UNIVERSITY OF MISSOURI
KANSAS CITY

SCHOOL OF NURSING

CRITERIA AND QUALIFICATIONS FOR
APPOINTMENT, PROMOTION AND
CONTINUOUS APPOINTMENT

January, 2005

This document has been written for the purpose of informing the faculty of the School of Nursing at the University of Missouri Kansas City of the policy and procedures related to appointment, promotion and continuous appointment. They are intended to be progressive in nature with each successive rank. Each level has been developed to imply that each succeeding level increases in complexity.
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Criteria for Initial Appointment, Promotion and Continuous Appointment for Tenured/Tenure Track Personnel

Introduction

Initial appointment of faculty, promotion and awarding of continuous appointment within the School of Nursing at the University of Missouri Kansas City is consistent with, and based upon, the published Rules and Regulations of the University of Missouri Kansas City, the University of Missouri Academic Tenure Regulations, Chancellor’s Memorandum #35, and Executive Order No. 6 (Collected Rules & Regulation (CRR) 320.030 Delegation of Authority). Specific requirements, forms and timelines for promotion and tenure are available at http://www.umkc.edu/provost/promotenure.asp.

Faculty within the “Tenure Track” includes the ranks of Assistant Professor, Associate Professor, and Professor. Annual review of faculty performance is conducted by the Associate Deans and is consistent with Chancellor’s Memorandum 77. The Appointment, Promotion and Tenure (APT) Committee reviews the applicant’s qualifications and recommends to the Dean the initial academic rank. In addition the Committee conducts the Third year Review and the 5th year Post Tenure Review. The Committee is also responsible for the review of faculty who receive unsatisfactory annual evaluations. All tenure track faculties must meet minimal qualification for their rank to be considered for promotion or continuous appointment. Performance areas include teaching (40% of faculty effort), research (40% of faculty effort) and service (20% of faculty effort). Criteria for initial appointment, promotion and/or continuous appointment are based upon the Faculty Rank Descriptions of the School Of Nursing, set out below. Depending on eligibility criteria, rank designations at the time of appointment may be negotiated between the candidate and the Dean of the School of Nursing with the consultation of the School of Nursing APT Committee.

**Assistant Professor**

**Initial Appointment**

To be appointed at the rank of Assistant Professor, a candidate must possess a terminal degree in nursing or a related field and be eligible for appointment to the Graduate Faculty. If the candidate has completed a doctoral degree within the past 5 years, it is possible to be appointed to the Doctoral Faculty. The candidate is expected to be able to teach successfully, initiate a program of research, and participate in School and University committees, as set out in Faculty Rank Descriptions for Assistant Professor.

**Third-Year Review**

In the third probationary year on tenure track, faculty will undergo a review of performance in teaching, research and service by the School of Nursing’s APT committee (see page 7).

**Promotion to Associate Professor**

To be eligible for promotion to the rank of Associate Professor, a candidate must meet the criteria set out in Faculty Rank Descriptions for Associate Professor. The candidate must also have Doctoral Faculty status and must have guided student research.
Continuous Appointment

Continuous appointment, or tenure, is typically awarded at the advancement of the candidate to the rank of Associate Professor. Except under exceptional circumstances, continuous appointment is not granted to faculty holding ranks below Associate Professor. Mandatory review for continuous appointment is governed by the University Rules and Regulations, but typically takes place during the sixth year of the probationary period for Assistant Professors. Of particular concern for the Associate Professor seeking continuous appointment is evidence that the candidate has initiated a career research program. Specific criteria for continuous appointment may be negotiated with the dean in consultation with the APT Committee within the framework of the applicable CRR’s (320.035 & 310.010), Chancellor’s Memoranda Nos. 35 (2000) and 77 (2000), and 300.020 Faculty Bylaws of the University of Missouri-Kansas City, but typically include at least the following:

1. A minimum of six-seven (6-7) refereed publications that could include books and book chapters. Five (5) data based publications of original scholarly work must be in high quality refereed journals.
2. The receipt of a minimum of two (2) or more external grants for research.
3. A minimum of six (6) presentations at regional, national or international conferences.

Associate Professor

Initial Appointment

To be appointed at the rank of Associate Professor, a candidate must possess a doctoral degree in nursing or a related field and be eligible for appointment to the doctoral Faculty. The candidate must show evidence of meritorious teaching, research and service as described in Faculty Rank Descriptions for Associate Professor. If a candidate is appointed at the Associate Professor without Continuous Appointment, his/her initial term of appointment shall not exceed five (5) years. To be tenured upon appointment, the candidate must meet the criteria for Continuous Appointment described above.

Promotion to Professor

To be eligible for promotion to the rank of Professor, a candidate must meet all criteria described in Faculty Rank Descriptions for Professor. The candidate must also have Doctoral Faculty status and must have guided student research.

Continuous Appointment

Faculty hired at the Associate Professor rank, who do not receive tenure at the time of appointment, may seek continuous appointment upon application for promotion to the rank of Professor or at the completion of the required probationary period for Associate Professor. Specific criteria for continuous appointment at the Rank of Professor may be negotiated with the dean in consultation with the APT committee within the framework of the applicable CRR’s (320.035 & 310.010), Chancellor’s Memoranda Nos. 35 (2000) and 77 (2000), and 300.020 Faculty Bylaws of the University of Missouri-Kansas City, but typically include at least the following:

1. A minimum of six-seven (6-7) refereed publications that could include books and book chapters. Five (5) data based publications of original scholarly work must be in high quality refereed journals.
2. The receipt of a minimum of two (2) or more external grants for research.
3. A minimum of six (6) presentations at regional, national or international conferences.
Faculty Bylaws of the University of Missouri-Kansas City, but typically include at least the following:

1. A minimum of ten refereed publications that may include books and book chapters. Seven data-based publications of original scholarly work must be in high quality refereed journals.
2. The receipt of multiple extramural grants in support of the candidate’s on-going area of research.
3. A minimum of ten presentations at regional, national or international conferences.

Additional evidence of meritorious productivity in research activities includes the publication of textbooks, abstracts and reviews, professional leadership, and the holding of editorships or membership on editorial review committees.

Professor Initial Appointment

To be appointed at the rank of Professor, a candidate must hold a doctoral degree in nursing or related field and be a member of Doctoral Faculty. The candidate must meet all criteria described in Faculty Rank Descriptions for Professor including provision of evidence of very substantial experience of meritorious teaching, evaluation and development of coursework. The candidate must show evidence of an extensive, and continuous, career research program including extensive extramural research funding, publications and presentation activities, and must have a record of leadership involvement with professional and community organizations. Evidence of significant contributions to the discipline of the candidate is expected.

5-Year Post-Tenure Review

Tenured faculty at all ranks will be evaluated by the APT Committee every five years following Continuous Appointment (see p. 7), as specified by Section 310.015 of the University of Missouri System Rules and Regulations (http://www.umsystem.edu/ums/departments/gc/rules/bylaws/310/015.shtml ).
## RESEARCH/SCHOLARSHIP

<table>
<thead>
<tr>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Initiates independent original research activity as a principal investigator or co-investigator</td>
<td>• Establishes a focus area in research that will advance the discipline</td>
<td>• Sustains excellence in focused area of research</td>
</tr>
<tr>
<td>• Disseminates results of original research activity for peer review in publications and presentations</td>
<td>• Sustains excellence in peer-reviewed publications in focused research area</td>
<td>• Sustains funding for focused area of research</td>
</tr>
<tr>
<td>• Obtains funding for pilot studies in original area of research</td>
<td>• Obtains and sustains extramural funding for area of research</td>
<td>• Sustains excellence in dissemination of peer-reviewed results of research activity through publications &amp; presentations</td>
</tr>
<tr>
<td>• Attains and maintains graduate faculty status</td>
<td>• Disseminates results of research activity in peer-reviewed presentations</td>
<td>• Receives national-international recognition for contributions in original research</td>
</tr>
<tr>
<td></td>
<td>• Mentors students in focused area of research</td>
<td>• Mentors students &amp; faculty in development of original research</td>
</tr>
</tbody>
</table>

## TEACHING

<table>
<thead>
<tr>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Demonstrates comprehensive, current knowledge in an area of specialization</td>
<td>• Recognized for quality teaching in area of specialization by peers within and beyond the immediate unit</td>
<td>• Recognized as a master teacher in area of specialization by peers within and beyond the immediate unit</td>
</tr>
<tr>
<td>• Engages students in active learning using innovative teaching strategies</td>
<td>• Provides leadership for curriculum and program development</td>
<td>• Models excellence in innovative, engaging teaching techniques</td>
</tr>
<tr>
<td>• Challenges students to think critically</td>
<td>• Facilitates integration and application of knowledge in the curriculum</td>
<td>• Facilitates academic program development at the university level</td>
</tr>
<tr>
<td>• Applies research findings to teaching</td>
<td>• Mentors students at all levels</td>
<td>• Mentors students and faculty in the scholarship of teaching</td>
</tr>
<tr>
<td>• Contributes to curriculum and program development</td>
<td>• Receives above average student and peer evaluations of teaching</td>
<td>• Serves as a consultant for curriculum development</td>
</tr>
<tr>
<td>• Advises students at all levels</td>
<td></td>
<td>• Receives superior student and peer teaching evaluations</td>
</tr>
<tr>
<td>• Facilitates peer &amp; graduate student growth in the teaching role</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Receives above average student and peer evaluations</td>
<td></td>
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</tr>
</tbody>
</table>

## SERVICE

<table>
<thead>
<tr>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Participates in and provides leadership on unit committees</td>
<td>• Provides leadership in unit and university organizations</td>
<td>• Provides professional service as a consultant in an original area of expertise at the regional or national level</td>
</tr>
<tr>
<td>• Makes significant contributions to professional or academic organizations</td>
<td>• Actively promotes school goals and values to diverse audiences</td>
<td>• Provides leadership to professional and community organizations</td>
</tr>
<tr>
<td>• Makes significant professional contributions to community organizations</td>
<td>• Provides leadership to professional organizations</td>
<td>• Serves on policy making professional bodies</td>
</tr>
<tr>
<td>• Assists the unit in fulfilling its strategic goals</td>
<td>• Facilitates professional activity within the community</td>
<td>• Is nationally recognized as a researcher &amp; academic leader</td>
</tr>
</tbody>
</table>
UMKC School of Nursing

Three-Year Review Plan for Tenure-Track Faculty

The APT Committee will review performance of tenure track faculty in the third probationary year. This review will coincide with the faculty member’s annual review. The review is intended to serve as a guide to ensure that faculty performance is on track to meet promotion and tenure goals. Should performance be lacking in some or all areas, the APT Committee will make a recommendation to the Dean for further action that could include termination. Unsatisfactory performance not resulting in termination will be reviewed again by the Dean at the next annual evaluation.

Research/Scholarship

- Evidence of continued achievement and original work in area of research/scholarship
- 4-5 publications of original work (e.g. “data-based articles”), with a minimum of 3 peer-reviewed publications in area of research
- 1 funded research grant designed to support an application for federal or major foundation funding as PI or Co-PI.
- Substantial progress (draft submitted to SON Director of Research) toward submission of a federal or major foundation grant (as PI or Co-PI) based on pilot studies from previously funded research
- 3 or more research presentations at the regional, national or international level

Teaching

- Good to excellent student evaluations of course and instructor
- 1 peer review of didactic teaching (content and style)
- Evidence of innovation in teaching

Service

- Attendance/participation in faculty meetings
- Service on at least 1 School of Nursing and 1 UMKC Committee
- Evidence of professional service (manuscript, grant reviews, officer in professional organizations, professional contributions to the community, etc.)

Post-Continuous Appointment (Tenure) Review

(Bd. Min. 1-19-01)

At five-year intervals a tenured faculty member will resubmit the annual reports and evaluation statements for the past five years, with a concise summary statement of research, teaching, and service activities for the five-year period, and a current curriculum vitae to the chair or evaluation committee of the unit. The first five-year review will be done five years after the tenure decision or last formal review of the faculty member for promotion to associate/full professor. Faculty hired with tenure will be reviewed five years after they are hired.
Criteria for Initial Appointment and Promotion for Clinical Faculty
Non-Tenure Track Position

Introduction

Members of the Clinical Faculty function as teachers and master clinicians in the undergraduate and masters programs. Clinical faculty are expected to devote 70% of their effort to teaching and 20% of their effort to service and 10% of their effort to clinical practice. Clinical Assistant and Associate Professors may include 10% effort in research and/or scholarship, and 60% effort teaching.

Clinical Instructor

Initial Appointment
To be appointed at the rank of Clinical Instructor, a candidate must possess a Masters Degree in Nursing or its equivalent. The candidate is expected to be able to develop courses and teach and advise students successfully. The candidate is expected to maintain clinical licensure and expertise and to serve the School, University and Profession of Nursing as described in Faculty Rank Descriptions for Clinical Instructor.

Promotion to Clinical Assistant Professor
To be eligible for promotion to the rank of Clinical Assistant Professor, a candidate must have at least three years of professional experience and meet the criteria described in Faculty Rank Descriptions for Clinical Assistant Professor.

Clinical Assistant Professor

Initial Appointment
To be appointed at the rank of Clinical Assistant Professor, a candidate must possess a Masters Degree in Nursing or its equivalent and provide evidence of excellence, innovation and leadership in teaching. The candidate is expected to have at least three years of professional experience and documented clinical expertise as appropriate for the academic responsibilities. The candidate must also have demonstrated service to the profession commensurate with rank, as described in Faculty Rank Descriptions for Clinical Assistant Professor.

Promotion to Clinical Associate Professor
To be eligible the promotion to the rank of Clinical Associate Professor, a candidate must possess a terminal degree in Nursing or related field, have at least five years of professional experience and meet the criteria described in Faculty Rank Descriptions for Clinical Associate Professor.

Clinical Associate Professor

Initial Appointment
To be appointed at the rank of Clinical Associate Professor, a candidate must possess a terminal degree in Nursing or related field and provide evidence of excellence in teaching as documented by peers and students. The candidate must demonstrate development of mechanisms for dissemination of expertise in teaching and/or practice. The candidate is expected to have demonstrated leadership and mentoring in clinical practice and professional service, as described by Faculty Rank Descriptions for Clinical Associate Professor.

Promotion to Clinical Professor
To be eligible for promotion to Clinical Professor, a candidate must have a sustained and nationally recognized professional career and must meet the criteria described in Faculty Rank Description for Clinical Professor.

Clinical Professor

Initial Appointment
To be appointed at the rank of Clinical Professor, a candidate must possess a terminal degree in Nursing or a related field and provide evidence of sustained excellence and leadership in teaching, scholarship/clinical practice, and service as documented by peers and students. The candidate is expected to have a national reputation for leadership in clinical practice as defined by the Faculty Rank Descriptions for Clinical Professor.
## Faculty Rank Descriptions for Clinical Faculty

### Teaching

<table>
<thead>
<tr>
<th>Clinical Instructor</th>
<th>Clinical Assistant Professor</th>
<th>Clinical Associate Professor</th>
<th>Clinical Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Develop, teach and evaluate classes/courses and/or clinical experiences in the undergraduate and masters programs.</td>
<td>o Provide leadership in didactic and clinical courses/experiences in the undergraduate and/or graduate programs.</td>
<td>o Sustain evidence of excellence and innovation in didactic and clinical instruction in the undergraduate and/or graduate programs.</td>
<td>o Demonstrate sustained depth and breadth of knowledge in diverse content areas in didactic and clinical teaching.</td>
</tr>
<tr>
<td>o Serve as an academic advisor to students.</td>
<td>o Demonstrate expertise and innovation in teaching and evaluation.</td>
<td>o Facilitate and develop clinical preceptor and clinical agency relationships.</td>
<td>o Develop new and innovative clinical preceptor and clinical agency relationships.</td>
</tr>
<tr>
<td>• May serve as a mentor/preceptor to students in the undergraduate and/or master’s programs.</td>
<td>• Facilitate and develop clinical preceptor and clinical agency relationships.</td>
<td>• Provide leadership for curriculum development, evaluation and revision.</td>
<td>• Offer leadership in the development, evaluation, revision, and benchmarking of curriculum with top Schools of Nursing.</td>
</tr>
<tr>
<td>• Serve as an academic advisor.</td>
<td>• Contribute to curriculum development, evaluation and revision.</td>
<td>• Integrate research findings into teaching and practice.</td>
<td>• Develop mechanisms for dissemination of expertise in teaching and/or practice.</td>
</tr>
<tr>
<td></td>
<td>• Integrate research findings into teaching and practice.</td>
<td>• Serve as an academic advisor.</td>
<td>• Serve as an academic advisor.</td>
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<td></td>
<td>• Serve as an academic advisor.</td>
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</table>

### Clinical Practice

<table>
<thead>
<tr>
<th>Clinical Instructor</th>
<th>Clinical Assistant Professor</th>
<th>Clinical Associate Professor</th>
<th>Clinical Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Maintain licensure to practice nursing in the appropriate state(s).</td>
<td>• Maintain expertise in clinical practice relevant to courses taught.</td>
<td>• Maintain expertise in clinical practice relevant to courses taught.</td>
<td>• Demonstrate sustained excellence in clinical scholarship activities through presentations and contributions to the literature.</td>
</tr>
<tr>
<td>• Maintain expertise in clinical practice relevant to courses taught.</td>
<td>• Maintain licensure to practice nursing in the appropriate state(s).</td>
<td>• Maintain licensure to practice nursing in the appropriate state(s).</td>
<td>• Achieve national/international prominence for scholarly activities.</td>
</tr>
<tr>
<td>• Maintain eligibility for faculty participation in clinical facilities (e.g., BCLS certification and current health records).</td>
<td>• Maintain certification for appropriate advanced practice role.</td>
<td>• Maintain certification for appropriate advanced role.</td>
<td>• Serve as a leader in area of clinical expertise.</td>
</tr>
<tr>
<td></td>
<td>• Maintain eligibility for faculty participation in clinical facilities (e.g., BCLS certification and current health records).</td>
<td>• Maintain eligibility for faculty participation in clinical facilities (e.g., BCLS certification and current health records).</td>
<td>• Serve as a mentor/consultant for the development of clinical scholarship for faculty and students.</td>
</tr>
</tbody>
</table>

### Service

<table>
<thead>
<tr>
<th>Clinical Instructor</th>
<th>Clinical Assistant Professor</th>
<th>Clinical Associate Professor</th>
<th>Clinical Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Function as a member or chair of School of Nursing committee.</td>
<td>• Promote student recruitment and retention.</td>
<td>• Promote student recruitment and retention.</td>
<td>• Serve as committee chairperson and as an active participant in School of Nursing activities.</td>
</tr>
<tr>
<td>• Participate in campus-wide or University committees.</td>
<td>• Participate as a member or chairperson of School of Nursing committees, University committees or intercampus committees.</td>
<td>• Provide leadership for School of Nursing committees, University committees or intercampus committees.</td>
<td>• Serve as a recognized leader and resource person in campus concerns and development.</td>
</tr>
<tr>
<td>• Participate in professional organizations.</td>
<td>• Participate in professional organizations.</td>
<td>• Demonstrate leadership in professional organizations.</td>
<td>• Provide leadership for School of Nursing development and recognition.</td>
</tr>
<tr>
<td>• Participate in student recruitment activities</td>
<td></td>
<td></td>
<td>• Participate in identification of community health concerns and in initiating programs meeting these needs.</td>
</tr>
</tbody>
</table>