

**College of Veterinary Medicine
University of Missouri
Guidelines for Submission of Requests for Promotion
Non-Tenure Track Faculty**

June

Anticipate the Promotion Call from the Provost's Office.

See Section 310.035 of the Collected Rules and Regulations of the University of Missouri System; Executive Guideline No. 35; revised 05-21-08 for description of Non-Tenure Track Faculty and proper position titles (https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.035_non-tenure_track_faculty)

During annual reviews, identify faculty for:

1. Recommendation for promotion to Associate (Teaching, Research, Extension) Professor
2. Recommendation for promotion to Full (Teaching, Research, Extension) Professor

Initiate preparation of the dossier (primarily the responsibility of the candidate)

Read and follow the current guidelines for dossier preparation available on the Provost's website; annual changes are expected

Identify and contact potential external reviewers (half suggested by the faculty member and half by the department; all selected by the department chair); 8 is optimal; 6 minimum

Collect information for the placement of works table (journal acceptance rates, impact factors)

Collect data on student evaluations

Invite peers to comment on the candidate's qualifications

Depending on departmental rules, initiate departmental vote on the question of promotion

November

Dossiers due in department office on November 1

Department Non-Tenure Track Promotion Committee reviews dossier and prepares their recommendation

Schedule initial review early in the month in case there is a need for a hearing (candidate is entitled to a hearing at any level at which the recommendation is not positive)

Committee chair signs the first page and reports the vote before and after hearing if necessary

December

Department chair reviews dossier and prepares her/his recommendation and summary letter

Chair signs the first page and reports the faculty vote if taken

January

Dossiers due in Associate Dean's office on January 1

College Non-Tenure Track Promotion Committee reviews dossiers and prepares their recommendation

Schedule the initial review early in the month in case there is a need for a hearing (candidate is entitled to a hearing at any level at which the recommendation is not positive)

Committee chair signs the first page and reports the vote before and after hearing if necessary

February 1st

Dean reviews the dossier and prepares his/her recommendation

March 1st

Dossier is submitted to Provost

June

Final decision announced by the Provost

September

New appointment is effective

Rev 1-4-2021