

**College of Veterinary Medicine
University of Missouri
Guidelines for Submission of Recommendations for Promotion and/or Tenure
Tenure Track Faculty**

March

Anticipate the Promotion and Tenure call from the Provost's Office (usually sent in late March but may be later; do not delay starting the dossier if the call is later than usual)

During annual reviews, identify faculty for:

1. Mandatory decisions on promotion and/or tenure
2. Promotion of tenured associate professors to the rank of full 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 questions of promotion and/or tenure

Be sure to allow extra time and anticipate delays for review of dossiers for those with joint appointments

August

Dossiers due in department office on August 1

Department Promotion and Tenure 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

September

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

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

October

Dossiers due in Associate Dean's office on October 1; electronic copy placed on College "S" drive

College Promotion and Tenure 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

November

Dean reviews the dossier and prepares his/her recommendation

December

Dossiers due in the Provost's office on the first Monday in December. **This is a drop-dead deadline.**

Electronic copies of the dossiers to be uploaded to Jesse Hall for review by the Campus Promotion and Tenure Committee

June

Final decision and notification from the Chancellor

September 1

New appointment is effective