

Rev. 2, Nov. 24, 2019 to include promotion to NTT Teaching Associate Professor. Rev. 3, May 24, 2021 to include promotion of NTT Research Assistant Professor, by DOC's AY20/21 Personnel Committee, Drs. Garry Grubbs, Thomas Schuman, and Risheng Wang.

Chemistry Department Procedures for Promotion of Ranked NTT Faculty: Promotion to Rank of Associate/Full Research Professor or Associate/Full Teaching Professor

General Policy

The department chairperson shall prepare a departmental review procedure that shall provide for faculty participation consistent with University of Missouri Collected Rule and Regulation 310.035 and Campus Policy Memorandum II-13. In the promotion review process, the department chairperson shall include in each dossier a copy of the departmental faculty procedures with specific references to faculty participation. The department chairperson shall make the procedures and criteria available to the faculty members of his/her department.

- Candidates are evaluated according to their workload assignment.
- All evidence relevant to a recommendation for promotion shall be directed to the department chairperson.
- The files on candidates as assembled by the department chairperson shall at all times be available to the candidate (with the exception of confidential matter) and to the appropriate review committee at the campus level.
- At a reasonable period of time in advance of his/her action initiating the departmental committee review and recommendation, the department chairperson shall advise all candidates seeking promotion so that the candidates may ensure the currency of information made available to the department chairperson.
- The promotion files as assembled in the department shall normally be considered complete (and closed) at the time of the chairperson's action. If, during the course of review of a promotion recommendation or decision beyond the departmental level (during an appeal, for example), any major documentation is added to the dossier, the dossier shall be returned to the department for reconsideration. The department promotion committee and chair shall reconsider their original recommendations at that time. The department chairperson shall review all data submitted or received, including the recommendation of the departmental promotion committee. The department chairperson shall communicate, in writing, the recommendation of the departmental promotion committee to the candidate. In the event of a negative recommendation, the candidate shall have the option of preparing a rebuttal.
- After reaching his/her recommendation, whether favorable or unfavorable, the department chairperson shall advise in writing each candidate of the action taken with respect to their candidacy. Further, the department chairperson shall offer to discuss with the candidate involved any recommendation regarding promotion.

- In the event of a negative recommendation, the candidate shall have the option of preparing a rebuttal. All recommendations by the department chairperson along with all documentation and attachments shall be forwarded to the Provost. Each dossier shall follow the general outline available from the office of the Provost. Appendices of supporting material may be submitted but should be assembled in a separate package.

Evaluation of NTT faculty performance should relate to the primary purpose of their appointment –teaching or research– as well as service and professional activities related to that primary responsibility.

Membership of the Departmental Promotion Committee

For Promotion to NTT Associate Research Professor or NTT Associate Teaching Professor

The departmental promotion review committee for promotion to the rank of associate professor is made up of all the associate professors and above in the department. In the case of promotion to the rank of NTT Associate Research Professor or NTT Associate Teaching Professor, respectively, this committee will be expanded to include at least one NTT Research Associate Professor or above or NTT Teaching Associate Professor or above, respectively. If there are no NTT faculty aligning with this criterion in the department, an out of department NTT faculty will be sought from the campus and/or system ranks.

Attributes for an NTT Associate Research Professor

Candidates should demonstrate most or all of the following:

- National recognition as an expert in their discipline or field of specialization. Development of an international reputation is to be considered as additional evidence in support of promotion.
- Excellence in research and capability for continued scholarly contributions.
- A history of external funding and a promising ability to maintain funding for sponsored research.
- Evidence of published scientific works may include refereed journal articles or books, patents, films, videotapes, audiotapes, computer programs, public presentations, or other appropriate delivery channels for scholarly work.
- Evidence of creative and significant service contributions to the profession, including journal and proposal reviewing, professional committees or other appropriate activities.
- Current membership in the graduate faculty is required.
- Experience in advising or serving on advisory committees of graduate students.
- Teaching of courses, while research faculty may participate in the teaching mission to fill an urgent need or provide their expertise as a service to the department, is not to

be considered during promotion of research faculty, but could be considered as service to the department.

- Evidence of participation of service to department, college, and/or campus (if part of formal workload). These include but are not limited to departmental standing and ad hoc committees, serving on college and/or campus committees, faculty senate, chairing departmental colloquium and seminar series, and participation in FYRE or OURE programs.
- Positive support by external, independent reviewers of the dossier.

Attributes for an NTT Associate Teaching Professor

Candidates should demonstrate most or all of the following:

- Maintains responsibility over all assigned teaching workload duties within the university requirements. Duties performed at levels above those requirements, except as provided below, provide additional evidence toward promotion.
- Effectiveness over a period of several years in teaching, based on the assessment by students and peers.
- Production of effective learning support materials in the form of course development, improved teaching techniques, state-of-the-art delivery systems, curricula development, workbooks, and guides.
- Evidence of creative and significant teaching contributions to the profession.
- A record of effective and sustained advisement of undergraduate students.
- A record of service relevant to a teaching career at a university, undergraduate affairs and/or teaching committees.
- A record of presenting at teaching conferences and/or workshops.
- The teaching portfolios of candidates for promotion to the rank of Associate Teaching Professor must include formal peer evaluations conducted by qualified individuals from the candidate's home department to include both teaching/lecture, professionalism in student contact, and learning assessment evaluations.
- Research, while teaching faculty can participate in research for their own interests or for departmental service, is not to be considered during promotion of teaching faculty. One exception to this requirement is where teaching/pedagogical research is documented as part of the promotion dossier.
- Evidence of participation of service to department, college, and/or campus (if part of formal workload). These include but are not limited to departmental standing and ad hoc committees, serving on college and/or campus committees, faculty senate, chairing departmental colloquium and seminar series, and participation in CAFE.
- Positive support by external, independent reviewers of the dossier.

Membership of the Departmental Promotion Committee

For Promotion to NTT Research Professor or NTT Teaching Professor

The departmental promotion review committee for promotion to the rank of full professor is made up of all the full professors in the department. In the case of promotion to the rank of NTT Research Professor or NTT Teaching Professor, respectively, this committee will be expanded to include at least one NTT Research Professor or NTT Teaching Professor, respectively. If there are no NTT Research Professors in the department, an out of department NTT Research Professor will be sought from the campus and/or system ranks, and the analogous process will apply to NTT Teaching Professors.

Attributes for an NTT Research Professor

The candidate for an NTT research position with the title of Research Professor should demonstrate all of the above qualifications for Associate Research Professor and most or all of the following:

- International recognition as an expert in a field of specialization as indicated by high impact journal publications and patents.
- Leadership within professional societies.
- Sustained ability to secure external funding to support a research program.
- A record showing disciplinary recognition of stature, including service on professional committees or panels, participation in program or application reviews, consultation with regional or national organizations, or other appropriate activities.
- A record of sustained service in response to requests to serve on unit, departmental, college, and/or university committees.
- Expertise in advising graduate students.
- Candidates for promotion to the rank of Research Professor must include peer evaluations by qualified individuals external to the candidate's department.

Attributes for an NTT Teaching Professor

The candidate for an NTT teaching position with the title of Teaching Professor should demonstrate all of the above qualifications for Associate Teaching Professor and most or all of the following:

- Sustained recognition by students and peers as a stimulating, inspiring and effective teacher.
- Sustained use of current and appropriate scholarship in the field.
- Excellence in the production of effective learning support materials in the form of course development, improved teaching techniques, state-of-the-art delivery systems, curricula development, workbooks, or guides.

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- A record of effective and sustained advisement of undergraduates and student organizations, as appropriate to the needs of the department and/or campus.
- A record of having developed and/or applied innovative approaches to education.
- A record of sustained service in response to requests to serve on departmental and/or university committees.
- Candidates for promotion to the rank of Teaching Professor must include peer evaluations by qualified individuals external to the candidate's department.