

REGULATIONS AND PROCEDURES
RELATED TO PROMOTION AND TENURE

SCHOOL OF SOCIAL WORK
COLLEGE OF HUMAN ENVIRONMENTAL SCIENCES
UNIVERSITY OF MISSOURI AT COLUMBIA

Established and approved by the faculty October, 1989. Revised 1999. Revised 2003.
Note: As of December 2004, some sections have been reviewed by the Promotion and Tenure Committee and suggested revisions await faculty approval.

GENERAL CONSIDERATIONS

The Faculty

These criteria and procedures pertain to the faculty of the School of Social Work which shall consist of all persons with full-time academic appointments, at the rank of instructor or above, who perform 50 per cent or more of their responsibilities for the School.

The Basic Orientation

These procedures are designed to assist and protect the faculty by making the procedures and criteria explicit. Written reports from evaluating bodies within the School will provide progress information and indicate if performance needs to be improved.

No person will be employed in a tenure-track position (regular appointment) unless it has been determined that he/she has the potential and opportunity to meet the minimum requirements for promotion with tenure. Every effort will be made to assist faculty on regular appointments to meet these requirements. Credit for years toward tenure should not be awarded unless it is likely that faculty can meet these requirements within the reduced time.

Terms

The term “tenure” refers to the awarding of a continuous appointment with the University.

The term “committee” refers to the duly-constituted committee of the School’s faculty charged with promotion and tenure matters. The promotion and Tenure Committee of the School of Social Work shall consist of all members of the faculty tenured in the School. The Director of the School is a member of the committee; however, to maintain the dual review process, the Director shall not take part in any committee actions concerning review of individual faculty performance, applications for

promotion and/or tenure, or progress reviews. The committee shall be convened by the tenured faculty member with highest rank and longest time in rank. The committee will then select a chair from the membership by simple majority vote.

The Committee shall encourage faculty making satisfactory progress and counsel those who are not. It should inform faculty members deemed not to be making adequate progress, along with the Director and the College Dean, of its estimate of the probability of a favorable recommendation.

Principles

These procedures are predicated upon the generally-accepted principles of personnel management:

- (1) Right to participation– Faculty have the right and the responsibility to take an active role in all aspects of their respective evaluations, including the development and presentation of materials and review of conclusions.
- (2) Right to clear expectations – Faculty are entitled to have specific, written expectations of their assignments and the criteria upon which their performance will be evaluated. These two elements must be the same.
- (3) Right to appeal – Faculty have the right to timely information about personnel decisions so that, in case of a potentially adverse decision, they may respond before such decisions are made final. This requires that the reasons for such decisions be communicated explicitly enough to make the employee aware of the precise nature of the decision and the evidence on which it is based.

PART I
PROCEDURES

APPOINTMENT OF NEW FACULTY:

- A. Campus Interviews: When interviews for faculty positions are conducted on campus, or when formal consideration is given to the transfer of faculty within the university system to the School, an interview shall be arranged with the Committee in order to review with the candidate:
- (1) The promotion and tenure regulations,
 - (2) The assessment of what he/she will have to do to be eligible for promotion and tenure,
 - (3) The advisability of awarding “years toward tenure” at the time of appointment, and
 - (4) Any conditions of appointment proposed by the School or College.

Following the interview, the Chair will send the Director a letter of advisement reflecting the committee’s opinion regarding the proposed conditions of employment.

- B. Appointment letter: The chosen candidate shall receive a letter of appointment, including these regulations and procedures, which directs his/her attention to the minimal requirements the candidate must meet for promotion with tenure or promotion.

SCHEDULE OF REVIEW:

- A. Assignments: When teaching and /or other assignments are made each faculty member should be appraised, by the Director in writing of the requirements he/she has to meet for promotion and/or tenure. It would be desirable at this time for a schedule to be drawn up showing the activities the faculty member will engage in to meet the requirements.
- B. Non-tenured faculty on regular appointment will be reviewed annually by the Committee, beginning with the second year of employment. A written report of the Committee’s findings and recommendations will be provided to the faculty member and the Director.
- C. Two years prior to the mandatory decision date on tenure, a full and thorough review of individual tenure seeking faculty members will be conducted by the committee and the results, along with any written comments from the candidate concerning the findings, will be forwarded to the Dean of the College for inclusion in the individual’s personnel file. The review will occur in the 6th semester following the initial appointment as a tenure seeking faculty member without continuous appointment. The faculty member to be reviewed shall submit

an dossier not later than the 15 of April in their sixth semester. The committee shall review the material, deliberate and vote. The Committee will provide the candidate with an explicit statement of how well he/she is progressing toward meeting the requirements not later than the 15 of May of the same year. To the extent possible and without the force of law, the candidate should be informed of actions needed to make his/her candidacy creditable. Candidates must be informed that such advice does not mean that Promotion and Tenure would be guaranteed if it were followed.

- D. Non-tenured faculty before their sixth semester and Tenured Faculty seeking promotion may request a courtesy review to obtain informal feedback on their progress. The committee shall have the sole discretion in granting the review.

DOCUMENTATION:

During the winter/spring semester prior to the academic year in which a candidate's application and/or mandatory review is to be considered, he/she will prepare a dossier (detailed below). This step must be begun early enough to ensure that relevant material is available for committee review not later than the second week of the fall semester. It is the responsibility of the candidate to assemble, package and provide all pertinent data, including required items (listed below). The review process will not be delayed to accommodate late materials.

STEPS AND TARGET DATES:

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| A. Candidate begins preparation of dossier: | Winter semester, 1 year before campus review |
| B. Candidate nominates external reviewers: | April 1 |
| C. Director solicits external reviews: | May 1 |
| D. Dossier submitted for School review: | September 15 |
| E. Reviewed dossier sent to College committee: | October 15 |

NOTE: This calendar assumes that materials and recommendations are to be at the Provost's office by December 1. If this policy is changed, the Committee shall be responsible with revising the schedule. Adequate time intervals will be maintained to insure careful review. If the target date falls on a weekend, the due date is the Friday before the weekend.

ELEMENTS OF REVIEW:

The dossier submitted to the Committee shall follow the outline designated in the Provost's annual "Call for Promotion and Tenure Recommendations".

EXTERNAL REVIEW:

The procedures for external review described in the Provost's annual "Call for Promotion and Tenure Recommendations" will be followed.

External evaluations will be part of the dossier available to the committee. In the event of an appeal, the candidate may be informed in summary fashion of the content of these evaluations, but the letters themselves shall remain confidential.

COMMITTEE PROCESS

Members of the Committee, after review of the applicant's dossier, shall vote separately by secret ballot on recommendations for promotion and tenure. A record of the number of positive and negative votes and abstentions shall be kept along with any written recommendation(s) the committee makes. The record and recommendations shall be forwarded within three working days to the Director and the candidate. Only Members of the Committee holding the rank which the applicant is seeking are eligible to review the complete dossier, including external review letters, participate in deliberations and vote on an applicant.

APPEALS

A candidate has the right of appeal and may appear in person before the tenure committee to present her/his case. The candidate may also file a written exception to a committee and/or administrative recommendation which becomes a permanent part of the record. All appeals procedures as outlined in the University of Missouri Faculty Handbook remain in force.

MENTORSHIP

Although not required, junior faculty are encouraged to seek a mentor among the senior faculty who can offer guidance in developing the required materials and in preparing for the promotion/tenure process. The mentor is not an advocate for the candidate and should not be expected by the candidate to act in that fashion.

PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR

Because tenure has consequences of long life and great magnitude, it will be awarded only when the best interest of the School of Social Work and the University of Missouri is clearly served by doing so. This is the overriding criterion.

Promotion to associate professor will be supported only if an individual shows real promise that he or she will become a leading scholar and teacher with national recognition. That promise should be supported by tangible, developing evidence.

PROMOTION FROM ASSOCIATE PROFESSOR TO FULL PROFESSOR

Promotion from associate professor to professor should be based upon promise fulfilled. The case for such a promotion should include evidence of national or international stature in the field. Among other indicators of national or international stature, outside review letters are considered crucial in this process.