

**Department of Geosciences
University of Missouri—Kansas City**

**DEPARTMENTAL PROCEDURES AND GUIDELINES FOR
RECOMMENDATIONS OF INITIAL REGULAR APPOINTMENT, NON-
REAPPOINTMENT, AWARD OF TENURE, AND PROMOTION**

(Revised and approved May 8, 2003)

The faculty of the Department of Geosciences, through departmental faculty committees, conducts the annual reviews of both untenured and tenured faculty mandated by the University and makes recommendations regarding initial regular appointments to tenure-track faculty positions; regarding non-tenure-track teaching appointments; regarding awards of continuous regular appointment to tenured faculty positions; regarding promotions in rank; regarding non-reappointment to positions (whether tenure-track or otherwise); and regarding denials of such appointments and advancements to the appropriate officers and committees of the College of Arts and Sciences.

These committees will be guided in their deliberations by this set of procedures and guidelines, which are drawn from the department's reading of:

1. The University of Missouri Academic Tenure Regulations (Collected Rules and Regulations, Chapter 310);
2. Section 300.020 of the University of Missouri—Kansas City Faculty By-laws;
3. Executive Order No. 6A (Policy and Procedures for Promotion and Tenure), Section II, "Policies";
4. Chancellor's Memorandum #35 (Policies and Procedures for Promotion and/or Continuous Appointment at the University of Missouri—Kansas City); and
5. Chancellor's Memorandum #77, "Procedures for Review of Regular Faculty on Tenure-Track or Tenured Appointments".

A copy of these departmental procedures and guidelines shall be kept in the department's files and shall be provided to each new faculty member at the time of appointment. Copies of the five other University documents referred to above and such other relevant regulations as may be promulgated to amplify or replace them, will also be kept in the department's files with these departmental procedures and guidelines.

Initial Appointments

The initial-appointment hiring committee is made up of all tenured and tenure-track members of the departmental faculty. This committee, which may be divided into sub-committees only at the discretion of the entire committee, reviews all applications and arrives at recommendations regarding initial regular appointments to tenure-track faculty positions and appointments to non-tenure-track faculty positions. It is the department's understanding that the dean of the college of arts and sciences will approach candidates only in the order that they are identified in the committee's recommendation. There is no departmental mechanism by which candidates may appeal the hiring committee's decisions.

The hiring committee will be chaired by the departmental chair, who is to see to it that all the necessary application files are made available to the entire committee in a timely and well-organized manner. Since the departmental chair has a separate responsibility to advise the dean of the college regarding candidates, and to avoid deadlocks, the chair will not have a vote on the hiring committee, except in the case of a tie vote.

No one who cannot be expected to attain to the distinction and rank of full professor should be offered a tenure-track appointment in the department. For initial regular (tenure-track) appointment, clear confirmation of the completion and acceptance of all requirements for the Ph.D. degree is required at the time of commencement of duties.

The successful candidate may be appointed at the rank of Assistant Professor or above, depending on qualifications and experience. Only in exceptional cases and by majority vote of the faculty promotion and tenure committee will the offer of tenure be made. The standard probationary period for beginning assistant professors is six years (the tenure review to begin toward the end of the fifth year of employment); for beginning associate professors it is four years (with the review to begin at the end of the third year); and for beginning full professors it is three years (with the review to begin at the end of the second year). Allowance for progress toward tenure at other institutions can be made.

Promotion and Tenure

All tenured, full-time members of the department are members of the promotion and tenure committee, except that no one with less than a full years' service in the department, regardless of rank, shall serve. The committee will be chaired by the departmental chair, if he or she is of appropriate rank and seniority; the committee will otherwise elect a chair pro tem. The chair of the committee will in any case not vote, except in the case of tie votes. Faculty-members themselves under consideration for tenure or promotion will, of course, not take part in the committee's deliberations regarding their applications. If it is the departmental chair's application that is being reviewed, the rest of the committee will elect a committee chair pro tem.

Annual assessment of untenured faculty-members' progress toward tenure

Each spring semester, all members of the promotion and tenure committee will meet to assess the progress of untenured faculty members towards tenure, on the basis of professional résumés, the annual reports required of all faculty members by the university, official teaching evaluations, and such other documentation as untenured faculty members wish to submit, such as offprints or letters of thanks or commendation.

The committee will look for evidence of a consistently sustained and developing, academically well-received, and maturing program of research indicating that the faculty-member under review is taking full advantage of the unique intellectual opportunity offered by the department and the university to contribute meaningfully and in an original manner to our knowledge of the world; that the faculty-member effectively

communicates the substance of the appropriate course material to students; and that the faculty member has performed a fair and appropriate share of the department's, the college's, and the university's administrative service. The character of each faculty-member's research, teaching, and service will naturally be unique: the promotion and tenure committee, its members forming their judgments as they, as tenured professional academics, individually see fit but adhering strictly to these general standards, must approach each case on its own merits. It is the crucial function of the annual promotion and tenure reviews to inform candidates for tenure of the department's collective standards and expectations. It is, further, the candidates' responsibility to seek the rest of the faculty's advice regarding these standards and expectations, and it is each tenured faculty-member's prerogative and responsibility to provide such advice as best as possible.

The committee's findings regarding each untenured faculty member's scholarly endeavors, teaching, and service will be conveyed within one week in an unambiguous letter written by the departmental chair and approved by the promotion and tenure committee. This letter, and such written response as the faculty member under review may care to make, will be placed in the faculty member's official departmental file; copies will be forwarded to the chancellor through the offices of the dean of the college and the provost.

At the same time, the committee may choose to outline for each untenured faculty member a set of general objectives or expectations for the coming year, making proper allowance for the differences among individuals and their research programs, and these will be communicated to the faculty member by the departmental chair. These objectives must of course in no way infringe upon the faculty member's academic freedom.

In keeping with the College's policy, the promotion and tenure committee's scrutiny of the records of untenured faculty-members at the end of the third year of their probationary period will be particularly penetrating.

Untenured members of the faculty serve in initial appointments; their contracts are subject to annual renewal until their applications for tenure are approved or denied. However, at the end of any academic year in the meantime, the departmental promotion and tenure committee, having concluded its annual review of the performance of untenured faculty, may recommend that an untenured faculty member, having been given a year's notice, not be re-appointed at the end of the following year. This recommendation will be forwarded with a letter drafted by the departmental chair and approved by the promotion and tenure committee to the dean of the college. There is no departmental mechanism by which candidates may appeal the promotion and tenure committee's recommendation.

Such a recommendation will normally be based on the committee's finding that the untenured faculty member has not been or is unlikely to be able to conduct and publish research, teach, and perform academic service in the manner and to the standards judged requisite by the committee.

Recommendation of continuous regular appointment (tenure)

In the spring semester of the fifth academic year of an assistant professor's employment (unless allowance has been made for previous service), or, in the case of professors joining the faculty at higher ranks, at the appropriate time (see section beginning on page 1), and upon notification from the office of the provost and well before the deadlines established thereby, the candidate must submit an application for continuous regular appointment and promotion to the rank of associate professor. Only in the most exceptional circumstances will an application for early tenure and promotion be entertained. Except in the case of individuals whose initial appointment was at the rank of associate or full professor, no application for promotion without tenure or for tenure without promotion will be entertained in this department. The candidate will supply appropriate supporting documentation of research, teaching, and service in the years since initial appointment; these supporting files should be as complete as possible. The applicant will also supply a list of scholars outside the University of Missouri, from which the dean will select reviewers. These reviewers shall normally hold tenured university appointments at ranks above that of the candidate. The applicant's list must draw particular notice to those reviewers with whom he or she has or has had a close personal or professional relationship, including doctoral committee members, research collaborators, or former employers.

The application will be reviewed by the departmental promotion and tenure committee, whose deliberations should be guided by the considerations outlined above in the section "Annual assessment of untenured faculty-members' progress toward tenure". If this set of departmental regulations and guidelines or any of the five other administrative documents referred to herein are revised or replaced in the course of a faculty member's progress toward tenure or promotion, the applicable versions will be those in effect at the time of the faculty member's appointment or most recent promotion within the department or, at the discretion of the faculty member whose career is under review, the most recent version. These documents will be kept on file in the department, and the departmental chair will provide copies of them to promotion and tenure committees whenever the committees are convened.

No one should be offered tenure or promotion

1. who has not built a good record of research productivity and sound scholarship, attested to by meritorious academic publications and grants subject to rigorous scholarly review;
2. who has not demonstrated that he or she is an effective teacher (teaching may be taken to include advising, thesis supervision, work with the student body in general, and obtaining educational grants); and
3. who has not taken appropriate part in departmental, college, or university committees and departmental duties.

In reviewing an application, the promotion and tenure committee may take into consideration, besides annual reports, the current curriculum vitae, the faculty-member's official departmental file; students' formal and informal evaluations of courses, including letters of appreciation; the opinions of departmental alumni and professors emeriti; and

the faculty-member's publications and other academic writing. The promotion and tenure committee will not formally take into consideration the applicant's non-professional interests and activities, although the breadth of the applicant's intellectual experience will naturally be a matter of interest to the committee.

The departmental chair is to see to it that this committee's work is completed at least twenty-one days before the deadline established for forwarding the department's recommendation to the dean. A decision having been reached, the departmental chair will notify the candidate of the committee's recommendation in writing within twenty-four hours. *However, the details of voting for promotion and/or tenure will not be communicated to the candidate [added 8/31/05 by chair].* The candidate may appeal the committee's recommendation, to the committee itself, within fourteen days of the committee's decision—in other words, no fewer than seven days before the deadline established for forwarding the department's recommendation to the dean. In such cases, the promotion and tenure committee will reconvene to re-examine the case.

If the departmental promotion and tenure committee recommends against awarding tenure, the departmental chair will attach the candidate's rebuttal, if any, and such documentary support of it as the candidate wishes to provide, to the department's recommendation to the dean. If the dean sees fit to proceed with the review of the application, subsequent submissions of new evidence should be made through the departmental chair, who will forward it to the dean of the college with a request that the necessary steps be taken to attach the new material to the candidate's application.

If tenure is denied, the department will recommend that the incumbent be offered a terminal one-year contract.

Annual reviews of tenured faculty

Each spring semester, the annual activity reports of each of the tenured faculty will be assessed by the departmental post-tenure review committee, which will consist of all members of the tenured faculty of at least the same rank as the faculty member under review and with more years of service in the department. In the case of full professors, this committee will consist of all the full professors". This committee will be chaired by the departmental chair, who will not vote except in the event of ties.

The committee's findings will be conveyed in a letter written by the departmental chair within one week; this letter must specify that the faculty member's performance, in the fields of research, teaching, and service, has been assessed to be satisfactory, outstanding, or unsatisfactory; an overall evaluation, either "satisfactory" or "unsatisfactory" will also be provided. The faculty member under review is obliged to countersign this letter, a copy of which is then filed by the department with whatever written response the faculty member may care to make. Furthermore, in the event that the overall evaluation is "unsatisfactory", a meeting to convey the results of such review must take place between the faculty member under review and the chair

Every fifth year, each tenured member of the faculty will resubmit the last five years' activity reports and departmental evaluation letters, a concise summary statement, and a current curriculum vitae for the committee's assessment. If the committee finds the

faculty member's performance "satisfactory", it will so declare in a letter written by the departmental chair, and the five-year review will be at an end. If the committee finds the performance "unsatisfactory", it will so notify the faculty member in a letter prepared by the departmental chair and countersigned by the committee, and the matter will be submitted to the dean of the college. The further progress of the case is described in the University of Missouri's Academic Tenure Regulations, 310.015, "Procedures for review of faculty performance". That document also provides that after "three consecutive unsatisfactory annual evaluations", the departmental chair is obliged to strongly encourage faculty members to apply to participate in a "formal development plan", as described in the Academic Tenure Regulations.

Annual reviews of the departmental chair will be conducted by the dean of the college, who should be guided by the department's standards as herein set out.

Promotion to the rank of full professor

Every year, a committee of the full professors in the department will assess the progress of all the associate professors toward promotion to the rank of full professor. This review will be based on annual Faculty Activity Reports and current résumés. If an associate professor is judged ready to make an application for promotion, this shall be communicated to the faculty-member in question. The matter will otherwise lapse until the following year. However, an associate professor may at any time apply for promotion without this subcommittee's recommendation. (Beginning associate professors must first have served the probationary period described above under "Initial Appointments".)

Associate professors submit applications for promotion to the rank of full professor, with appropriate supporting documentation of research, teaching, and service, to a subcommittee of the promotion and tenure committee normally consisting of the department's full professors. This promotion committee will normally be chaired by the departmental chair, who will not vote except in the event of ties. If it is the departmental chair's portfolio that is under review, the committee will elect a chair pro tem. The applicant will also supply a list of scholars outside the University of Missouri, from which the dean will select reviewers. These reviewers shall normally hold tenured university appointments at the rank of full professor. The applicant's list must draw particular notice to those reviewers with whom he or she has or has had a close personal or professional relationship, including doctoral committee members, research collaborators, or former employers. The departmental chair will make the faculty member's official departmental file available to the committee and will see to it that this committee's work is completed at least twenty-one days before the deadline established for forwarding the department's recommendation to the dean. The committee having reached a decision, the departmental chair will notify the candidate of the committee's recommendation in writing within twenty-four hours. The candidate may appeal the committee's recommendation, to the committee itself, within fourteen days of the committee's decision—in other words, no less than seven days before the deadline established for forwarding the department's recommendation to the dean. In such cases, the promotion committee will reconvene to re-examine the case. If the departmental

promotion committee recommends against promotion, the candidate's written appeal or rebuttal, if any, with such documentary support of it as the candidate wishes to provide, will be attached to the application when it is forwarded to the dean of the college. If the dean proceeds with the review of the application, subsequent submissions of new evidence should be made through the departmental chair, who will forward them to the dean of the college with a request that the necessary steps be taken to attach the new material to the candidate's application for promotion.

Changes:

1. Addition p. 5, Aug. 31, 2005