

## **ANNUAL EVALUATION, REAPPOINTMENT, PROMOTION & TENURE OF REGULAR FACULTY IN THE DEPARTMENT OF ENGLISH**

### **ANNUAL REVIEW**

The appropriate members of the Promotion & Tenure Committee annually evaluate all full-time faculty: all members of the Promotion & Tenure Committee evaluate untenured faculty; full professors evaluate associate and full professors. In no instance may a faculty member evaluate another of a higher rank.

The Promotion & Tenure Committee not only makes final recommendations about tenure at the end of the probationary period, but also guides non-tenured faculty in the performance of their professional duties. Each faculty member will provide written evidence of performance during the preceding year in teaching, research and creative accomplishment, and service. The Chair will provide a written statement to the Candidate outlining the Promotion & Tenure Committee's conclusions and recommendations.

Two tenured faculty members, one selected by the Candidate and one appointed by the Chair in consultation with the Promotion & Tenure Committee, will be chosen annually to evaluate and file a report on the teaching of each Candidate for tenure. The Candidate shall have access to these reports, and the observers shall make themselves available for discussion with the Candidate prior to turning in the evaluation report, in order to give the Candidate the opportunity to provide clarifications. The Candidate or the Committee may request additional observations at any time. Except in extraordinary circumstances, the classes of a Candidate for tenure below the rank of Associate Professor will not be visited during his or her first semester of appointment.

All faculty will provide the Promotion & Tenure Committee with student evaluations for courses taught in the year under annual review.

Any faculty member who earns an Unsatisfactory in Teaching or in Research in a given annual evaluation will automatically require a professional development plan in accordance with the Collected Rules and Regulations.

Each year, the Chair communicates the Promotion & Tenure Committee's annual evaluation of faculty below the rank of Professor and provides guidance for achieving promotion and tenure.

## **CRITERIA FOR ANNUAL EVALUATION**

### **RESEARCH (defined as scholarly and creative activity)**

Outstanding research is defined as the publication of a monograph or another extraordinary accomplishment, such as a book contract, a major publication prize, the publication of a significant body of work, or an exceptional funded research grant. This ranking will likely be achieved only a few times in an academic career.

Good research is defined as the maintenance of a productive research program as evidenced by items such as publications in peer reviewed venues, significant funded research grants, or other demonstrable forms of peer-reviewed productivity. This ranking also considers acceptances and invitations to publish in peer-reviewed venues and keynote addresses or workshops delivered at professional meetings.

Satisfactory research is defined as the maintenance of an on-going research program as evidenced by a portfolio of work submitted to the Promotion & Tenure Committee such as work-in-progress, the presentation of papers at scholarly conferences, the submission of critical or creative work, the submission of research grant applications, or the circulation of book proposals.

Unsatisfactory research is defined as no demonstrable research activity for the evaluation period.

### **TEACHING**

Outstanding teaching is defined as extraordinary and active accomplishment in the pedagogical life of the department, college, or university, including the delivery of high-impact educational experiences or major teaching awards.

Good teaching is defined as active engagement and creative participation in the pedagogical life of the department. This can be evidenced by pedagogical leadership in the department, college or university, active mentorship of students, innovative curricula and classroom practices, teaching awards, participation on student initiatives and committees, and engagement in recruiting and retention activities.

Satisfactory teaching is defined as being regularly prepared for assigned classes, keeping current with the changes in scholarship in all teaching areas, showing respect for students, being available to meet with students during office hours, participating in graduate or undergraduate advising, submitting grades in a timely manner, and earning teaching evaluation scores that tend around the department average.

Unsatisfactory teaching is defined as failing to meet the standards required for satisfactory teaching.

## **SERVICE**

Outstanding service is defined as extraordinary and active accomplishment in the department, college, university, or the community.

Good service is defined as active and productive participation in committees and taking on leadership roles. For untenured faculty this can be evidenced by performing additional service in the department, college, campus, or university or taking on leadership roles on departmental committees. Tenured faculty have different expectations; they are expected to take a more active role in the administrative life of the department such as taking on major leadership roles in the department while also serving on committees and participating in academic programs within the community, college, campus, and university.

Satisfactory service is defined as performance of assigned duties on department committees, participation in the department meetings, and engagement in the life of the department.

Unsatisfactory service is defined as failure to meet the standards required for satisfactory teaching.

## **THIRD-YEAR REVIEW**

Following the guidelines provided by the Provost's office, Candidates for tenure will undergo a third-year review. The Promotion & Tenure Committee will provide a comprehensive progress report in writing regarding the Candidate's progress towards tenure and will recommend a continuation of the appointment or a terminal contract. If reappointment is recommended, the Promotion & Tenure Committee, in addition to citing areas of growth and accomplishment, will make a special effort to identify those areas, if any, for improvement if the Candidate is to have a realistic prospect of receiving the Department's recommendation for tenure. If reappointment is not recommended, the guidelines for a terminal contract provided by the Collected Rules and Regulations will be followed.

## **PROCEDURES FOR PROMOTION AND TENURE**

Following the guidelines provided by the Provost's office, Candidates for tenure will be reviewed for tenure and promotion in the appropriate year. Candidates for promotion from Assistant to Associate Professor will follow the procedures for peer observations of teaching described in the Annual Review section and these evaluations will be included in the promotion file.

All candidates for promotion will be evaluated on a professional portfolio of their accomplishments including publications, grants, awards, and endeavors related to their discipline, service accomplishments, as well as positive annual performance reviews by the Department Chair. Evaluation of performance will also include evaluation of service duties. The Department Promotion & Tenure Committee will review the portfolio and will vote on the Candidate's case. Following the guidelines established by the Provost's office, the Promotion & Tenure Committee will provide a letter of support or denial of the Candidate's promotion to the Department Chair. After reviewing the Promotion & Tenure Committee's recommendation, the

Department Chair will write a letter to the Dean of the College of Arts & Sciences, either recommending promotion or recommending denial of promotion. Candidates desiring to do so will have 10 days to respond to the Promotion & Tenure Committee's letter of recommendation and will have an additional 10 days to respond to the Chair's letter of recommendation.

### **External Evaluators**

External evaluators will be identified in accordance with procedures set by the Provost's office.

### **DECISIONS ON TENURE AND PROMOTION**

A) The Chair of the Department will be the permanent Chair of the Promotion & Tenure Committee. Full and Associate Professors may vote on the promotion and tenure of Assistant Professors. Only Full Professors may vote on the promotion of Associate Professors.

B) When the Committee considers recommendations for promotion or tenure, a quorum will consist of two-thirds of the Promotion & Tenure Committee eligible to vote and not on leave.

C) Tenured members on leave may write memoranda to be read during the debate, but normally they may not vote on questions of tenure or promotion. However, if a member is able to attend the meeting, the member on leave may vote on the decision.

D) Proxies will be accepted only from those who have been present for most of the discussion on the day of the vote.

E) When a member of the Promotion & Tenure Committee is under consideration for promotion, the Candidate may not attend the meeting, and the Candidate will not be counted in determining quorum. Nor may the Candidate vote.

F) Each Candidate for promotion or tenure must be considered at a separate meeting, unless this requirement is waived by the unanimous consent of the Promotion & Tenure Committee.

G) All votes on tenure or promotion will be conducted by a paper ballot. The votes and deliberations are confidential. The Chair's report of the vote to the Dean requires the signature of all those who voted.

H) A motion to end debate before 60 minutes have elapsed requires the consent of two-thirds of the voting members present. After 60 minutes, such a motion requires a simple majority of the voting members present.

I) After the full probationary period for tenure or time in rank for promotion, the Chair's recommendation must be confirmed by a simple majority of those voting. If promotion or tenure is recommended by the Chair before the full probationary period (for tenure) or time in rank (for promotion), it must be confirmed by a two-thirds majority of those voting. If promotion or tenure is recommended by the Promotion & Tenure Committee before the probationary period (for tenure), it must be confirmed by a three-fourths majority vote of those voting.

J) The Promotion & Tenure Committee will follow the procedures established by the Provost's office for informing the Candidate and Chair of its decision regarding promotion and/or tenure.

K) The Chair will then make an independent recommendation to the Dean, forwarding the Promotion and Tenure Committee's letter and vote.

L) The Promotion & Tenure Committee will inform the Department of its recommendation at the next Department meeting.

#### **PROCEDURE FOR POST-TENURE REVIEW**

A) Department faculty undergo post-tenure review on the fifth anniversary of their tenure or promotion to Associate or Full professor and every five years thereafter.

B) The Chair will review the five most recent annual evaluations of teaching, research, and service records of the each tenured faculty member under review and provide an overall ranking of satisfactory or unsatisfactory, which is shared with the Dean.

C) Three unsatisfactory annual evaluations in a five-year period trigger the implementation of a performance improvement plan as defined in the Collected Rules and Regulations of the University of Missouri.

## **CRITERIA FOR PROMOTION, TENURE, AND REAPPOINTMENT**

The University of Missouri's requirements for tenure and promotion are described in the University of Missouri's Collected Rules and Regulations and in the UMKC Chancellor's Memoranda #35 and #77.

Evaluation is based on performance in the following three areas:

### **TEACHING**

Since teaching is our primary function, effectiveness in this area is a necessary but not sufficient condition for all candidates for promotion and tenure. A Candidate's credentials must include Faculty Observation Reports and Student Evaluation Forms, and may also include: course outlines, awards, or nominations for teaching excellence; contributions to course and curriculum development; pedagogical innovations; and any communications from faculty and students which are judged relevant and authoritative.

### **RESEARCH (defined as scholarly or creative activity)**

Even though quality is more important than quantity, a Candidate must demonstrate sustained scholarly or creative writing published or accepted for publication through established, scholarly, professionally, and academically recognized channels. The Candidate may also submit and cite reviews and other written evaluations or citations of published work and awards for research and writing.

Work published in non-peer-reviewed journals or their equivalent, as well as unpublished material of significant length, will be evaluated by the Promotion & Tenure Committee. Professional writing, including text-books and pedagogical texts in the Candidate's area of expertise, will also be considered.

### **SERVICE**

All Candidates for reappointment, tenure, and promotion are required to be actively and productively engaged in committee service.

### **PROMOTION TO ASSISTANT PROFESSOR**

The Department ordinarily hires tenure-line faculty at the rank of Assistant Professor or above. However, in case a Candidate for reappointment unexpectedly does not finish the Ph.D. or fails to meet other requirements established at the time of appointment, the Candidate may be appointed at the rank of Instructor. An instructor on the tenure-track would ordinarily be expected to meet the conditions of employment by no later than one year after beginning employment. The Promotion & Tenure Committee shall decide whether the failure to meet these conditions shall constitute grounds for offering a terminal contract. The acquisition of a Ph.D. ordinarily makes one eligible for recommendation for promotion to Assistant Professor, although appointments to the professorial ranks may be obtained without the Ph.D. in special circumstances, such as for an MFA in Creative Writing.

### **PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR**

The Candidate must clearly demonstrate success in teaching, research, and service and exhibit the promise of future excellence in teaching and in scholarly or creative writing. Candidates for promotion will have demonstrated their active engagement in departmental service and will have taken on leadership roles in the department. Ordinarily the Candidate will have served as an Assistant Professor here, or in an equivalent rank at another university, for five years before being considered for promotion to Associate Professor.

### **PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR**

The Candidate is expected to be an accomplished teacher, to have achieved and maintained a nationally or internationally recognized presence as a scholar or creative writer, and to have carried out responsibly the commitment to professional service. First, the Candidate is expected to have achieved excellence in teaching. Second, the Candidate is expected to have achieved excellence through the publication of a substantial body of work. The critical reception of this published work may also provide evidence of a national or international reputation. Third, the Candidate is expected to participate actively and productively in the professional life of the Department, the College of Arts and Sciences, the University, the Community, and professional organizations, as well as serving in major leadership roles. Ordinarily, the Candidate for full Professor will have served in the rank of Associate Professor here, or in an equivalent rank at another university, from five to seven years before being considered for promotion to Professor.