

**UNIVERSITY OF MISSOURI-COLUMBIA  
SINCLAIR SCHOOL OF NURSING**

**Policies for Appointment, Reappointment, Promotion, and Tenure  
of Regular Faculty  
approved by Faculty Assembly 5-02-08**

***POLICY***

In carrying out its duties and responsibilities relative to recommendations on appointment, reappointment, promotion, and tenure of regular faculty, the ARPT Committee adheres to

1. the academic tenure regulations of the University of Missouri (Policies and Procedures for Promotion and Tenure, Collected Rule 320.035 and Regulations Governing Application of Tenure, Collected Rule 310.020), as specified on the website of the Provost of the University of Missouri <http://provost.missouri.edu/faculty/tenure.html>.
2. the current Bylaws of the SSON Faculty, found on the “O” drive

***STANDARDS AND CRITERIA***

To carry out its duties and responsibilities, the ARPT Committee uses the current version of standards and criteria approved by the SSON faculty with regard to:

1. ***Minimum Qualifications for Appointment, Reappointment or Promotion to Rank.*** These qualifications must be met before a candidate can be considered for appointment, reappointment, or promotion to any of the designated ranks.
2. ***Standards of Performance at Rank.*** These standards are used in reappointment and promotion deliberations to assess current level of performance at rank and expected achievement at the next higher rank.

**MINIMUM QUALIFICATIONS FOR APPOINTMENT, REAPPOINTMENT, OR PROMOTION TO RANK**

Assistant Professor	Associate Professor	Professor
<ol style="list-style-type: none"> <li>1. Doctorate in nursing or related field.</li> <li>2. Minimum of two years nursing experience.</li> <li>3. Demonstration of scholarship.</li> <li>4. Beginning research trajectory toward productive program of research.</li> </ol>	<ol style="list-style-type: none"> <li>1. Doctorate in nursing or related field.</li> <li>2. Minimum of four years academic experience at university college/school of nursing.</li> <li>3. Demonstration of substantial achievement in the areas of teaching, scholarship, and service.</li> <li>4. Established substantial program of research.</li> </ol>	<ol style="list-style-type: none"> <li>1. Doctorate in nursing or related field.</li> <li>2. Minimum of six years academic experience at university college/school of nursing.</li> <li>3. Demonstration of sustained outstanding achievement in the areas of teaching, scholarship, and service.</li> <li>4. Sustained externally funded program of research.</li> </ol>

Approved Faculty Assembly 5-2-08  
Supersedes 6/93

**STANDARDS OF PERFORMANCE AT RANK**

**Teaching and Advising**

<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
<ol style="list-style-type: none"> <li>1. Instruction reflects knowledge of content areas for nursing curriculum relevant to teaching assignment.</li> <li>2. Establishes an environment which promotes learning in didactic and/or clinical setting.</li> <li>3. Demonstrates beginning competence in didactic and/or clinical teaching.</li> <li>4. Demonstrates beginning competence in the development of new courses, coordination of course objectives with program objectives, and contributions to ongoing curriculum development and evaluation.</li> <li>5. Assists students in scholarly projects.</li> <li>6. Uses evaluation methods appropriate to teaching objectives.</li> <li>7. Collaborates with colleagues to enhance teaching skills.</li> <li>8. Participates in academic program advisement and guidance of students based on curriculum, degree requirements, and career opportunities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Instruction reflects depth and breadth of knowledge in multiple content areas for nursing curriculum.</li> <li>2. Establishes an environment that promotes learning in didactic and/or clinical setting.</li> <li>3. Demonstrates competence in curriculum development, evaluation, and revision.</li> <li>4. Incorporates a variety of teaching technologies into courses.</li> <li>5. Demonstrates expertise in didactic and/or clinical teaching.</li> <li>6. Receives recognition for teaching excellence.</li> <li>7. Mentors graduate students in scholarship.</li> <li>8. Models academic career for graduate students.</li> <li>9. Uses evaluation methods appropriate to course objectives.</li> <li>10. Serves as a consultant to colleagues in teaching skills and course development.</li> <li>11. Participates in academic program advisement and guidance of students based on curriculum, degree requirements, and career opportunities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Instruction reflects mastery of multiple content areas for nursing curriculum.</li> <li>2. Establishes an environment which promotes learning in didactic and/or clinical setting.</li> <li>3. Demonstrates expertise in didactic and/or clinical teaching.</li> <li>4. Incorporates a variety of teaching technologies into courses.</li> <li>5. Receives recognition for teaching excellence.</li> <li>6. Provides leadership in curriculum development, evaluation, and revision.</li> <li>7. Mentors graduate students in scholarship.</li> <li>8. Mentors academic career for graduate students.</li> <li>9. Uses an evaluation process appropriate to course objectives.</li> <li>10. Mentors and consults with colleagues in areas of teaching skills, course development, and integration of knowledge in curriculum.</li> <li>11. Participates in academic program advisement and guidance of students based on curriculum, degree requirements, and career opportunities.</li> </ol>

**STANDARDS OF PERFORMANCE AT RANK**

**Research and Scholarship**

<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
<ol style="list-style-type: none"> <li>1. Actively engages in independent or collaborative research or other scholarly activities.</li> <li>2. Demonstrates beginning focused program of research with competitive external funding potential.</li> <li>3. Submits manuscripts to peer-reviewed journals on a regular basis.</li> <li>4. Establishes a productive record of peer-reviewed publications including a substantial number of first-authored, data-based publications.</li> <li>5. Presents research findings at national or international conferences.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintains independent and collaborative focused program of research.</li> <li>2. Conducts competitive externally funded program of research.</li> <li>3. Sustains a record of peer-reviewed publications, including first-authored, data-based reports.</li> <li>4. Presents research findings at national or international conferences.</li> <li>5. Gains recognition beyond the school and state for expertise in research and scholarly work.</li> <li>6. Achieves doctoral-faculty status in the SSON. (See SSON Doctoral Faculty Status policy.)</li> </ol>	<ol style="list-style-type: none"> <li>1. Leads interdisciplinary, inter-university research team.</li> <li>2. Demonstrates program of research with sustained major competitive external funding.</li> <li>3. Makes major contributions to nursing knowledge through a sustained record first-authored, peer-reviewed publications.</li> <li>4. Translates new knowledge to practicing nurses.</li> <li>5. Presents research findings at national and international conferences.</li> <li>6. Gains national and international recognition for expertise in research and scholarly work.</li> <li>7. Maintains doctoral-faculty status on a continuous basis.</li> </ol>

**STANDARDS OF PERFORMANCE AT RANK**

**Service**

<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
<ol style="list-style-type: none"> <li>1. Participates as a contributing member on at least one School of Nursing committee.</li> <li>2. Participates in professional and/or community organizations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Chairs or actively participates in School of Nursing committees.</li> <li>2. Participates in recruitment of students/faculty.</li> <li>3. Participates as a contributing member on MU committees.</li> <li>4. Assumes leadership roles in professional organizations.</li> <li>5. Provides professional collaboration at regional level.</li> </ol>	<ol style="list-style-type: none"> <li>1. Chairs and actively participates in School of Nursing and/or MU committees.</li> <li>2. Mentors colleagues in research, teaching, and service roles.</li> <li>3. Participates in initiatives to advance School of Nursing recognition.</li> <li>4. Assumes leadership roles in professional organizations.</li> <li>5. Provides professional collaboration at national or international level.</li> <li>6. Contributes to policy development.</li> </ol>

**Approved SSON Faculty Assembly 5-2-08**  
Supersedes 5-2-02

## ***PROCEDURES: APPOINTMENT***

The ARPT participates in initial appointment of tenure-track/ tenured faculty as follows:

1. At the initiation of a proposal to fill a faculty position, the Dean and/or designated representative will provide the committee with a statement of the rationale for the position and a job description (including expected credentials and expected involvement in areas of teaching, research, and service).
2. The Committee will review the materials and make a recommendation to the Dean of support or nonsupport for the position and job description.
3. A committee representative (ARPT Chair or the Chair's designee) will meet with the candidate during the interview to provide information regarding promotion and tenure expectations.
4. Before the Dean makes an offer, the Committee will review the curriculum vitae and evaluations of candidates and make a recommendation on appropriateness for appointment and rank, if appointed.
5. The Dean will inform the ARPT Committee if negotiations with the candidate result in a different appointment status, rank or job description than originally established. If the committee does not concur with the Dean's recommendation, following discussion, the committee will forward a position statement to the Provost's Office.

## ***DOSSIER and SUPPLEMENTAL MATERIALS FILE***

To simplify the processes of seeking promotion and tenure, the SSON requires faculty candidates to submit a dossier for the initial developmental review that will be modified and updated over time. In preparing the dossier and the supplemental materials file, faculty are to refer to "Dossier Contents and Preparation" and follow the current guidelines published on the Provost's website. The Chair of the ARPT is responsible for providing additional procedures on this process to faculty as needed.

## ***PROCEDURES: REAPPOINTMENT***

1. The ARPT Committee will review the dossier of all 1.0 FTE tenure-track faculty for reappointment according to the following schedule:
  - During the fourth semester of employment, by February 1.
  - During the seventh semester of employment, by September 15.
  - In the fall semester following the application for tenure in the prior spring semester, whether according to the mandatory timeline in the 6<sup>th</sup> year of employment or for an early decision.
2. The Chair of ARPT will notify faculty in advance to prepare the dossier for review.
3. The ARPT Committee will review the dossier for evidence that faculty member meets the *Standards of Performance at Rank*.

4. The committee will recommend either (a) reappointment with an evaluation statement regarding progress toward tenure or (b) non-reappointment with rationale given.
5. The ARPT Chair will forward a copy of recommendation to the faculty member and to the Dean.

***PROCEDURES: PROMOTION and / or TENURE***

The faculty of the MU Sinclair School of Nursing (SSON) adhere to current academic tenure regulations of the University of Missouri Collected Rules and Regulations as posted on the website of the Provost of the University of Missouri: <http://provost.Missouri.edu /faculty/tenure/html>.

Faculty who have questions about matters involving promotion and tenure applications or decisions should direct them to the ARPT Chair, the Dean, or both.

**By March 1** of the year preceding the final decision on promotion and/or tenure, the faculty member must notify the ARPT Chair and the Dean of the intent to apply for promotion and/or tenure.

**By March 1** of the year preceding the final decision on promotion and / or tenure, the candidate must submit a list of five or six potential external reviewers to the ARPT Chair. Criteria for external reviewers are in the “Call Document for Promotion and Tenure” on the Provost’s website (see Tab VII, External Reviewers, Regulations 1 – 3). A list of peer public AAU institutions is on the University’s website (<http://ir.missouri.edu/peers/aau-universities.html>.) External reviewers for SSON candidates must also meet the criterion of conducting research relevant to that of the candidate. Reviewers can have degrees in disciplines other than nursing if that discipline is directly relevant to the inter-disciplinary focus of the candidate’s research.

The list provided by the candidate must include this information for each potential reviewer:

- Name, credentials, and rank
- Department, university address, e-mail address,
- A rationale for suggesting this potential reviewer including
  - a summary of the person’s research focus
  - recent /current external research funding
  - any honors (holds a named chair, is a Fellow of . . . , serves as editor of / on the editorial board of . . . ).

Faculty candidates can obtain the information above from university websites and other sources.

Individual contact with potential reviewers by faculty candidates is prohibited.

- A statement as to whether the candidate knows the potential reviewer and if so, in what context.

Candidates should also provide names of persons who meet the qualifications for a reviewer but would be unable to offer an unbiased review for any reason.

**By April 1**, the ARPT Committee will review the list of external reviewers nominated by the faculty candidate and nominate at least 5 other potential external reviewers, prioritizing potential reviewers from the combined lists. In making the final selections of preferred reviewers to contact first, the ARPT Committee will consider diversity of research foci, expertise, and geographic location.

**By May 1**, the ARPT Committee chair will contact potential reviewers about willingness to review the candidate's materials. The Chair will ask reviewers who agree to state a preference for receiving materials in hard copy or as e-mail attachments in pdf or Word file format.

**By May 15**, the ARPT Committee chair will solicit from the candidate:

- All pdf files of published works and other scholarly materials for external review
- A list of the published works in a Word document
- An updated curriculum vita as a Word document or in pdf

If some reviewers prefer hard copies of these items, the ARPT Chair will notify the candidate, and the candidate will give one copy of each item to the SON Administrative Manager.

**By June 1**, the materials will go out to external reviewers. The ARPT Committee Chair will send attachments by e-mail to reviewers who prefer pdfs or Word documents. The SON Administrative Manager or designee will send hard copies by surface mail to reviewers who prefer that format.

The ARPT Chair will maintain communication with reviewers throughout the summer, receive the letters and vitas of reviewers, and acknowledge their assistance with the review process.

**By September 1**, the ARPT Committee Chair will solicit from the candidate a draft dossier for review by selected members of the ARPT Committee. The ARPT Chair will facilitate feedback to the candidate on improvements in formatting and solicit the final dossier from the candidate.

**By October 1**, all tenured faculty at or above the rank of the candidate for promotion and / or tenure will review the dossier and make a recommendation on promotion and /or tenure.

**By November 1**, the ARPT Committee will vote on the promotion and / or tenure decision and notify the candidate and the Dean. The ARPT Chair will prepare the committee letter for the dossier with input from all ARPT members at or above the rank of the candidate.

Following the Dean's review, the dossier is forwarded to the Provost's office for review by the Campus Promotion and Tenure Committee in January and February. The dossier is then reviewed by the Provost, the Chancellor, and the Board of Curators. For a mandatory decision on promotion with tenure, the final decision is made near the end of the 6<sup>th</sup> academic year of employment. Approved promotions become effective on September 1 at the start of the next academic year.