

## University of Missouri-Columbia

### MU Sinclair School of Nursing

#### **GUIDELINES for APPOINTMENT, REAPPOINTMENT, and PROMOTION of NON-REGULAR FACULTY**

The MU Sinclair School of Nursing (SSON) faculty established a “non-tenured clinical track” for non-regular faculty in May, 1990. Non-regular 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 their 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 non-regular faculty have been modified regularly 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, non-regular faculty are divided into three groups:

- “(1) full-time, ranked, non-regular faculty (non-tenure track [NTT] faculty
- (2) full-time, unranked, non-regular faculty; and
- (3) part-time, non-regular faculty (adjunct faculty).”<sup>1</sup>

<sup>1</sup>The categories of NTT, unranked, non-regular faculty, and part-time non-regular faculty include different faculty titles associated with each category. Faculty titles associated with the NTT group include Research Faculty (Research Professor, Associate Research Professor, Assistant Research Professor) and Teaching Faculty (Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor)]. Titles associated with the unranked, non-regular faculty group include [that of] instructor. Part-time or courtesy appointments will be considered adjunct appointments and include such titles as adjunct professor, adjunct instructor, etc.”

Accordingly, non-regular SSON faculty are categorized in the three groups above. Each group has distinct titles and distinct processes governing appointment, reappointment, and promotion to reflect their unique contributions to the school and the university. Regardless of the type of non-regular faculty appointment, every initial appointment based on previous experience, educational background, and assigned responsibilities. All non-regular faculty appointments are subject to the University’s guidelines for such appointments. The following provisions govern the appointment, reappointment, and promotion of non-regular faculty in the SSON.

## **I. Appointment of Full-Time, Ranked, Non-Regular Faculty (NTT Faculty)**

Of the four categories of ranked NTT faculty, two are relevant to the SSON: Research Faculty and Teaching Faculty.

### ***A. Academic Title***

For Teaching Faculty, these titles will be used: Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor.

For Research Faculty, these titles will be used: Assistant Research Professor, Associate Research Professor, and Research Professor.

### ***B. Terms of Appointment***

In collaboration with the Office of the Dean, the Appointment, Reappointment, Promotion, and Tenure Committee (ARPT Committee) appoints a Search and Screen Committee of appropriate faculty for these positions when a vacancy is anticipated at least a semester in advance and it is reasonable to expect that the search can be done during the academic year. All faculty are encouraged to review applications, participate in interviews, and make recommendations to the Dean concerning the appointment. The ARPT Committee takes part in the interview (when feasible), reviews the vita, 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 clearly defined, as specified in 310.035.G.

### ***C. Areas of Responsibility***

Each NTT faculty member has primary responsibility in either teaching or research as well as in service and professional responsibilities related to the primary responsibility.

#### **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 methodology, 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 has used relevant and current instructional techniques and maintained currency with subject matter. Over time the teacher usually will have published scholarly works pertaining to teaching, produced educationally based media, or both. Teaching faculty also 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 has played an active role on research teams in leadership or major roles. Over time the researcher will have presented, published or played 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 effective service to the school, university, 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, Non-Regular Faculty**

### **A. Academic Title**

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

### **B. Terms of Appointment**

The Office of the Dean and the Associate Dean initiate the search. All faculty 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 are shown in Appendix 1. 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, Non-Regular 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 initiate the search. All faculty are encouraged to review application materials, participate in interviews, and make recommendations to the Dean on the appointment. The minimum qualifications for appointment are shown in Appendices 1 and 2, depending on whether the position is focused on teaching or research. The Dean makes the hiring decision. At the time of appointment, 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 Non-Regular Faculty**

The initial appointment is for one to three years depending on the needs of the SSON and adequate funding or 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 the School's needs, and (c) the Dean determines that there is sufficient funding and a need for the position.

Annual performance reviews are done during the winter semester. The Associate Dean (Director of Master's and Undergraduate Programs) reviews the performance of Teaching Faculty. The Associate Dean for Research reviews the performance of Research Faculty. Based on this review, the Associate Dean forwards a recommendation regarding reappointment to the Dean. (See Appendix 3, "Non-regular Faculty Annual Evaluation Report.") Decisions regarding retention and compensation will be based upon the review.

## **V. Appointment of Instructor to Assistant Teaching Professor upon Completion of the Doctorate**

When an Instructor of Nursing completes the doctorate, the following procedure applies. The faculty member submits a letter to the Dean requesting consideration for appointment to assistant teaching professor, including an 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, Non-Regular Faculty (NTT Faculty)**

### ***A. General Information***

Promotion is designed to recognize faculty who demonstrate exceptional performance in teaching or research and in 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, faculty should identify a mentor in consultation with the Associate Dean to whom they report. There are no limits to the number of times faculty can request review. If promotion is denied, there is a two-year waiting period before faculty can reapply. Faculty must consult with the Associate Dean or the ARPT Chair before re-applying.

To receive a favorable recommendation on promotion, a faculty member should demonstrate excellence in all areas of assigned responsibility. Specifically, the minimum qualifications for appointment and promotion to a specific rank (as shown in Appendix 1 and Appendix 2) must be met in either teaching or research (depending on the appointment) and in service. Accomplishments in service to the school and the university over time are considered.

### ***B. Promotion Process***

The primary contact for the promotion and review process is the Chair of the ARPT Committee. The ARPT Committee facilitates the review process. All non-regular faculty ranked above the applicant's current rank have the opportunity to review the dossier and make a recommendation on promotion. The ARPT Committee considers those recommendations and makes a recommendation on promotion to the Dean. In turn, the Dean makes a recommendation to the Provost, who makes final decisions on promotion. A recommendation to accept or deny the promotion application carries no automatic rewards (apart from change in title) or penalties from the School.

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

#### **1. Developing the Dossier**

The dossier is a comprehensive record of activities and accomplishments as well as evaluations by students and peers. It is the primary resource for promotion evaluations at each level of the process. Clarity and accuracy of the 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 to the service responsibilities of each faculty member. However, the dossier outline is to follow the Provost's annual Call for Promotion of Non-Regular Faculty. The Chair of the ARPT Committee assists faculty with dossier development. The ARPT Committee has developed a detailed memo called "Submitting and Updating the Dossier, the Review Process in the SSON, and Your Supplemental Materials" to guide faculty through the process. Sample dossiers shared by colleagues who have been promoted are

available for review. Committee members review the dossier for format and provide feedback to the candidate before reviewing it for content.

## **2. Peer Evaluations**

One 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 a School of Nursing faculty member (tenure or non-tenure track) ranked at or above the rank sought. For Teaching Faculty, peer evaluations should include classroom and/or clinical visits and assessment of teaching strategies, materials, and performance. For Research Faculty, peer evaluations should include reviews of (a) scholarly publications, (b) grants written, (c) grants funded.

The goal of peer evaluations is to obtain qualified and 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 candidate should solicit 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. The qualifications of reviewers should be provided so that faculty will have a basis upon which to judge their statements.

## **3. Calendar and Process for Promotion of NTT Faculty**

On or before May 1: The faculty member notifies the ARPT Committee in writing of the intent to apply for promotion to a specific rank.

On or before October 15: The dossier is due to the ARPT Committee.

On or before December 1: The ARPT Committee makes a recommendation on promotion to the Dean and notifies the candidate of the recommendation.

On or before December 10: The candidate who wishes to appeal a negative recommendation by the ARPT Committee makes that request in writing to the Chair of the ARPT Committee. The ARPT Committee will appoint an Appeals Committee in consultation with the Chair of the Policy Committee. Tenured, tenure-track, and ranked NTT faculty are represented. The appeals committee does not include members of the ARPT Committee or SSON faculty with a lower rank than that for which the faculty member has applied.

On or before December 30: The Appeals Committee must consider the appeal and make a recommendation to the Dean. This committee will report its findings to the ARPT Committee, who in turn, will report to the Dean.

On or before January 15 (of the next year): The Dean makes a recommendation on promotion to the Provost.

On September 1: Promotions approved by the Provost become effective.

**“NonRegFac ARP Revisions” approved 5 / 4/ 07 by MUSSON Faculty Assembly**

Prior versions of this policy in chronological order: 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”