

DEPARTMENT OF MATHEMATICS

RANKED NON-TENURE TRACK TEACHING FACULTY and INSTRUCTORS

POLICIES -- INCLUDING RESPONSIBILITIES OF ALL PARTIES,
INITIAL APPOINTMENT, ANNUAL PERFORMANCE REVIEW, AND PROMOTION

RANKED NON-TENURED TEACHING FACULTY

The positions of Ranked, Non-Tenure Track Teaching Faculty (RNTT) (Teaching Assistant Professor, Teaching Associate Professor and Teaching Professor) in the Department of Mathematics (DM) are intended for individuals with whom the DM hopes to develop a long-term relationship. The responsibilities of individuals in these positions are limited to the support of the DM teaching mission.

RESPONSIBILITIES OF RNTT TEACHING FACULTY MEMBERS AND INSTRUCTORS

Instructors and RNTT Teaching Faculty members in the DM have the responsibility to carry out the duties specified in their letters of appointment. In addition, as for all members of the University community, RNTT Teaching Faculty members have other responsibilities to the DM and the University of Missouri (MU) including: (1) conformity with all applicable ethical standards in instruction and pedagogy or curricular development; (2) collegial conduct towards coworkers, members of the DM, and members of the MU community; and (3) compliance with all applicable University policies.

RESPONSIBILITIES OF THE DEPARTMENT OF MATHEMATICS

Appointment as Teaching Assistant Professor

Appointment to the rank of Teaching Assistant Professor will require an earned doctoral degree in mathematics, a requirement that may be waived for applicants with exceptional professional experience in teaching or exceptional expertise in an area that is required for the teaching mission of the DM. Evidence of the successful candidate's abilities must be demonstrated through her or his CV, reference letters, and through interviews with the Review Committee (see Department Bylaws); the DM faculty may also require interviews by regular faculty members beyond those on the Review Committee. The successful candidate must have a demonstrated record of excellence in teaching.

The search for RNTT Faculty will be national.

The procedures for accession to Ranked Non-Tenure-Track positions are set out in Article 12 of the Department Bylaws, attached as an appendix to this document, and in the Collected Rules and Regulations.

Appointment as Teaching Associate Professor and Teaching Professor

Initial appointments at the rank of Associate Teaching Professor or Teaching Professor are not anticipated but are permitted in cases deemed exceptional by a 2/3 positive vote of the DM Faculty.

Appointment as Instructor

The Chair of the DM with the advice of the Associate Chair appoints Instructors. The minimum requirement for Instructor positions is a Master's degree in mathematics or related field and evidence of excellence in teaching. Searches for Instructors may be local, regional, or national. Instructors in the DM may be candidates for RNTT positions but may not be promoted to RNTT positions without a national search.

Letter of Offer/Appointment

RNTT Faculty members and Instructors will receive an offer of appointment signed by the Chair of the DM. The candidate must return a countersigned copy of the letter of offer indicating acceptance of the terms of the appointment prior to commencement of duties. This letter must contain the basic terms of the appointment including the dates of appointment, the workload requirements and FTE level, the salary level, and a description of benefits. RNTT Faculty and Instructors who do not have course-coordinating duties will generally teach 11 to 12 credit hours each semester. For RNTT Faculty and Instructors who are coordinating multi-section courses, or have other administrative duties, the teaching load may be reduced to 8 to 9 credit hours per semester, with the exception of the College Algebra Coordinator who will have a teaching load of 6 credit hours per semester. RNTT Faculty and Instructors with course coordinating duties will normally be appointed for 12 months. Course coordinators must perform their coordinating duties during the summer, but teaching during the summer is not required. RNTT Faculty and Instructors without coordinating duties will normally be appointed for a nine-month academic year, with no responsibilities to the DM in the summer. Summer appointments will require a separate letter of appointment. A copy of this policy document will accompany appointment letters.

The DM will either have funding in hand to cover the full term of the appointment or will indicate the duration of assured funding in the letter.

Length of Appointments

Initial Teaching Assistant Professor and Instructor appointments may not exceed nine or 12 months, the length of appointment depending on whether course-coordinating duties are required as described above. The DM may offer subsequent, renewal, appointment(s) based on the career advancement and achievement of the Teaching Assistant Professor or Instructor. An offer of renewal will be contained in a letter of offer, as above, and the candidate must return a countersigned copy indicating acceptance. The Board of Curators allows term appointments of up to three years, with the option of renewal, for the highest-qualified, highest-performing RNTT Teaching Faculty members. Renewal appointments in the DM are generally for a term of three years. Renewal appointment decisions are made by the Chair with the advice of the Associate Chair.

Teaching Assistant Professors are eligible for advancement through the ranks of Teaching Associate Professor and Teaching Professor.

Termination of an RNTT Teaching Faculty member's or Instructor's appointment for any reason other than loss of Departmental funding (e.g., for failure of the Teaching Faculty member to meet his/her responsibilities) will be preceded by notice of inadequate performance or failure to meet the described performance responsibilities, given in writing at least three months prior to the date of termination and will follow procedures described in the Collected Rules of the University (*Collected Rules & Regulations 310.020*) and related campus bylaws.

Decisions not to reappoint based upon lack of departmental funding will be made and communicated in writing to the Teaching Faculty member at least three months prior to the appointment end date whenever possible.

Annual Performance Evaluation

The Annual Review Committee for RNTT Faculty and Instructors will conduct an annual performance review of each Teaching Faculty member and Instructor. The results of all performance evaluations will be communicated in writing.

The annual review will consider the teaching performance of the RNTT Faculty member or Instructor in the current year and in the most recent three-year period, thus diminishing variability generated by year-to-year changes in teaching assignments.

The evaluation of teaching performance will consider quality measures including but not limited to student teaching evaluations, course portfolios, peer evaluations of teaching, teaching awards, and other relevant materials that the RNTT faculty member or instructor wishes to offer. Each RNTT Faculty member and Instructor is responsible for providing a full curriculum vita and documentation of the quality measures mentioned above to the Annual Review Committee.

All DM RNTT faculty members and instructors are required to obtain student teaching evaluations in every course that they teach.

Guidelines for Promotion to Teaching Associate Professor and Teaching Professor

The primary criterion for promotion is excellence in performance of duties as specified in the letter(s) of appointment. An earned PhD in Mathematics is required for promotion to the rank of Professor.

Promotion dossiers must include student teaching evaluation summaries for every course taught from the time of hire, or the time of the latest promotion. In case coordination, mentoring, or other specific duties are specified in the appointment contract, accomplishments in each area must be addressed. Letters of recommendation from members of the faculty, the University administration, and students will be considered. At least one letter of recommendation from the appropriate faculty supervisor, usually the Associate Chair, must be included.

The promotion dossier may include additional evidence of teaching excellence (e.g., teaching awards, contributions to the scholarship of teaching) as well as other relevant materials that an individual wishes to offer including related service and professional activities.

Promotion to Teaching Associate Professor and Teaching Professor requires a sustained record of high quality teaching and performance of other specified duties.

While an RNTT Teaching Faculty member may request consideration for promotion at any time by writing to the Department Chair, the normal expectation is six years of service to the DM before promotion to Associate Teaching Professor and twelve years of service before appointment to Teaching Professor. Requests for promotion must be accompanied by a dossier of supporting material that addresses teaching excellence and excellence in performance of other duties. The request and dossier are passed to the Department Executive Committee, which appoints review committees as described in the Department Bylaws (see appendix). Each candidate will be notified by the relevant review committee and by the regular faculty of their recommendations, but not of the vote-tallies.

The DM promotion process is normally carried out in a timely manner during the fall semester following the written request from a candidate so that deadlines set by the College Dean for the receipt of promotion dossiers can be met.

Appeals of negative recommendations may be made in writing to the review committee or the regular faculty, as appropriate, within one week after the written notification of the decision.

Department of Mathematics Committees and Voting Privileges

RNTT Teaching Faculty members and course-coordinating Instructors may serve on the DM's Curriculum Committee, but may not vote, nor make nor second motions. RNTT Teaching Faculty may serve and vote on the DM's Review Committees in the consideration of hiring or promotion of RNTT Teaching Faculty members to a rank equal or below theirs, in accordance with the Department Bylaws and University Collected Rules and Regulations.

RESPONSIBILITIES OF THE UNIVERSITY

Benefits

The same benefits package is available to all full-time MU employees. Coverage for nine-month full-time employees extends from 9/01 to 8/31 of the following year. Teaching Faculty members are covered by Workmen's Compensation.

RNTT Teaching Faculty members and Instructors do not earn University vacation and sick leave. The DM will excuse an RNTT Teaching Faculty member and Instructor for reasonable cause such as ill health and personal emergencies. RNTT Teaching Faculty members and Instructors may take vacations during normal academic breaks (e.g., Thanksgiving week, the period between fall and winter semesters, and the week of Spring Break). RNTT Teaching Faculty and Instructors with nine-month academic year appointments have no obligations to the DM in the summer, unless agreed to in a separate contract. RNTT Teaching Faculty and Instructors with course-coordinating duties and twelve-month appointments will be required to continue their course-coordinating duties during the summer.

At the time of appointment, each RNTT Teaching Faculty member will receive the web address of the on-line Faculty Handbook, a benefits description, the current State and Federal taxation policies, and information on visas if appropriate.

Academic Freedom

RNTT Teaching Faculty members have the same rights, privileges, and responsibilities with respect to academic freedom as do tenure-track and tenured faculty members at MU.

Mediation/ Grievance Procedures

If a disagreement arises between an RNTT Teaching Faculty member or Instructor and another DM Faculty member, the Chair of the DM will attempt mediation. RNTT Teaching Faculty members or Instructors that disagree with policies of the DM or decisions of the Chair may appeal to the Dean of the College of Arts & Science. RNTT Teaching Faculty members and Instructors are University employees and have full access to the MU mediation and grievance procedures.

University of Missouri Rules and Regulations and Department Bylaws

This DM policy on RNTT Faculty and Instructors is guided by and an extension of the University of Missouri *Collected Rules and Regulations* as they apply to Non-Tenure Track Faculty (see *Collected Rules and Regulations Chapter 310.035 Executive Guideline No. 35, 11-10-06 as revised 6-10-10*) and meant to be in concert with the bylaws of the DM. For guidance on issues not explicitly stated in this policy or to resolve perceived conflicts with the Collected Rules or DM Bylaws, the last two take precedence.

4/5/11

Appendix: Articles 11 and 12 of the Department Bylaws

11. Full-Time Non-Tenure-Track Teaching Faculty Review

Non-tenure-track teaching Non-Regular Faculty are reviewed annually in writing by the Annual Review

Committee for Full-Time Non-Regular Teaching Faculty as described in 6.1.10. Each full-time non-tenure-track non-regular faculty member is given a copy of his or her report. Each report is provided to the Executive Committee.

12. Promotion and Hiring of Ranked Non-Tenure-Track Teaching Faculty

12.1. The standards for accession, by promotion or hiring, to the different ranks of non-tenure-track teaching non-regular faculty are set by the regular faculty.

12.2. The Executive Committee appoints Review Committees, as necessary, to aid in evaluating candidates for ranked non-tenure-track teaching positions.

12.3. These Review Committees make recommendations to the regular faculty for or against the accession of candidates to the ranks of teaching assistant professor, teaching associate professor and teaching professor. One such Committee is formed for each of these ranks, as necessary.

12.4. Each of these Review Committees consists of four positions for regular faculty members and two positions for non-tenure-track ranked teaching non-regular faculty members at the appropriate level or higher. The positions are to be filled insofar as qualified candidates exist. On these Committees, the non-tenure track ranked teaching non-regular faculty members have full participatory rights, including, but not limited to, making and seconding motions and voting. A quorum for any of these Committees is a majority of its regular faculty members and a majority of its non-tenure-track ranked non-regular faculty members.

12.5. The Review Committees' procedures will be transparent to the regular faculty, and the regular faculty will respect the confidentiality of the process. Regular faculty will have access to all dossiers and other documentation considered by the Review Committees, and will have the opportunity to communicate their views to the Review Committees, both orally and in writing.

12.6. The Review Committees' votes on recommendations for accession are by secret ballot, and a positive recommendation requires two-thirds of votes cast.

12.7. The regular faculty make the Department's recommendations on accession; a separate secret ballot on each candidate is required and a positive recommendation requires two-thirds of the votes cast. Each dossier for promotion to or hiring at a non-tenure-track ranked teaching non-regular faculty position shall include the recommendations of the Review Committee and the regular faculty, along with their vote-tallies, as well as a statement that the Department's recommendation is that of the regular faculty.

This document was adopted by Faculty at faculty meeting 11/30/11.