

University of Missouri-Kansas City
Department of Economics
Promotion and Tenure Criteria and Review Procedures

Annual Performance Review

In January of each year, the department will elect a Performance Review Committee consisting of three professors, which will review each regular faculty member's progress in rank for the prior calendar year. The PRC will review performance in research, grants activities, teaching and service to the university, the community, and the profession, and will issue a report to the chair of the department indicating whether each regular faculty member's progress has been satisfactory or unsatisfactory. The PRC will also prepare a report on the progress of each untenured, regular faculty member towards meeting tenure requirements of the department. A formal third year review will be conducted for untenured faculty to determine if acceptable progress towards tenure is being achieved. The appropriate document to refer to in cases of performance review is Chancellor's Memorandum #77.

Promotion and Tenure Review

In the spring of each year (no later than April 1) faculty members who wish to be considered for promotion to tenure will notify the Department Chair of their intent. (Tenure consideration for an **Assistant Professor** must occur no later than the sixth year from initial appointment as a regular faculty member). Upon receipt of a request for tenure and/or promotion review the Chair will appoint a committee to evaluate the candidates list of outside reviewers. Each candidate will submit a list of six names of potential outside reviewers using the following criteria:

1. Reviewers should be recognized scholars holding academic appointments at prominent Universities, with rank exceeding the rank to which the candidate aspires.
2. Reviewers cannot include the candidate's former dissertation director, teachers, or co-applicants for grants.
3. Reviewers should be selected on the basis of impartiality and qualifications only.

The committee can vote to accept the candidate's list of reviewers or can select alternative reviewers for the candidate. The Chair will submit to the Dean a list of reviewers and Part 1 of the application form for promotion and tenure. The candidate will submit list of reviewers and

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Part 2 of the application form for promotion and tenure. In accordance with the Chancellor's guidelines, the Department Promotion/Tenure Committee will review the candidate's application for promotion/tenure, all support materials and recommendations from reviewers in September of the year of application, and will submit its' recommendation to the Chair.

The Chair will forward the committee's recommendation and the Chair's recommendation to the Dean, according to existing University Guidelines in October. For every tentative denial of promotion/tenure, a faculty member must be given rebuttal time. (10-14 days)

Promotion/Tenure Committee's will consist of the following faculty:

1. In requests for granting tenure, the committee will consist of all tenured faculty.
2. In requests for promotion to Assistant Professor from Instructor, the Committee will consist of all tenured faculty above the rank of Instructor.
3. In requests for promotion to Associate Professor the Committee will consist of all tenured faculty above the rank of Assistant Professor.
4. In request for promotion to Full Professor the committee will consist of all tenured faculty above the rank of Associate Professor.

Criteria for Promotion and Granting of Tenure

Instructor to Assistant Professor

The initial appointment of a faculty member on a regular contract will normally be at the rank of Assistant Professor if the candidate has completed their Ph.D. In the event that the initial appointment is at the rank of Instructor because the candidate has not completed the Ph.D., promotion to Assistant Professor will be made on the completion of the candidate's Ph.D. and satisfactory review of progress towards tenure. If the candidate is initially appointed as an Instructor, and has not completed the Ph.D., the candidate has a maximum of one year to complete the Ph.D. from the date of appointment or receive a terminal contract.

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Tenure

Attainment of tenure requires the following:

1. Evidence of good teaching at both the undergraduate and graduate levels, including advising and direction of graduate theses
2. Evidence of high merit in research, including publication of books, articles in refereed journals and grant writing and grant completion
3. Evidence of service to the University, the community, and the profession

Associate Professor

In most cases, promotion to Associate Professor will be concurrent with the granting of tenure. Promotion to Associate Professor rests on the same criteria as the granting of tenure.

Professor

Promotion to Professor requires evidence of national/international distinction in research, scholarly publications, grants activities, professional service, community service, and demonstrated meritorious performance in teaching, advising and/or graduate thesis direction. The Committee will review all submissions of publications, teaching evaluations, community and professional service, and other evidence relating to performance.