in CRRs 320.035 Policy & Procedures for Promotion and Tenure, 310.020 Regulations Governing Application of Tenure, 310.015 Procedures for Review of Faculty Performance, 310.035 Non-Tenure-Track Faculty, and Chancellor’s Memorandum Number 35, and any other applicable policies. The faculty-approved Department P&T Criteria document must be submitted to the Provost for approval and publication on the UMKC P&T website within 60 days of faculty approval. These criteria serve as a benchmark to comply

with the standards as defined above by the University of Missouri System. Tenure track faculty are given a copy of the current guidelines with the offer letter at the time of hire. If the guidelines change during their probationary period the track faculty member may select the new guidelines or the guidelines in place at the time of hire; this choice must be made upon the approval of the new guidelines decides to use the new criteria.

Procedure

At the beginning of each academic year, the Office of the Provost will send a correspondence to each Dean notifying which departments, or Units where criteria are developed to revisit their Promotion and Tenure document. At this time the Dean will inform the respective bodies of their suggested expectations in the revision of the guidelines. The goal of the review is for faculty to review their current document and assess whether the criteria specified continue to be relevant or need some modifications. As the landscape of academia continues to evolve, different aspects of a faculty workload may change and may need to be reflected in criteria for promotion and tenure. For instance, there has been new challenges and opportunities whereby faculty may participate but not receive due recognition for promotion and tenure under the areas or teaching, research, and service. Some of the criteria may be outdated.

Issues that may be considered may include the role of online learning, development and application of student learning outcomes, open access publishing, credit for interdisciplinary activities, requirement of a funded grant for promotion in times of limited resources, alternative or additional measures of assessing teaching effectiveness, different research outlets including on-line venues for publications and so-forth. These are just examples and are not required or limited to these issues. On-the-other-hand, the faculty when reviewing their current criteria, may not need to have a change in their criteria.

The division/department Head, and academic Dean will sign the document indicating their agreement. The updated Promotion and Tenure document will be required to be forwarded to the Office of Academic Affairs by May 1 of the academic year. The approval of the document must include a vote by the eligible faculty of the unit or department affected. The Office of Academic Affairs will review the document to assure the criteria are consistent with the Collected Rules and Regulation and Chancellor's Memorandum #35. The office will check for ambiguities in the document and any element that may have not been addressed. This review is not meant to be a directive but to assure clarity. At this point if the document is returned, the unit or department may make any changes and return to the Office of Academic Affairs.

Submission

Whether or not the Promotion and Criteria document has changed, a form with the newly approved document must be accompanied by a cover sheet with the necessary approvals that it has been voted on and read by the various parties. The following is a template to use:

**THE UNIVERSITY OF MISSOURI KANSAS CITY PROMOTION AND TENURE
GUIDELINES FOR:**

UNIT AND/OR DEPARTMENT NAME

DATE OF APPROVAL BY THE FACULTY BODY

FACULTY CHAIR SIGNATURE

DEPARTMENT HEAD APPROVAL (IF APPLICABLE)

DATE OF APPROVAL

DEAN APPROVAL

DATE OF APPROVAL

Proposed Schedule for 5-Year Review Cycle of P&T Criteria by Academic Unit:

Academic Year 2016-17 *(and as needed, or at minimum every 5 years thereafter)*

School of Dentistry
School of Pharmacy
School of Education

Academic Year 2017-18 *(and as needed, or at minimum every 5 years thereafter)*

College of Arts & Sciences Humanities Departments
School of Computing & Engineering

Academic Year 2018-19 *(and as needed, or at minimum every 5 years thereafter)*

College of Arts & Sciences Social Sciences Departments
School of Nursing and Health Sciences
School of Law
School of Medicine

Academic Year 2019-20 *(and as needed, or at minimum every 5 years thereafter)*

College of Arts & Sciences Natural Sciences Departments
Conservatory of Music and Dance
University Libraries

Academic Year 2020-21 *(and as needed, or at minimum every 5 years thereafter)*

Bloch School of Management
School of Biological Sciences