

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

**DEPARTMENTAL PROCEDURES AND GUIDELINES FOR AWARDING
PROMOTION AND TENURE**

(Revised and approved April 25, 2016)

The faculty of the Department of Geosciences will be guided in their deliberations by this set of procedures and guidelines regarding departmental promotion and tenure (P&T) decisions, which are drawn from the department's reading of:

1. The University of Missouri Policies and Procedures for Promotion and Tenure (Collected Rules and Regulations, Chapter 320.035); and
2. Chancellor's Memorandum #35 (Policies and Procedures for Promotion and/or Continuous Appointment at the University of Missouri—Kansas City)

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.

Promotion and Tenure Committee

The promotion and tenure committee will evaluate the records of untenured faculty-members at the end of the third year of their probationary period (3rd year review) as well as the records of faculty applying for tenure and/or promotion. The procedures for tenure and/or promotion are outlined on page 4 of this document.

All tenured, full-time members of the department are members of the promotion and tenure committee, except no one with less than a full years' service in the department, regardless of rank, shall serve. For P&T evaluation and 3rd year review, the committee will elect a chairperson who is of appropriate rank and seniority. In this case, the department chairperson will convene the first committee meeting to elect a committee chairperson, but will not take part in the committee's deliberations or voting. The faculty member under consideration for tenure or promotion will not take part in the committee's deliberations.

Recommendation of continuous regular appointment (tenure)

In the spring semester of the fifth academic year of a tenure-track assistant professor's employment, unless other provisions have been approved by the Dean, the candidate must submit an application for continuous regular appointment and promotion to the rank of associate professor. In exceptional circumstances a candidate may receive early promotion and tenure. For faculty whose initial appointment is at the rank of assistant professor, no application for promotion without tenure or for tenure without promotion will be considered. For the case of a professor joining the faculty as associate or full professor, the candidate will submit his/her application for tenure at the time specified by the University. The candidate will supply appropriate supporting documentation of research, teaching, and service in the years since initial appointment. The application will be reviewed by the departmental P&T committee.

If this set of departmental regulations and guidelines or any of the two 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 chairperson will provide copies to the P&T committee.

Tenure will be recommended only for those who have:

1. built a good record of research productivity and sound scholarship, attested to by meritorious academic publications and grants subject to rigorous scholarly review, and by obtaining and maintaining doctoral faculty membership;
2. demonstrated that he or she is an effective teacher (e.g., course instruction, advising, thesis supervision, obtaining educational grants); and
3. rendered appropriate department, college, university, or professional service.

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

Promotion to the rank of full professor

An associate professor may submit an application for promotion to the rank of full professor, with appropriate documentation, to a subcommittee of the promotion and tenure committee normally consisting of the department's full professors.

The evaluation of an associate professor for promotion to the rank of full professor will be based on the following guidelines:

1. It is important to understand and to adhere to the university's policies and standards for promotion to full professor, which are included in the appendix. How the criteria are satisfied will depend on the scholarly interests of the applicant.
2. The evaluation of an associate professor's performance for purposes of promotion to full professor should be based mainly on academic achievements after the individual's promotion to the rank of associate professor.
3. In deciding whether to recommend promotion to full professor, the subcommittee of the department looks for evidence of a high level of sustained performance worthy of national recognition in geography, geology, environmental sciences, environmental studies, or related fields recognized by professional colleagues. In addition to excellent teaching and supervision of graduate students, the committee looks for achievement such as publication in peer-reviewed, high-impact journals, books, editorships, favorable reviews of publications, election to offices in learned societies, research grants,

fellowships, professional awards, citations of published works, doctoral faculty membership, and other evidence of substantial contribution to knowledge in the candidate's field.

Procedures for tenure and/or promotion

Portfolio

The candidate prepares a portfolio for tenure and/or promotion, which may include annual performance reports, the current curriculum vitae, the applicant's official departmental file, student evaluations, letters of appreciation, the opinions of departmental alumni and professors emeriti, the applicant's publications, and other academic writing.

The applicant will also supply a list of scholars outside the University of Missouri, from which the chairperson may recommend reviewers. This list will be sent to the Dean. These reviewers shall normally hold tenured university appointments above the applicant's rank. The applicant's list should not include those with whom he or she has, or has had, a close personal or professional relationship, including doctoral committee members, research collaborators, or former employers.

Evaluations

The P&T committee will evaluate the portfolio and the external evaluators' letters, then provide an assessment, recommendation, and rationale in the form of a letter to the department chairperson. A copy of the committee's letter must be provided to the applicant and chairperson by the College's deadline.

Candidates must be given 10 calendar days to submit a rebuttal to the committee's letter. The candidate should be asked to indicate within 24 hours of receipt of the committee's recommendation whether he or she plans to submit a rebuttal or not, so as not to hold up the process unnecessarily if no rebuttal is planned. If a rebuttal is planned, the candidate should be instructed to deliver the rebuttal to the department chairperson by email by the 10-day deadline. The P&T committee does not receive or respond to the rebuttal. The department chairperson addresses the rebuttal in his or her evaluation.

The chairperson should complete his or her evaluation as soon as possible after receiving P&T committee recommendation and candidate rebuttal, if a rebuttal is submitted. Candidates must be given 10 calendar days to submit a rebuttal to the chairperson's evaluation. The candidate should be asked to indicate within 24 hours of receipt of the chairperson's recommendation whether he or she plans to submit one or not. The rebuttal should be submitted to the dean by the 10-day deadline. The chairperson does not receive or respond to the rebuttal. The dean addresses the rebuttal in his evaluation.

The Dean will evaluate the candidate's application and submit a recommendation letter to the Vice Provost for Academic Affairs. The candidate will be able to submit a rebuttal, as outlined in the College's P&T guidelines. The Chancellor typically informs candidates of tenure and/or promotion decisions in the spring of the following academic year.

Appendix:

The University's relevant policies and standards as related to promotion to full professor:

Collected Rules and Regulations 320.035 Policy and Procedures for Promotion and Tenure:

b. The Role of Research and Other Scholarly Contributions -- Productivity in research and other scholarly activities is the most distinguishing characteristic of the faculty of the University, setting it apart from all other public institutions in the state. Research by University faculty not only generates new knowledge but also results in teaching which is up-to-date and intellectually stimulating. The University expects faculty members to be engaged in scholarly or creative activities appropriate to their disciplines.

f. Promotion to Professor -- A person recommended for promotion to the rank of professor should have significant accomplishments, especially in the area of research and scholarly activity, beyond those justifying the rank of associate professor. Years of service alone do not justify advancement. Rather, sustained contributions during a career to research, scholarship, and teaching are necessary. A person to be considered for promotion to professor should be a scholar who has achieved national distinction.