

GUIDELINES FOR PROMOTION IN THE RANKED NON-REGULAR TRACK

COLLEGE OF VETERINARY MEDICINE: UNIVERSITY OF MISSOURI-COLUMBIA

Approved by CVM Non-Regular Track Faculty, June 21, 2005

I. GENERAL

The faculty of each College of Veterinary Medicine (CVM) department will be asked to nominate at least three non tenure track (NTT) and three tenure track (TT) faculty members to serve on a NTT promotion committee. From the nominee pool of at least six faculty generated by this nomination process the faculty of each department will then select, by election, four individuals (two NTT and two TT faculty). These four names will then be sent forward as nominees for the CVM NTT faculty promotion committee. The CVM faculty will then be asked to vote on one TT and one NTT faculty from each department out of this nominee pool of twelve faculty. The final composition of the committee will be 6 faculty members (one NTT and one TT faculty from each of the three departments). In the event of a tied vote for any of the six positions, run off election(s) will be required to provide a clear choice of six members for this committee (approved by faculty vote, July 2007)

The ranked non-regular track is for positions that involve duties that are substantially different from those of regular appointees¹. There are two types of ranked non-regular appointments in the College of Veterinary Medicine: Clinical and Research. Non-regular and regular appointments are intended to be complimentary in fulfilling the missions of the college.

The primary responsibilities of non-regular faculty must be substantially different from those of regular appointment faculty members¹ who must demonstrate proficiency in each of the three areas of teaching, research, and service. Faculty members appointed to full-time non-regular track will be regarded as full members of the faculty with full voting rights on Departmental and College matters. The only exceptions are that they are ineligible for membership on committees requiring tenure-track appointments and cannot vote on professional degree curricular matters, if they do not have a teaching assignment in that curriculum as part of their duties.

II. Academic Title

Ranked non-regular faculty will hold the academic title of Clinical or Research Assistant Professor, Associate Professor, or Professor. Other descriptive titles, such as Adjunct, may be used, but all ranks for non-regular appointments must have a descriptive adjective as part of the title of Assistant Professor, Associate Professor, or Professor¹.

III. Terms of Appointment

A. Hiring and Reviews

Within 1 year after faculty approval of these guidelines, all non-regular faculty hired prior to the guideline approval date will be subject to compliance with the guidelines.

A ranked non-regular faculty member will receive an initial non-regular appointment to the faculty based on their previous experience and the position description. A Search Committee has the responsibility to review the dossiers of individuals recommended for appointment in the clinical or research track and to submit a recommendation to the Department Chair. The Chair will forward his/her and the Search Committee's recommendations to the dean and appropriate Campus authority for final approval. At the time of appointment to the faculty, a letter will be placed in the individual's personnel file outlining the specific responsibilities assigned to the individual. This letter will outline the individual's clinical or research responsibilities and scholarly activities that are expected. Each faculty member 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 any changes in the responsibilities of the faculty member.

The initial appointment in the clinical track usually will be for 3 years, while appointments in the research track may be for 1 to 3 years. Ranked non-regular clinical track faculty usually will receive a 3 year "roll over" appointment, wherein each year is the first year of a new 3 year appointment if job performance is satisfactory. The effective date for promotion consideration is September 1 the 7th year after initial appointment as a clinical or research assistant professor. Early consideration for promotion may be considered by recommendation of the department chair. In addition to their annual review, ranked non-regular track faculty will have their performance reviewed after each 3-year period of service by department and college ranked non-regular promotion committees as well as the dean.³

Reviews involving promotion requests require the development of a dossier which must include²:

- Recommendation signatures
- History and recommendation summary
- Dean's recommendation
- Chair's recommendation
- Department and college ranked non-regular promotion committee recommendation
- Resume or curriculum vitae
- Letter of appointment with amendments, as applicable
- Peer evaluations (2 minimum; 4 maximum)
- External review letters, if appropriate

B. Dismissal

In the case of unsatisfactory performance in the clinical track, the appointment will remain at 2 years, and faculty members will be given specific guidelines by which they can correct deficiencies. Assuming acceptable progress is made after 1 year, the appointment will once again be restored to 3 years. However, if deficiencies persist, the remaining year will be the terminal year of the appointment. Under circumstances of serious inadequacies of job performance, termination may proceed at the earliest date consistent with university regulations.

Ranked research track non-regular faculty are supported by research grants or contracts on which the faculty member is principal investigator and/or extramural grants or contracts of their sponsor/mentor. The college assumes no obligation to continue support of the appointment in the event that the extramural support ceases to exist. In the case of unsatisfactory performance in the research track, the appointment will continue for 1 year, if funding permits, and faculty members will be given specific guidelines by which they can correct deficiencies. Assuming acceptable progress is achieved after 1 year, the appointment will be restored for 1 to 3 years, if funding permits.

C. Appeals

When a recommendation for reappointment or promotion cannot be substantially supported, a negative recommendation should be made at the earliest possible time by the first level of review. To insure fair and timely review of all actions, committees, chairs, and the dean shall communicate their recommendations to candidates under consideration and give the candidate a reasonable time to submit written rebuttal to the recommendation so that both recommendation and rebuttal may be forwarded to the next level of review. Final decisions for reappointment will be determined by the dean and for promotion will be determined by the provost. Recommendations by lower level reviews are not binding on the dean or provost, respectively.

IV. Applying for Other Positions

Individuals who received an initial tenure track appointment may apply for an available ranked non-regular track position should the latter be available. Faculty initially appointed to ranked non-regular track positions may apply for open tenure track positions. Such applications will be evaluated by the same processes as any application for such a position. If ranked non-regular track faculty are subsequently appointed to a tenure track position, their probationary period will start at the time consistent with university regulations for tenure track appointments.

V. Promotions

At the discretion of the department, a committee-based process will be defined for promotion of non-regular faculty. Departmental ranked non-regular faculty will develop guidelines, criteria, and procedures to be used in evaluating individuals for promotion in their department.

The faculty of each College of Veterinary Medicine (CVM) department will be asked to nominate at least three non tenure track (NTT) and three tenure track (TT) faculty members to serve on a NTT promotion committee. From the nominee pool of at least six faculty generated by this nomination process the faculty of each department will then select, by election, four individuals (two NTT and two TT faculty). These four names will then be sent forward as nominees for the CVM NTT faculty promotion committee. The CVM faculty will then be asked to vote on one TT and one NTT faculty from each department out of this nominee pool of twelve faculty. The final composition of the committee will be 6 faculty members (one NTT and one TT faculty from each of the three departments). In the event of a tied vote for any of the six positions, run off election(s) will be required to provide a clear choice of six members for this committee.

The recommendation of the departmental Promotion Committee will be submitted to the Department Chair, who submits recommendations to the College Promotion Committee, which will submit recommendations to the dean for action. The dean will submit the recommendations and dossier to the Provost for final determination.³

10. UM Rules and Regulations 310.020
11. Provost directive, October 7, 1999
12. Provost directive August 13, 2004