

BIOMEDICAL SCIENCES GUIDELINES FOR NON-TENURE TRACK (NTT) FACULTY

Teaching, research, and tenure track appointments within the Department of Biomedical Sciences are designed to be complimentary in fulfilling the responsibilities of the department. A hierarchy of importance between tenure track, teaching track and research track faculty is not implied by the existence of these categories. The key distinction in promotion among the teaching, research and tenure track relates to evaluation of performance. Tenure track faculty performance is evaluated in all three missions of the Department: teaching, research/scholarly activity, and service, whereas performance of teaching and research track faculty is evaluated on one primary responsibility, as well as service and professional activities related to that primary responsibility. Within these three areas of responsibility, performance will be evaluated according to scholarly achievement in the assigned area, independent of the type of appointment.

I. Definition of Non-Tenure Track (NTT) Faculty

According to University of Missouri Collected Rules and Regulations (310.035 Non-Tenure Track Faculty, revised 4-12-10): Non-regular faculty may be: 1) full-time, ranked, non-tenure track (NTT) faculty; 2) full-time, unranked, non-regular faculty; and 3) part-time, non-regular faculty (adjunct faculty).

University guidelines state: "There shall be four main types of full-time, ranked NTT faculty, each with primary responsibility in a single area: teaching, or research, or clinical/professional practice, or extension activities"

In regard to full-time NTT faculty in the Department of Biomedical Sciences there are two full-time, ranked NTT faculty categories and titles:

1. Teaching faculty (Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor)
2. Research faculty (Assistant Research Professor, Associate Research Professor, and Research Professor)

This document addresses appointment and promotion of individuals in ranked non-tenure track (NTT) positions only, and is not directed toward other non-regular positions.

At the time of appointment, new NTT faculty will be appointed at a rank commensurate with his/her qualifications and experience as described below. Application for promotion in the NTT is elective and not dependent upon a rigid timetable, nor is there a limit to the number of times a NTT faculty member may enter the promotion process. NTT faculty are responsible for maintaining records of all official letters, annual reviews (documented in writing), and other

documents relevant to their position and responsibilities. One to two years prior to the intended year of application for promotion, a candidate should discuss the possibility with the departmental Chair and assemble dossier materials using the same guidelines as those for actual submission for promotion, with the exception that no external evaluation letters will be solicited. The most current guidelines for dossier preparation will be available on the Provost's website. The Chair will request that the departmental Promotion and Tenure (P&T) Advisory Committee review these materials and advise him/her as to whether it would be appropriate to proceed with the actual submission for promotion. At least one NTT faculty member in the same track and of the same or higher rank will be assigned as an ad hoc member of the P&T Advisory Committee when a NTT faculty member is being considered.

II. Teaching Track Faculty:

A. Description: Teaching track faculty are an important asset to the teaching mission of the Department. They have a primary obligation to contribute to the Department and College teaching mission and to participate in service and professional activities related to that primary responsibility. Teaching track faculty in Biomedical Sciences will usually invest the majority of their effort in instruction of veterinary students. In the Department of Biomedical Sciences these individuals have all the rights and privileges of tenure track faculty members with the following exceptions: Teaching track faculty may not vote on tenure or promotion decisions for regular tenure-track faculty or promotion decisions for research track faculty; and teaching track faculty may not serve on committees requiring tenure track status. Teaching track faculty are involved and vote on promotion decisions involving other teaching track faculty. All teaching track faculty in Biomedical Sciences are required to contribute to the instruction of professional students. Professional service or research/scholarship activities that complement the primary obligation may also be assigned to teaching track faculty, but will represent a minor part of their responsibilities.

B. Appointment process: For departmental positions, a search committee is appointed by the Chair. At least one senior (Associate Teaching Professor or above) teaching track faculty member will serve on search committees for teaching track positions. The search committee will develop the description of the position, which must be approved by the Chair and Dean. Advertisements will be placed in appropriate media and applicant files will be maintained within the departmental office.

1. The **Search Committee** screens the applicants, develops a short list, and in consultation with the Chair selects applicants to be interviewed. They invite candidates for interviews and seminar presentations. Following input from the faculty, the Committee makes recommendations to the Chair. The Chair, in consultation with the Dean, makes the final selection.

2. **Salary support:** Most of these positions are supported from general operating dollars and/or research generated salary savings dollars. Usually, a three year initial contract is offered. Annual renewal is contingent upon satisfactory performance in the assigned duties.
3. **Department/Unit obligation:** College space is allocated by the Dean. Within the Department of Biomedical Sciences: the Departmental Chair makes space assignments. Teaching faculty will be assigned office space by the Departmental Chair.
4. **Initial and subsequent appointment:** In compliance with University of Missouri Collected Rules and Regulations (310.035 H.), the initial appointment for teaching track faculty will be for a period no longer than three years. Teaching faculty will be reviewed annually by the department Chair. In the Department of Biomedical Sciences, the initial appointment will be for three years. If job performance is satisfactory (as documented in writing in the faculty member's annual review), teaching track faculty will receive a three year "roll over" contract wherein each year is the first year of a new three year appointment. In the case of unsatisfactory performance, the appointment will remain at two years, and the faculty will be given specific written guidelines by which they can correct deficiencies. If acceptable progress is made after one year, the appointment will be restored to three years. If progress is not adequate, the faculty member will enter the terminal year of appointment. Under circumstances of serious inadequacies of job performance, termination may proceed at the earliest date consistent with university regulations.
5. **Contract and annual evaluation letter:** At the time of initial appointment, teaching track faculty will receive a document indicating the length of their "roll over" appointment and the workload requirements. In a similar fashion, following their annual evaluation, teaching track faculty will receive a letter summarizing their review and detailing the workload and nature of their next contract (i.e., new 3 year contract, 2 year contract, etc.).
6. **Annual evaluation:** Each teaching track faculty member in Biomedical Sciences will be given an annual evaluation and discussion of his/her professional progress and future goals with the Department Chair. At the time of the annual review, responsibilities may be adjusted to reflect changes in needs of the department and career goals of the faculty member. If changes are made in responsibilities these will be documented in the annual evaluation letter. The results of the annual review and the length and terms of the next appointment will be provided to the faculty member in writing (See # 4 and 5 above).

C. Teaching track ranks and promotion: Faculty ranks within the teaching track are designated Assistant Teaching Professor, Associate Teaching Professor and Teaching Professor. In the Department of Biomedical Sciences teaching track appointments are faculty who are engaged primarily in teaching. The rank at time of appointment will be commensurate with the faculty member's credentials. The departmental Promotion and Tenure Committee responsible for evaluating faculty members for promotion in the teaching track will consist of all tenured and teaching track faculty who outrank the individual being evaluated. (i.e., Associate and full Professors for Assistant Professor promotion and full Professors for Associate Professor promotion). If there are no teaching track faculty in the promotable rank or above within the Department, the Chair or Dean will appoint at least one ad hoc member in the appropriate teaching track rank from another Department or College.

Information on the format for dossier preparation may be obtained on the Provost's website. The process for application for promotion will be similar to that described in tenure-track guidelines, except that the focus will be on the primary responsibility of teaching, and service and professional activities related to that primary responsibility.

- 1. Assistant Teaching Professor.** Individuals appointed as Assistant Teaching Professor will have a D.V.M., Ph.D., or equivalent degree. The candidate will have exhibited potential for excellence in teaching, with expertise in the subject matter that they will be teaching. Evidence of prior teaching experience and knowledge of current and relevant instructional techniques is desirable.
- 2. Promotion from Assistant to Associate Teaching Professor.** For promotion to the rank of Associate Teaching Professor, the faculty member will have demonstrated that he/she has become an effective, quality teacher and has adequately performed expected service and professional activities related to the primary appointment. Effective teaching will be assessed by multiple evaluation methods. Methods of formal classroom assessment include student evaluations, peer evaluations, and possibly evaluations from instructional consultants and teaching portfolios with a self-evaluation component. It is expected that effective, state-of-the-art teaching materials and methods will be used. Participation in curriculum development and advisement of students and student organizations relevant to the faculty member's position indicate an important commitment to the professional teaching mission of the College of Veterinary Medicine.

The dossier of applicants for promotion to Associate Teaching Professor must include a minimum of three formal peer evaluation letters from qualified faculty in the Department of Biomedical Sciences. Peer

evaluations should be based on visits to the candidate's classroom and include assessment of teaching strategies, materials, and performance.

- 3. Promotion from Associate Teaching Professor to Teaching Professor.** For promotion to the rank of Teaching Professor the faculty member will have sustained excellent performance in assigned duties. Continued recognition by students and peers as an effective teacher, production and use of state-of-the-art teaching materials, participation in curriculum development and improvement, and advisement of students and student organizations are indicators of excellence in performance. Demonstrated scholarly achievement and evidence of leadership in the College and/or Department are expected. Examples of scholarly activities related to teaching include (but are not limited to) participation in teaching enhancement workshops, obtaining grants and support for instructional improvement and delivery, published workbooks, contribution to textbooks, and publication in teaching related professional journals.

The dossier of applicants for promotion to Teaching Professor must include a minimum of three formal peer evaluation letters. Two of these letters should be from individuals external to the Department of Biomedical Sciences. Peer evaluations should be based on observation of the candidate's teaching in the classroom and include assessment of teaching strategies, materials, and performance.

These guidelines will be implemented within the scope of Guidelines of the College of Veterinary Medicine and University of Missouri.

III. Research Track Faculty:

A. Description: Research track faculty are viewed as an important element in the research and scholarly programs of the department. As such, research track faculty in the Department of Biomedical Sciences will usually invest all of their effort in research, consistent with the source of their salary support, and are not expected to be involved in instruction and/or officially supervising graduate students or postdoctoral fellows. Research track faculty are encouraged to become an integral part of departmental and college activities; however, they may not vote on tenure and promotion decisions for regular tenure track faculty, promotion decisions for teaching track faculty, or on issues related to the professional curriculum and courses. Research track faculty are involved and vote on promotion decisions involving other research track faculty. Professional service on committees specifically related to research is appropriate, but should represent a minor part of responsibilities. Promotion in the research track is determined by the research, scholarly achievements, and service and professional activities related to research of the faculty member.

Information on the format for dossier preparation may be obtained on the Provost's website. The process for application for promotion will be similar to that described in tenure-track guidelines, except that the focus will be on the primary responsibility of research, and service and professional activities related to that primary responsibility.

B. Appointment process: The Chair will consider appointment of an individual to a research track position, based upon credentials and recommendation(s) of regular departmental faculty. The Department Chair signs the required forms and letter of offer for appointment to a research track position. When salary support is provided from research funds of regular departmental faculty, those faculty should consult with the Chair and co-sign the letter. When possible, initial appointment of research track faculty should be for one year and at a rank commensurate with his/her qualifications and experience as described below.

C. Salary support: Research track faculty are expected to underwrite their own salary. This is typically done through extramural grants or contracts in collaboration with other departmental faculty and/or on research grants/contracts on which the research track faculty member is Principal Investigator. The Department has no obligation to provide salary support in the event that the extramural support is no longer available.

D. Departmental obligation: To the extent possible and consistent with departmental priorities on space, an office will be available to research track faculty. Research space used by the research track appointee is expected to be shared space, in common with faculty colleague(s) in the department. Since research track appointments are non-tenure track without sustained departmental commitments, it is important that appointees establish realistic expectations with their colleague(s), based upon the magnitude and duration of grant support, that are formalized in writing.

E. Contract and annual evaluation letter: At the time of initial appointment, research track faculty will receive a document indicating the length of their appointment and workload requirements. Given the specific requirements for salary support and laboratory space, the details of a potential research track appointment will be discussed initially between the candidate and the faculty sponsor(s). The Department Chair will verify that extramural funds are available for the candidate's salary and research activities. The Chair must approve the appointment and in conjunction with the faculty sponsor will write a formal letter of offer detailing expectations of the position. Research track appointments are usually for a period of one academic year, but may be for a shorter or longer period, except that no single term appointment shall be for a period longer than three years.

Research faculty will receive an annual evaluation by their faculty sponsor and the Departmental Chair. Following the annual evaluation, research track faculty

will receive a letter summarizing the review and detailing the workload and nature of their next contract. It is recognized that reappointment is contingent on availability of funds and decisions to reappoint should be assessed prior to the appointment end date. Research faculty who will not be reappointed should be informed in writing at least three months in advance of the appointment end date unless extenuating circumstances exist.

F. Research track ranks and promotion: Faculty ranks within the research track are designated Assistant Research Professor, Associate Research Professor and Research Professor. In the Department of Biomedical Sciences research track appointments are used for faculty who are engaged primarily in research, and the rank at time of appointment will be commensurate with the faculty members credentials. The departmental P&T Committee responsible for evaluating faculty members for promotion in the research track will consist of all tenured and research track faculty who outrank the individual being evaluated. (i.e. Associate and Full Professors for Assistant Professor promotion and Full Professors for Associate Professor promotion). If there are no research track faculty in the promotable rank or above within the Department, the Chair or Dean will appoint at least one ad hoc member in the appropriate research track rank from another Department or College.

- 1. Assistant Research Professor.** Individuals appointed as Assistant Research Professor will have a Ph.D., M.D., D.V.M. or equivalent degree and at least two years post-doctoral research training. Research productivity beyond the Ph.D. dissertation work is required. Publications in peer reviewed scientific journals reporting data different from the dissertation project would indicate that the candidate has progressed beyond his/her graduate training.
- 2. Promotion from Assistant to Associate Research Professor.** For promotion to the rank of Associate Research Professor, the faculty member will have demonstrated excellence in research as well as in the service and professional aspects related to his/her discipline. Indications of excellence in research include publications in peer-reviewed scientific journals, contributions to obtaining extramural research support (Co-Investigator or Principal Investigator), and presentations at national meetings. These accomplishments indicate that the individual shows promise for developing national recognition for his/her research. Although the faculty sponsor and collaborators of the candidate are welcome to include letters in the dossier, the dossier of applicants for promotion to Associate Research Professor must include a minimum of three formal peer evaluation letters from qualified individuals not working directly with the candidate. At least one of these letters should be from a nationally recognized scientist outside of the University of Missouri system. Peer evaluations should include a comprehensive evaluation of the quality of the candidate's research and his/her productivity.

- 3. Promotion from Associate Research Professor to Research Professor.** For promotion to the rank of Research Professor, the faculty member will have sustained productivity and excellent performance in research and scholarship, evident by national and/or international recognition for scholarly activities. Maintained contributions to research funding (Co-Investigator or Principal Investigator) and evidence for national recognition for research is required. For example, service as a reviewer for scientific journals or for funding agencies would indicate that the candidate is viewed as an expert in his/her field. Invitations to contribute to published review articles and/or to give invited talks in his/her discipline would indicate that the candidate has established a national reputation.

The dossier of applicants for promotion to Research Professor must include a minimum of three formal peer evaluation letters from nationally or internationally recognized scientists who are outside of the University of Missouri system and are not working directly with the candidate. Peer evaluations should include a comprehensive evaluation of the quality of the candidate's research, his/her productivity, and his/her national reputation.

These guidelines will be implemented within the scope of Guidelines of the College of Veterinary Medicine and University of Missouri.

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