

DEPARTMENTAL PROCEDURES: PROMOTION AND/OR TENTURE

Initiation of Recommendation

These procedures shall direct the department actions in the matters of tenure and promotion. The department procedures should provide an entry point for the future action by the College of Arts and Sciences and the campus reviews. These procedures must be consistent with the University of Missouri regulations.

In accordance with the University of Missouri System Wide Perspectives on Appointments, Promotions and Tenure Executive Order 6A. The last revision of Chancellor's Memorandum #35 was May 19, 1997, the Department of Physics shall have a committee on Promotion and Tenure, the membership of which shall be composed of all tenured members of the faculty of the Department of Physics. The Chairman of the committee shall be elected by a simple majority vote at the beginning of each academic year. The department chair should not be the committee chair. On any voting issue a committee member may request that a paper ballot be used.

The committee shall submit its recommendations and a statement of justification containing the numerical vote to the Dean of the College with copies to the Department Chair and the candidate. The committee's actions will be in accordance with the Academic Tenure Regulations of the University of Missouri ("Collected Rules and Regulations, University of Missouri, Sections 310.010.310.070) attached hereto as Appendix III. Any faculty member in whose case the committee makes a negative recommendation shall be entitled to the following appeals procedure. Upon notification of the negative decision, the faculty member shall have a period of two weeks to appeal the decision in writing to the Chairman of the committee before the committee's recommendations is sent forward to the Dean and copies to the Department Chair. As soon as the appeal is received by the Committee Chair the committee is reconvened to consider the appeal. Any rebuttal material furnished by the faculty member shall be forwarded to the College with the other documents in the case.

The time of initiation of promotion and tenure recommendations must be before the deadlines required by the campus rules for that given year. Any regular full-time member may request for early action by the departmental committee. However, this must be a truly exceptional meritorious case. The nominee shall submit his/her petition in the form indicated in Appendix I. The departmental committee may request additional relevant information of the candidate.

Criteria for promotion to Associate Professor

- (1) Generally a six year probationary period will be observed. It is not necessary that all six years be spent on the faculty of the University of Missouri-Kansas City.
- (2) Promotion to associate professor is typically accompanied by a recommendation of tenure. The latter recommendation commits the department to a long-term relationship with the faculty member. The committee's recommendation is based on an assurance of a sustained productive career in teaching and research excellence.
- (3) Quality performance in teaching is mandatory. Peer and student evaluations are important factors in judging the quality of the candidate's teaching. The committee will favorably value a program of improvement and innovation in teaching.
- (4) Evidence of on-going research performance is especially important. The judgment shall take into account the nature of the research and the record of performance in the particular fields on interest. Additionally, the conditions under which the record was made must be carefully weighed. In general, a candidate for tenure and promotion to the rank of associate professor must have an independent-outstanding research program with the clear indication of sustained publication in refereed journals. Grants awarded by external sources have become an increasingly significant part of the validation of the candidate's research program. The candidate needs to demonstrate the ability to obtain research funding and the energy to pursue such resources.
- (5) Interest in the service role of the Department, the College, the campus and the University-wide initiatives should be found. Service to professional organizations and to the local community is also valuable.
- (6) The committee will consider the collegial and collaborative roles between the department members and other interdisciplinary faculty in their evaluation of the candidate.

Criteria for promotion to Full Professor

The following criteria are to be applied in making decisions for the promotion of associate professor to the rank of full professor

- (1) A full professor candidate must exhibit superior teaching.
- (2) A candidate for full professorship should be recognized by his/her departmental colleagues and professional peers for quality in his/her research. Quantitative assessment could be the amount of scholarly articles published in refereed journals, the quality of those journals, nationally competitive grants/contracts awarded, contributed and invited papers delivered at scholarly conferences, the scholarly depth of published materials.

- (3) Submission of evidence of professional recognition outside the department and the campus is necessary. Supporting letters from recognized experts in the candidate's research field are especially important.
- (4) The full professor should be involved in the broader concerns of higher education and in the community of scholars. He/she is expected to provide professional service to the department, the College, and University.
- (5) The candidate should be an appropriate role model for his/her colleagues. Promotion to the rank of full professor is a recognition of superior performance in teaching, research and service. It is not just a career goal to be met by the length of tenure at a lower rank.