

University of Missouri-Columbia
MU Sinclair School of Nursing
GUIDELINES for APPOINTMENT, REAPPOINTMENT, and PROMOTION
of NON-TENURE TRACK FACULTY

The MU Sinclair School of Nursing (SSON) faculty established a “non-tenured clinical track” in May, 1990. Non-tenure track (NTT) faculty members have all the rights and privileges accorded them by SSON Faculty Bylaws and the Collected Rules of the University of Missouri. Specifically, they have (a) the right to clear delineation of terms of employment, (b) the right to receive an annual letter specifying the terms of employment, and (c) the right to fair allocation of the school’s resources for scholarly and professional development. They have the right to contact the Campus Mediation Service for assistance and the right to initiate the MU grievance procedure (CR&R 370.010, Academic Grievance Procedure).

SSON policies governing appointment, reappointment, and promotion of NTT faculty have been modified regularly and as needed to be consistent with those of the university. The relevant UM System Executive Guideline 310.035 (11-11-06) is basic to the revision of the SSON policies detailed below.

According to Chapter 310.035, NTT faculty are divided into three groups:

- “(1) full-time, ranked, NTT faculty
- (2) full-time, unranked, NTT faculty; and
- (3) part-time, NTT faculty (adjunct faculty).”¹

¹The categories of NTT, unranked NTT faculty, and part-time NTT faculty include different faculty titles associated with each category. Faculty titles associated with NTT are Research Faculty (Research Professor, Associate Research Professor, Assistant Research Professor) and Teaching Faculty (Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor). The title associated with unranked NTT is Instructor of Nursing. Part-time or courtesy appointments are adjunct appointments and include titles such as adjunct professor, adjunct instructor, etc.

NTT Research Professors, Teaching Professors, and Instructors have distinct titles and distinct processes governing appointment, reappointment, and promotion to reflect their unique contributions to the school and the university. The initial appointment of NTT faculty is based on previous experience, educational background, and assigned responsibilities. NTT faculty appointments are subject to the University’s guidelines. The following provisions govern the appointment, reappointment, and promotion of NTT faculty in the SSON.

I. Appointment of Full-Time Ranked NTT Faculty

Two of the three categories of ranked NTT faculty are relevant to the SSON: Research Faculty and Teaching Faculty.

A. Academic Title

Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor will be used for Teaching Faculty.

Assistant Research Professor, Associate Research Professor, and Research Professor will be used for Research Faculty.

B. *Terms of Appointment*

In collaboration with the Dean or their designee, the Doctoral Faculty Search Committee is responsible for coordinating search efforts and making recommendations for initial appointments of doctorally-prepared faculty based on identified faculty needs and open positions. All faculty members are encouraged to review the applicant CV, participate in interviews, and provide feedback to the Search Committee. The Search Committee reviews the application materials, coordinates the interview and makes recommendations on appointment and rank to the Dean. The Dean makes a recommendation and forwards it to the appropriate campus authority for final approval. At the time of appointment, the Dean sends a letter outlining assigned responsibilities, so that expectations for the position are clear as defined in 310.035.G.

C. *Areas of Responsibility*

Each NTT faculty member has primary responsibility in either teaching or research and service as well as professional activities related to the primary responsibility. NTT Professors performance should relate to the primary purpose of their appointment (teaching or research) and service.

1. Primary Areas of Responsibility

a. Teaching. An effective teacher communicates, stimulates, and innovates. An effective teacher takes a scholarly approach to teaching, improves teaching methods, revises and develops courses as appropriate, adopts appropriate media, and demonstrates a sustained effort to improve teaching. Over time, the record reveals that the teacher used relevant and current instructional techniques and maintained current with subject matter. Over time, the teacher publishes scholarly works pertaining to teaching, produces educationally based media, or both. Graduate teaching faculty are expected to demonstrate a successful record of advising.

b. Research. An effective researcher takes part in designing, conducting, evaluating, and disseminating research. Over time, the record reveals that the researcher played an active role on research teams in leadership or major roles. Over time, the researcher will present, publish, or play an active role in the presentation and publication of scholarly works reporting methodological or substantive contributions to knowledge in a particular area related to nursing.

2. Service and Professional Activity

Teaching faculty and research faculty should develop a sustained record of service to the school, university, or state and/or national committees. Faculty should actively participate in professional, and/or service organizations, especially those related to the primary area of responsibility.

D. Academic Ranks

Minimum qualifications for appointment and promotion to rank are listed in Appendix I for Teaching Faculty and in Appendix II for Research Faculty. Years of experience as a faculty member are not a sufficient criterion for either appointment or promotion to rank.

II. Appointment of Full-Time Unranked NTT Faculty

A. Academic Title

The title Instructor of Nursing is used for full-time unranked NTT faculty.

B. Terms of Appointment

The Office of the Dean and the Associate Dean for Academic Affairs initiates the search. All faculty members are encouraged to review application materials, participate in interviews, and make recommendations to the Dean on the appointment. The minimum qualifications for appointment as an Instructor of Nursing are shown in Appendix I. The Dean makes a recommendation and forwards it to the appropriate campus authority for final approval. At the time of appointment, the Dean sends a letter outlining specific assigned responsibilities, so that expectations for the position are clearly defined.

C. Area of Responsibility

Each Instructor of Nursing has primary responsibility in the teaching mission with assigned service and professional responsibilities related to teaching.

III. Appointment of Part-Time NTT Faculty (Adjunct Faculty)

A. Academic Titles

The titles *Adjunct Instructor of Nursing*, *Adjunct Assistant Professor*, *Adjunct Associate Professor*, and *Adjunct Professor* are used for faculty employed by the university on part-time teaching appointments. The title *Adjunct Courtesy Faculty* is used for colleagues outside the university who have been recognized by faculty as instrumental to the teaching mission. Adjunct Courtesy Faculty are not employed by the SSON as faculty.

B. Terms of Appointment

1. Adjunct Instructors/Assistant and Associate Professors/Professors

The Office of the Dean and the Associate Dean for Academic Affairs initiate the search. The minimum qualifications for appointment are shown in Appendices I and II, depending on whether the position is focused on teaching or research. The Dean or Associate Dean for Academic Affairs in consultation with the Dean makes the hiring decision. At the time of appointment, the Dean or the Associate Dean for Academic Affairs in consultation with the Dean, sends a letter outlining specific assigned

responsibilities, so that expectations for the position are clearly defined.

2. Adjunct Courtesy Faculty

The Dean's Office initiates a call to the faculty for nominees annually in the spring. The ARPT Committee authorizes the initial appointment and considers it for renewal every three years.

IV. Reappointment of NTT Faculty

The initial appointment is for one to three years depending on the needs of the SSON, funding, and enrollment. After the first appointment, subsequent appointments are from one to three years, with a three-year appointment reserved for the highest qualified, highest performing faculty (see 310.035.H). Employment continues if (a) performance evaluations continue to be satisfactory, (b) the individual's skills and abilities are consistent with SSON needs, and (c) the Dean determines that there is sufficient funding and need for the position.

Annual performance reviews are completed during the spring semester. The Associate Dean for Academic Affairs reviews the performance of Teaching Faculty. The Associate Dean for Research or the Associate Dean's designee reviews the performance of Research Faculty. The Associate Dean or designee forwards a recommendation regarding reappointment to the Dean. See Faculty Annual Evaluation Report for Non-Tenure Track. Decisions regarding retention and compensation will be based on the review.

V. Instructor to Assistant Teaching Professor after Doctorate Completion

When an Instructor of Nursing completes a doctorate, the faculty member submits a letter to the Dean requesting appointment to Assistant Teaching or Assistant Research Professor, updated vita, and documentation of the earned doctorate. The Dean forwards the materials to the ARPT Committee for review. The ARPT Committee makes a recommendation to the Dean and informs the faculty member. Faculty can apply for this appointment at any time during the year; the appointment becomes effective the next academic year.

VI. Promotion for Ranked NTT Faculty

A. General Information

Promotion is designed to recognize faculty who demonstrate exceptional performance in teaching or research and service. The promotion process is separate from the annual performance review. The decision to apply for promotion is elective. At least a year before applying for promotion, the faculty member should notify the ARPT Chair of the intent to prepare the promotion dossier and consult with the Associate Dean to whom they report. If promotion is denied, there is a two-year waiting period before faculty can reapply. There are no limits to the number of times faculty can reapply. Faculty must consult with the Associate Dean or the ARPT Chair before re-applying. See the [Office of the Provost website](#) and section C of this document for additional information about the promotion dossier.

To receive a favorable recommendation on promotion, faculty members should demonstrate excellence in all areas of assigned responsibility. Minimum qualifications for appointment and promotion to a specific rank are shown in Appendix I and Appendix II. These criteria must be met in either teaching or research consistent with the appointment and service. Accomplishments in service to the school, the university, and/or the profession over time are considered.

B. *Promotion Process*

The Chair of the ARPT Committee is the primary contact for the promotion and review process, and the ARPT Committee facilitates the review process. All NTT committee members ranked above the applicant's current rank have the opportunity to review the dossier and make a recommendation on promotion. The ARPT Committee considers the recommendations and makes a recommendation to the Dean. In turn, the Dean makes a recommendation to the Provost, who makes the final decisions on promotion. Apart from title change, promotion carries no automatic rewards from the SSON.

C. *Application for Promotion within the Ranks for NTT Faculty*

1. Developing the Dossier

The dossier is a comprehensive record of activities, accomplishments, and evaluations by students and peers. It is the primary source of information for promotion evaluations at each level of the process. Clarity and accuracy of dossier contents are critical. Faculty should begin creating a dossier from the start of employment, whether or not they anticipate applying for promotion. Annual reviews conducted by the Associate Deans are not included in the dossier.

The contents of the dossier should be specific to the primary responsibility of teaching or research and service. The dossier outline must follow the Provost's annual [Call for Promotion of NTT Faculty](#). The Chair of the ARPT Committee assists faculty with dossier development. Sample dossiers are available for review. Committee members may review the dossier for format and provide feedback to the candidate before reviewing it for content.

2. Peer Evaluations

An important feature of the promotion dossier is a set of three peer reviews by colleagues with expertise in the primary area of responsibility (teaching or research). At least one peer evaluation should be completed by an SSON faculty member (tenure or non-tenure track) ranked at or above the rank sought. The faculty member applying for promotion submits the names of two faculty members as potential dossier reviewers, and the ARPT Chair/committee also selects two faculty members as potential dossier reviewers. Three of the four faculty members who agree to review will be selected. The ARPT Chair is responsible for recruiting peer reviewers and obtaining letters of recommendation.

Teaching Faculty peer evaluations include reviews of classroom and/or clinical visits, assessment of teaching strategies, materials, performance, scholarship, and service. Scholarship is defined as the generation, synthesis, translation, application, and/or

dissemination of knowledge to improve health and transform health care (AACN, XXXX). Examples of scholarship, such as dissemination of practice-based findings and evaluation of quality improvement initiatives, may be found on the AACN (XXXX) website. Research Faculty peer evaluations include reviews of (a) scholarly publications, (b) grants written, and (c) grants funded.

The goal of peer evaluations is to obtain qualified comprehensive evaluations of the candidate's contributions in teaching or research. Peer evaluations should represent an independent and objective assessment of accomplishments relative to the minimum qualifications for promotion to that rank. The ARPT Chair solicits peer evaluations from individuals who can provide impartial, informed, and objective assessments. The Associate Deans and the ARPT Committee can suggest potential evaluators. Evaluators should not represent any potential conflict of interest, such as a former adviser or close friend.

3. Calendar and Process for Promotion of NTT Faculty

- March 1: Begin the process of applying for promotion:
 - Faculty member applying for promotion provides the ARPT Committee Chair and Associate Dean for Academic Affairs a letter of intent to apply for promotion to a specific rank.
 - Faculty member, ARPT Chair, and Associate Dean identify a mentor
 - Faculty member identifies potential reviewers and submits to ARPT Chair. The ARPT Chair is responsible for recruiting peer reviewers.
 - Faculty member reviews the following materials:
 - [Call Letter](#)
 - [Promotion for Non-Tenure Track Faculty](#)
 - [Collected Rule 310.035 Non-Tenure Track Faculty](#)
 - [Dossier Checklist](#)
- April 1: ARPT Committee reviews the list of reviewers and makes the final selection of reviewers to contact.
- September 1: ARPT Committee Chair solicits a dossier from the faculty member for review by selected members of the ARPT Committee. The ARPT Chair provides the candidate with ARPT Committee feedback on the dossier.
- October 1: Panel of selected non-tenured faculty at or above the rank of the candidate reviews the dossier and makes a recommendation to the ARPT Committee on promotion
- November 1: Dossier is due to the ARPT Committee for consideration. The committee makes a recommendation to the Dean on promotion. The Dean makes a recommendation to the Provost who makes the final decision.
- December 1: Dossier due to the Office of the Provost

- September 1: Promotions approved by the Provost become effective. Promotion denials may progress through the Appeals Process.

4. Appeals Process

- On or before the start of the spring semester the candidate who wishes to appeal a negative recommendation by the ARPT Committee makes a request in writing to the chair of the ARPT Committee.
- The ARPT Committee appoints an Appeals Committee in consultation with the Chair of the Policy Committee.
- On or before February 15, the Appeals Committee considers the appeal and make a recommendation to the ARPT Committee, who reports to the Dean.
- By March 1, the Dean makes a recommendation on promotion and submits the candidate's dossier to the Provost's office. Provost makes the final decision.

Revisions to Guidelines for ARP for NTT Faculty approved 2/19/2018 by MUSSON Faculty Assembly

Prior versions of this policy in chronological order: revisions to NTT calendar process promotion approved by Faculty Assembly 11/2/2016; TJS/ARPT/mem:11/89; updated: 12/1/89; VR/mem:2/6/90; 2/14/90; 4/17/90; *nonreguidever11.wpd*/eporter/3/14/01; revised/approved by Faculty Assembly 5 / 7 / 01 as "Guidelines for Appointment, Reappointment, and Promotion in the Clinical Track"; "NonRegFac ARP Revisions" approved 5 / 4 / 07 by MUSSON Faculty Assembly