

COLLEGE OF ARTS AND SCIENCE
NON-TENURE-TRACK FACULTY PROMOTION PROCESS
Based on Executive Guideline No. 35, 11-10-06

This guideline is applicable to full-time ranked and unranked non-tenure-track faculty and is not designed to address academic appointments of any other type including, but not limited to, tenured and tenure-track faculty.

Non-tenure-track (NTT) faculty will be divided into three groups:

- (1) **Full-time, ranked, NTT faculty** – There are four main types of full-time, ranked NTT faculty. They would each have primary responsibility in a single area: teaching, research, clinical practice, or extension activities. The titles would identify the area. Within each area, there would be three ranks:
 - (a) Research faculty (Research Professor, Associate Research Professor, Assistant Research Professor)
 - (b) Teaching faculty (Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor)
 - (c) Clinical faculty (Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor)
 - (d) Extension faculty (Extension Professor, Associate Extension Professor, Assistant Extension Professor)

It is implicit that the individuals who meet the qualifications for NTT faculty receive an appropriate NTT faculty title as described above. In most circumstances, NTT faculty members who have primary authority in research, or teaching, or clinical, or extension duties should receive title changes appropriate to ranked NTT positions at the time of such reappointments. All other NTT faculty members would receive the title of instructor (or equivalent full-time title), adjunct instructor (or equivalent part-time title), or other academic appointment titles that are not faculty titles (i.e., post doc, resident, etc.).

- (2) **Full-time, unranked, NTT faculty** – Titles associated with this group include, but are not limited to, instructor, lecturer, senior lecturer, research associate, and visiting professor. The title of visiting professor will be used only for those faculty on temporary appointments.
- (3) **Part-time, NTT (adjunct) faculty** – Part-time or courtesy appointments will be considered adjunct appointments and include such titles as adjunct professor, adjunct instructor, etc.

Those appointed to a NTT academic position should hold an earned doctoral degree, OR the appropriate terminal degree, OR have appropriate professional experience as defined by the faculty of the academic unit.

Promotion Process

Each department shall develop and maintain, subject to periodic review, criteria and procedures for NTT 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 NTT faculty dossier.

The process of promotion begins with the assignment of responsibility at the time of initial appointment. NTT appointees should compile a dossier of their activities, productivity, creativity and professional development to be reviewed on an annual basis by the appropriate unit supervisor. This material could also serve as the foundation for a dossier that would be used during the promotion process.

The following link provides detailed information and forms for preparing a NTT faculty dossier:

http://provost.missouri.edu/faculty/tenure_nonregular.html

The following link is included on the Web page above and lists the required contents of the dossier:

<http://provost.missouri.edu/faculty/dossiers.pdf>

The performance of NTT faculty should be evaluated on the primary responsibility of the NTT appointment as well as on service and professional activities related to that primary responsibility. There is no prohibition for NTT faculty to be involved in multiple duties related to research, teaching, or service. However, decisions regarding hiring, continuation of employment, and evaluation of NTT faculty performance should relate to the primary purpose of their appointment as defined by category and **not be based on all three criteria**. Only tenured and tenure-track faculty should be hired, evaluated, and promoted based on all three criteria.

When submitting dossiers to the Dean's Office, departments should indicate the specific workload requirements given to the NTT faculty member in advance, and how he or she met those requirements. For a teaching appointment, teaching assignments and teaching loads, including adjustments made for large classes or courses with multiple sections, should be indicated. Research appointments should spell out the specific roles, duties, grant projects and expectations for future funding.

Recommendations for promotion will be considered at all levels and decided by the Chancellor or his/her designee.

Promotion Calendar:

January 31 – 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.

February 15 – Dossier is forwarded to the Provost’s Office for review.

September 1 – If approved, new appointment becomes effective.

Approved by Provost’s Office 7/10/07