

## **FAQs UCM Promotion and Tenure**

### **General Questions**

#### **Where can I find promotion and tenure rules?**

The full criteria may be found in the policy library: Academic Policies and Procedures  
<https://webedit.ucmo.edu/academicpolicy/>

#### **When does faculty first find out about the rules?**

Faculty should receive the URL for Academic Policies and Procedures containing the promotion and tenure criteria with their initial appointment letter.

#### **What is the relationship between tenure and promotion?**

The procedures for applying for promotion and for tenure are the same, so they are presented together... but this should not be interpreted to mean that the criteria for the awards are also the same. The criteria for the awards are different, and for that reason they are presented in separate sections... The different criteria mean that it is possible that an applicant who is applying for promotion and tenure simultaneously will receive one award but not the other.

#### **What is the appropriate time table of reviews?**

The provost will publish at that time a decision calendar for each level of review that will conform with the parameters established below:

| <b>Level of Review</b>                         | <b>Perpetual Deadline</b>    |
|--|------------------------------|
| Faculty member submits dossier to department   | September 1                  |
| Department submits recommendations to chair    | September 15                 |
| Chair submits recommendations to college       | September 30                 |
| College committee submits recommendations      | October 15                   |
| Dean submits recommendations to provost        | October 31                   |
| Provost submits recommendations to president   | January 10                   |
| President reports February/March Board Meeting | February/March Board Meeting |

#### **Is it possible to get tenure and not possess a terminal degree?**

In most instances a terminal degree is required for promotion. In most academic disciplines and for most faculty positions, the appropriate terminal degree is the doctorate. The university recognizes, however, that in some disciplines and for some positions other degrees and/or discipline-specific, professionally recognized certifications are equally appropriate to scholars in those areas. The university also recognizes that in exceptional cases there may be a faculty member who does not possess the appropriate terminal degree but who does possess extraordinary qualifications to merit exception from the terminal degree requirement. Such instances of exception will be based on a considerable record of illustrious achievement and will be decided on a case-by-case basis and approved in writing by a departmental committee, department chair, dean, and provost. For those disciplines or positions where the appropriate terminal degree is not the doctorate, the degree or certification requirement will be stated in established policies initiated by the department affected and agreed to in writing by the college dean and the provost.

#### **Can faculty members obtain early tenure and if possible under what circumstances?**

The purpose of a probationary period is to allow reasonable time for full-time tenure-track faculty members to establish their academic performance and potential and for the university to establish projected institutional needs in order that a proper assessment may be made regarding the award of tenure.

Although the maximum probationary period for full-time faculty is six years of full-time employment, faculty members are eligible to apply for tenure as early as the fifth year of full-time service (for the award of tenure with the sixth contract.) Faculty may apply for earlier consideration of tenure if that was negotiated at the time of hire or if the departmental faculty, chair and dean endorse an earlier candidacy because of exemplary performance. The President reserves the right to determine at the time of appointment whether prior service in institutions of higher education or other professional experience shall reduce the probationary period. Any such arrangement will be stated in writing at that time. Generally, prior service is computed at a rate of two years of prior service to one year of University of Central Missouri credit not to exceed three years credit. Consequently, in such cases, tenure review could not take place before the second year of University of Central Missouri service. If an application for tenure before the end of the maximum probationary period is denied, the applicant may reapply.

#### **How many times may I apply for tenure?**

Once eligible, you may apply annually until you reach the maximum probationary period for full-time faculty of six years of full-time employment.

#### **What is the relationship between annual evaluations and the tenure and promotion process?**

Annual evaluations and professional development plans support preparation for the process and alert the candidate to any potential problems with meeting promotion and tenure criteria.

#### **Can collegiality be a factor and tenure reviews?**

Yes. "Considering the long-term commitment involved, the awarding of tenure should be based on an analysis of present and anticipated needs of the department and a careful and complete review of all aspects of the individual, keeping in mind the value of having persons with a variety of backgrounds, training, experience, viewpoints, and interests." (Academic Policies and Procedures: Promotion and Tenure Policy, Contracts and Probationary Period, Tenure Policy, d)

Collegiality at UCM may be found in college level documents. For instance, if you are in the College of Health Science and Technology, "Those tasked with appraising a tenure candidate's collegiality should understand that the award of tenure will likely involve a long-term appointment to the college and department. Collegiality is a professional (not personal) criterion that focuses on the candidate's performance as a faculty member in the college and department.

Collegiality is not likeability or sociability. Collegiality is not conformity to the views of tenured faculty. (CHST, 2012, 5.2 Collegiality Expectations)"

#### **Dossier:**

#### **What should be included in my tenure and promotion application?**

A recommendation packet consists of:

- An electronic dossier limited to 25 pages providing evidence of (1) effectiveness in teaching (2) scholarly performance involving discipline-related inquiry and/or creative activity and (3) service to and recognitions within the university community and the professional discipline.

- An appendix - including other related documents, such as copies of administrative and student evaluations, letters of recommendation for promotion, copies of publications or evidence of the same, and documentation of professional activities.

**Can I apply for both promotion and tenure in the same dossier?**

If you are eligible for both, you only need to submit a single application.

**What are the percentage efforts of scholarship, service and teaching?**

The candidate is expected to demonstrate excellence in teaching and also achievements in both scholarship and service. Although achievements in service and scholarship need not be balanced, collectively they must demonstrate activity at a level appropriate for someone at the candidate's current rank.

**Can evidence used in one category also be used in another?**

"A type of evidence suggested for one category might be used to document performance in another category if the candidate feels it is more appropriate. Evidence used by the candidate to support performance in one category should not be repeated in another category."

**What is an external review and can external letters be requested for reviews?**

External-review letters are written by established senior professors at peer institutions around the country in support of an assistant professor's tenure case. At every institution where research is a core element of a tenure case, these letters are required. They are not always required for tenure cases at community colleges or small regional teaching colleges. (From Kelsky, K. (2015). ChronicleVitae The professor is In: Getting External-Review letters. <https://chroniclevitae.com/news/988-the-professor-is-in-getting-external-review-letters>) External review letters are not required at UCM.

**Can peer review letters be written by academic administrators?**

According to Academic Policies and Procedures: Promotion & Tenure: Appendices, "in some disciplines, written peer reviews and/or assessments are common and these documents may therefore be included in the appendices at the candidate's discretion." There are no university level restrictions as to who may complete peer review letters at UCM.

**What is appropriate to include the dossier in the way of student narrative comments?**

According to Academic Policies and Procedures: Promotion & Tenure: Appendices, cards, thank you/congratulatory notes, or other types of personal notes or letters received by the candidate generally do not enhance the review of a candidate. However, "official summaries of instructional evaluations completed by students... includ[ing] the statistical summary sheet for each course provided by information services (or IDEA, etc.), along with transcribed comments made by students as a part of the instructional evaluation process" may enhance the review.

**What is appropriate to include a dossier in a way of peer reviews of teaching?**

Collegial evaluations are considered evidence of teaching effectiveness (Academic Policies and Procedures: Promotion and Tenure: The Promotion and Tenure Dossier. Section B.I.). In some disciplines, written peer reviews and/or assessments are common and these documents may therefore be included in the appendices at the candidate's discretion. Some colleges and departments may have requirements and/or forms for this purpose. Please consult those guidelines.

**Who arranges for and who can conduct peer reviews of teaching?**

There are no requirements related to this at the university level. Some colleges and departments may have guidance for this purpose. Please consult those guidelines.

**What is appropriate to include the dossier in the way of student reviews of teaching?**

Materials that may enhance your review include official summaries of instructional evaluations completed by students including the statistical summary sheet for each course provided by information services (or IDEA, etc.), along with transcribed comments made by students as a part of the instructional evaluation process.

**Do refereed publications need to be verified?**

Yes, they are verified by the department. "The department chair and committee are charged with validating the authenticity of the material in the appendix to the candidate's dossier. The candidate's colleagues in the department are the reviewers most knowledgeable about the relative stature of scholarly venues accessible in the discipline, the appropriate professional organizations and their prestige within the discipline, idiosyncrasies of departmental assessment instruments, etc. "

**What is appropriate to include a dossier in a way of scholarship?**

Scholarship includes discipline-related inquiry and/or creative activities. The following items may be used as evidence of scholarship:

Publications: Articles, Books, Other Publications, Works in Progress.

Speeches, lectures, and papers presented and germane to one's discipline.

Production or Exhibition of Creative Work.

Grants and Awards.

Current Research and/or Creative Projects in Progress.

Other Evidence of Quality Scholarship

Conventions, Clinics, Institutes, Workshops, Post-Doctoral Course Work, Internships, Sabbaticals, and Other Programs.

Note: Evidence used to support performance in one category should not be repeated in another category. Thus, programs listed the Teaching section and in the Service section cannot be repeated.

**May I provide evidence of my scholarship by paying to be published?**

Because an open-access venue may have little or suspect review, you will need to justify the review process and fees assessed for pay for publication models.

**When a previous promotion occurred five or more years ago, how far back must one go in regard to include information?**

According to University guidelines "The promotion dossier will include those accomplishments since the dossier was submitted for the previous promotion at Central. " Furthermore, "Candidates with tenure and previous promotion at Central may include in the current dossier only accomplishments achieved in the time since the dossier was submitted for the previous promotion. "

**Are there any limitations as to what is to be included in the appendices?**

Central's policy governing the submission of promotion and tenure documentation states that the dossier is the primary document the candidate has to support his/her candidacy for promotion and/or tenure<sup>1</sup>. Submission of appendices to the dossier is optional. Many faculty members are successful in their promotion and/or tenure applications on the basis of the

dossier alone and have not submitted appendices or any other supporting material. Should the candidate elect to submit appendices, the following guidelines should be used in determining appendices materials to be included or excluded.

For further information see:

<https://webedit.ucmo.edu/academicpolicy/PromotionTenurePoliciesAppendices.cfm>

**After I turn in my tenure or promotion dossier can I add items?**

No.

**Can a dossier be withdrawn after it has been sent forward for review?**

You may withdraw from consideration any time before it reaches the office of the President.

***Review Process:***

**Who will evaluate my dossier?**

The following people will evaluate the dossier:

- Department committee
- Department chair
- College committee
- Dean
- Provost
- President

**How do university, college and department guidelines relate?**

The operational policies for promotion and tenure are hierarchical. University level supersedes or overrides college and department level policy. Note that some departments do not have separate policy, but follow the college guidelines. Instances where department level policy plays an important role include departments and colleges where accreditation agencies' standards impact tenure decisions. In these cases, departments and colleges indicate in writing how the above criteria are operationally defined within their specific disciplines, using appropriate departmental, college, and disciplinary and/or interdisciplinary forums. These operational definitions shall be distributed to all faculty members in those areas and shall be used by departmental and college promotion committees and administrators at all levels in their deliberations. Another example is those disciplines or positions where the appropriate terminal degree is not the doctorate, the degree or certification requirement will be stated in established policies initiated by the department affected and agreed to in writing by the college dean and the provost.

**When are candidates informed about the decision?**

Each reviewing level must provide written justification for its recommendation to the next reviewing level. Letters of justification will accompany the dossier through the remainder of the review process. Each review level must communicate its recommendation for or against promotion and/or tenure to each candidate in accordance with the deadlines described above. Reviewers at a higher level may seek written clarification for decisions made by reviewers at a lower level. A copy of the written request with the clarification will be provided to the candidate.

**What is confidential in relation to the promotion and tenure process?**

All materials in the original dossier are to be considered confidential at every level of review and returned intact to the candidate within two weeks after the review process is completed.

**A candidate is reviewed for early tenure in the decision is negative. Can that individual be reviewed again the next year?**

“If an application for tenure before the end of the maximum probationary period is denied, the applicant may reapply.”

**If I'm not happy with the promotion tenure decisions can I appeal?**

Grievance procedures of the FS Grievance Committee are available to all faculty members. Academic freedom is to be guaranteed in teaching and research for all faculty members during the probationary period.

*Sample FAQs modified from Penn State, University of Calvary, and Lincoln University online documents.*