

## **U. Undergraduate Assessment**

- I. In accordance with the policy statement on assessment adopted by the Board of Curators in December 1987, the School of Health Professions shall evaluate the outcomes of students' education. It states as follows:
  - 1) The process of assessing the major field should include a faculty determination of the goals or outcomes appropriate for graduates in that field, and a measurement of the extent to which students are achieving those goals or outcomes

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## **Article 3: Promotion and Tenure**

### **A. Rationale**

- I. In accordance with the University of Missouri *Policy and Procedures for Promotion and Tenure, Collected Rules and Regulations 320.035*, each department within the School of Health Professions in consultation with the Dean shall develop and maintain (subject to periodic review) criteria and procedures for tenure and promotion that are consistent with campus and university system policies. The School of Health Professions and each of its departments must maintain high standards in recruitment, promotion and award of tenure to faculty members. "Because of the wide diversity within the university, it is recognized that there must be some variation among units in the development of specific criteria for judging the merits of individual faculty. However, variation in criteria must not translate into variation in standards" (*System-Wide Perspectives on Appointment, Promotion, and Tenure: Oct. 29, 1984*).
- II. Consistent with university policy, contributions of faculty should be weighed in three areas:
  - 1) Research and other scholarly achievements
  - 2) Teaching and student advising
  - 3) Clinical duties, where applicable
  - 4) Service and/or administration

The first three are paramount; the fourth is an important complement. Criteria shall not be purely quantitative and insofar as possible shall be defined operationally in a way appropriate to the discipline.

- III. Advancement from the rank of assistant professor to associate professor and from associate professor to professor represents degrees of scholarly recognition and maturity. Promotion to the rank of associate professor and award of tenure reflects demonstrated potential for achieving a national reputation in the discipline. The faculty member who is promoted to the rank of professor shall have established such a reputation.
- IV. The departments within the school represent diverse disciplines and, such being the case; each will develop its own departmental and discipline specific promotion and tenure criteria. The procedures for achieving tenure and advancement in rank shall be consistent with those developed and approved by the school. Each department's criteria and procedures for determining academic rank distinctions may exceed those of the university, school or other departments within the school, but cannot be binding upon any other department. In accordance with campus and university policy, both school and department promotion and tenure criteria shall address research and other scholarly achievements, teaching and advising, and service/administration. Each prospective faculty member shall be informed in writing of the responsibilities with regard to those procedures, prior to appointment to a tenure-track or professorial rank position in a department. The appointment letter from the chair will specify the proportion of the candidate's effort that is expected to be dedicated to research, teaching, and clinical or professional service, and this distribution of effort will be reviewed annually.

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## **B. Promotion and Tenure Rules and Regulations**

- I. Faculty working toward tenure shall have access to the latest version of campus academic tenure regulations, as well as the system-wide rules and regulations which may be found on the Office of Provost website.
  - 1) Information on the Office of the Provost website references campus Promotion and Tenure policy and gives instructions regarding the process of the promotion and tenure review. In addition, there is a link to the system's Collected Rules and Regulations – Chapter 310, Academic Tenure Regulations, and Chapter 320.035, Policy and Procedures for Promotion and Tenure.
  - 2) This information should be provided to new full-time regular faculty members by the beginning date of their appointment by their department chairs. If the faculty member is the department chair, then this information should be provided by the dean. This is in compliance with the statement on the Appointment Notification Form that the new faculty member has been provided with a copy of the regulations.

- II. Faculty working toward tenure shall also have access to the latest version of the School of Health Professions academic promotion and tenure policy.
- 1) The promotion and tenure guidelines will be available on the School of Health Professions website under Article 4: Promotion and Tenure for Regular Faculty.
  - 2) This information should also be provided to new faculty members by the beginning date of their appointment by their department chairs. If the faculty member is the department chair, then this information should be provided by the dean.

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### C. Overview of Tenure Process

- I. **Criteria (Article 4d).** Candidates for tenure must meet minimum requirements as set forth by the school before applying for tenure.
- II. **Time Guidelines and Limits (Article 4e).** A minimum of three years must be served as an assistant professor at the college or university level before the candidate can be considered for tenure. Official review for tenure normally occurs during the sixth academic year and must occur before the end of the sixth academic year.
- III. **Dossier (Article 4f).** Faculty working toward tenure should begin their dossier during their first academic year. This dossier should be reviewed by the chair of the department on an annual basis until time of the mid-probationary review or until time of official tenure review for those seeking tenure before their sixth academic year.
- IV. **Mid-Probationary Review (Article 4g -4i).** The mid-probationary review is an opportunity for the department and school to provide feedback and guidance to faculty concerning progress on the tenure track, including specific evaluation as to how well the candidate is meeting the department's and school's expectations. The mid-probationary review normally occurs during the third academic year.
- V. **Initiation of Tenure Review (Article 4j -4n).** The official review for tenure (continuous appointment) is mandatory and will be initiated by the department chair. If the faculty member is the department chair, then the official review is initiated by the dean. Consistent with Executive Order 6A, Policy and Procedures for Promotion

and Tenure, Collected Rules and Regulations 320.035, consideration of award for continuous appointment and promotion to the rank of associate professor normally occurs after a probationary period of five years, and the review is initiated at the beginning of the sixth year.

- VI. **Request for Extension of Probationary Period.** Extensions of the probationary period may be granted to faculty whose progress toward tenure has been significantly disrupted. Consistent with Executive Order No. 26, 310.025 Extension of Probationary Period for Faculty on Regular Term Appointment, formal requests for extension of the probationary period must be made in writing. One-year extensions may be requested. The authority to grant extensions of the probationary period rests solely with the chancellor.
- VII. **Awarding/Withholding Tenure.** The Board of Curators governs the granting or withholding of tenure relative to all faculty of the School of Health Professions as stated in 310.020 Regulations Governing Application of Tenure. The formal tenure review process will be followed either by continuous appointment (awarding of tenure) or by a one-year terminal appointment.
- VIII. **Appeals.** Faculty members that are denied tenure have a right to a hearing for reconsideration at the same administrative level, followed by an appeal to the next administrative level. Faculty members who applied for promotion before their mandatory evaluation year and were denied may re-apply up to and including in the year during which mandatory review is scheduled. Faculty members applying for promotion before their mandatory year have the same right to hearing as candidates applying in their mandatory year. Refer to 310.020 Section F: Non renewal of regular term appointment.
- IX. **Request for Appointment Change.** Faculty members may make a written request to change from a regular tenure track appointment to a non-regular, non-tenure track appointment. The department chair may then request the change in appointment from the dean, who in turn may forward this request to the Office of the Provost. The authority to grant change of appointment rests solely with the Chancellor. Ideally, these requests should be made before the mid-probationary review, but can be made at a later time. Formal requests must be made in writing with endorsement of department chair and dean. In keeping with CRR Section 310.020G, any reappointment may not allow the faculty member to perform substantially the same type of duties as tenure-track faculty in excess of a total period of service of seven years.

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## **D. Criteria for Promotion from Assistant to Associate Professor and the Awarding of Tenure**

- I. Criteria shall include the following:
  - 1) Research training in the form of (a) an earned research doctorate or (b) a clinical doctorate followed by formal post-doctoral research training. The research doctorate or clinical doctorate with post-doctoral research training must be in the immediate discipline or from a closely associated discipline.
  - 2) A minimum of three (3) years served as an assistant professor at the college or university level.
- II. Criteria for tenure and promotion reflect the merit and contributions of the faculty candidate with evidence of sustained productivity, excellence, and the potential future of contributions to the school and the university, rather than satisfaction of minimum criteria. This assessment is made on the basis of several levels of evaluation. The following components are considered in these evaluations:
  - 1) Research and other scholarly activities. Evidence of sustained and effective research and other scholarly activities, professional growth, and the potential for establishing a national reputation in his/her field. (refer to 320.035B.2.b. for campus guidelines) This should be demonstrated by activities such as:
    - i. Publications in refereed professional journals, chapter contributions, and/or publication of books of a scholarly nature.
    - ii. Research presentations at regional/state, and national professional meetings.
    - iii. Grant writing efforts to secure research funding.
    - iv. Service to the discipline through leadership in professional organizations, editorial duties, consultant activities or other appropriate activities at the national level.
  - 2) Academic/clinical teaching experience:
    - i. Evidence of academic, clinical or research teaching at the undergraduate, graduate, and/or and postgraduate level. Instruction should reflect depth and breadth of knowledge, capacity for effective dissemination of that knowledge, and creativity.
    - ii. Refer to 320.035B.2.c. for campus guidelines.
  - 3) Merit in teaching may be demonstrated by means such as the following:
    - i. Where applicable, annual teaching evaluation questionnaires,

with interpretation and comparative data.

- ii. Classroom visitations or teaching evaluations by departmental/ divisional/university peers.
- iii. Innovative contributions to courses, didactics series, and/or to the entire curriculum and clinical teaching mission.
- iv. Evidence of excellence in advising and enthusiasm and high degree of involvement in the education of students, interns, and/or fellows.
- v. Clinical teaching in non-classroom, applied health care settings if appropriate.

4) Service and Administrative Contributions:

- i. Evidence of service contributions within the institution and within the discipline.
- ii. These contributions should reflect the quality and impact of the candidate's individual efforts. Refer to 320.035B.2.d. for campus guidelines.
- iii. Participation on department, school, campus or university faculty committees and other administrative or service activities that contribute to the well-being of the institution.
- iv. Participation in national, regional, and state activities of the discipline, university, and the community at large.

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**E. Criteria for Promotion from Associate Professor to Professor**

I. Criteria for determining eligibility for promotion shall include the following:

- 1) Possession of a Ph.D. degree in the immediate discipline (or from a closely associated/compatible doctoral program).
- 2) A minimum of three (3) years served as an associate professor at the college or university level.
- 3) Sustained record of effective contributions during a career of research and other scholarly activities significantly beyond those necessary for advancement to the rank of associate professor.
- 4) Sustained contributions in the area of teaching.
- 5) Sustained contribution of a national/international reputation in the candidate's field.

- 6) Demonstrated leadership and sustained ability to participate in the furtherance of the functions of the department, the school, and the university.
- 7) Sustained contributions to his/her professional discipline and the community at large.

## **F. Time Guidelines and Limits for Promotion and the Awarding of Tenure**

### **I. Promotion from Assistant Professor to Associate Professor - Criteria for determining eligibility for promotion shall be defined by departmental policy and shall include the following:**

- 1) A minimum of three (3) years must be served as an assistant professor at the school or university level before the candidate can be considered for tenure. For faculty coming to the School of Health Professions with credit toward tenure, this credit can be applied to the three year requirement.
- 2) Official review for tenure normally occurs during the sixth academic year.
- 3) Official review for tenure occurring after the sixth academic year requires a specific request for extension with endorsement of department head and dean. The authority to grant extensions of the probationary period rests solely with the Chancellor. (Refer to 310.025 Extension of Probationary Period for Faculty on Regular Term Appointments).

### **II. Promotion from Associate Professor to Professor - Criteria for determining eligibility for promotion shall be defined by departmental policy and shall include the following:**

- 1) Possession of a Ph.D. degree in the immediate discipline (or from a closely associated/compatible doctoral program).
- 2) A minimum of three (3) years served as an associate professor at the college or university level. For faculty coming to the School of Health Professions with credit toward promotion, this credit can be applied to the three year requirement.
- 3) Sustained record of effective contributions during a career of research and other scholarly activities significantly beyond those necessary for advancement to the rank of associate professor.
- 4) Sustained contributions in the area of teaching according to the norms and teaching environments of each department.
- 5) Sustained contribution of a national/international reputation in the candidate's field. Demonstrated leadership and sustained ability to participate in the furtherance of the functions of the department, the school,

and the university.

- 6) Sustained contributions to his/her professional discipline and the community at large.

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## **G. Dossier**

- I. Faculty working toward tenure should begin their dossier during their first academic year.
- II. This dossier should be reviewed by the chair of the department on an annual basis until the time of the mid-probationary review or until time of official tenure review (for those seeking tenure before their sixth academic year).
- III. Faculty working toward tenure should prepare the Dossier following the Content Outline for Promotion and Tenure established by the university. This information should guide the development of the dossier for mid-probationary review. The content outline may be found on the Office of Provost website.
  - 1) Refer to the sections: *Call Document* (PDF) and *Items for Inclusion for Dossier* (PDF) for general guidelines in initial preparation of dossier. This information describes the guidelines and format for formal tenure and promotion review. The information is published annually, usually in June, for candidates submitting dossiers in the upcoming academic year.
- IV. This information should be provided to new faculty members by the beginning date of their appointment by their department chairs. If the faculty member is the department chair, then this information should be provided by the dean.

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## **H. Mid-Probationary Review - Initiating the Process**

- I. The mid-probationary review is an opportunity for the department and school to provide feedback and guidance to the tenure candidate concerning progress on the tenure track, including specific evaluation as to how well the candidate is meeting the department's and school's expectations. Although the review represents a formal collection, analysis and sharing of information, it should be a part of a larger and ongoing process in which the tenure-track faculty member receives feedback and guidance from the department chair and faculty.



- II. The mid-probationary review normally occurs during the third academic year.
- III. Candidates seeking tenure before their sixth academic year may also request a mid- probationary review, which would normally occur between their first and second academic year.
- IV. The department chair is responsible for initiating the process for mid-probationary review by asking the candidate to nominate faculty to serve on the Committee on Review (COR). Selection of Committee on Review (COR) for mid-probationary review:
  - 1) The candidate is responsible for nominating two tenured faculty to serve on the COR. These names are submitted to the department chair.
  - 2) The department chair appoints three tenured individuals to serve. At least one of these will be selected from those nominated by the candidate.
  - 3) In departments with sufficient tenured faculty to provide appropriate guidance and evaluative judgments of merit, the COR may be conducted by a committee formed from within the candidate's department. However, external members from outside the department may be nominated by the candidate and/or selected by the chair.
  - 4) For candidates whose departments do not include sufficient numbers of tenured faculty, the COR may consist of members drawn primarily from other departments within the school or may include tenured members from other university departments or divisions within closely related areas to the discipline or expertise of the candidate.
  - 5) Department chairs (other than the candidate's department chair) and members of the promotion and tenure committee for the School of Health Professions may serve on the mid-probationary COR. In the event that the candidate for mid-probationary review is a department chair, the COR shall be made-up of tenured faculty members from within or outside the candidate's department or the school upon agreement to such an arrangement between the department chair (candidate) and the dean.
  - 6) All members of the COR should be individuals who are tenured and qualified to review the faculty member's activities, contributions, and progress.
  - 7) The candidate will submit a copy of the dossier to each of the three members of the COR.

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## **I. Mid-Probationary Review - Review Process and Post Review Actions**

- I. The Committee on Review (COR) shall review all materials provided by the candidate and will collectively write an integrative report designed to review scope and significance of research and other scholarly activities, teaching, and service/administration. The individual comments of all reviewers shall be kept confidential.
  - 1) The report shall be submitted to the faculty member's department chair. In the event that the candidate for mid-probationary review is a department chair, the COR's report will be sent to the dean of the school.
- II. The department chair or administrative supervisor provides written feedback on the candidate's progress toward promotion and tenure.
  - 1) A letter is composed by the department chair, summarizing the content of the COR's report and providing the department chair's independent assessment. If the candidate is a department chair, then the letter and summary are written by the dean of the school. The letter should include recommendations for continued development. The letter should clearly state that the third year review is to provide feedback and guidance to the faculty member. It should evaluate progress toward tenure but does not represent an assessment of what the ultimate outcome of promotion and tenure review will be. It should be clear that a positive third year review does not assure a positive recommendation at the sixth year review.
  - 2) Copies of both the COR's report and the department chair's letter should also be sent to the faculty member.
  - 3) The department chair provides copies of the COR's report, the department chair's letter, and the dossier to the dean
- III. The final step in the mid-probationary review is a meeting between the faculty member, the chair of the COR, and the faculty member's chair. The department chair will convene the meeting with the faculty member and the chair of the COR to review the reports and the letter and provide an opportunity for the faculty member to ask questions.
- IV. The outcomes of the mid-probationary review process should be:
  - 1) A statement of progress toward tenure
  - 2) Recommendations to facilitate the candidate's progress
  - 3) Recommendation regarding reappointment for the following year

## **J. Schedule for Mid-Probationary Review**

- I. The mid-probationary review generally occurs during the spring semester of the faculty member's third year. The faculty member who is considering early tenure may request a mid-probationary review during the second year. The following dates are guidelines:
- 1) March 1 - The candidate nominates two tenured faculty for the COR to the department chair.
  - 2) March 15 - The department chair finalizes the membership of the COR.
  - 3) April 1 - The candidate submits a copy of the dossier to each member of the COR.
  - 4) April 22 - Results of the review by the COR, in written form, are sent to the department chair.
  - 5) April 30 - The department chair contributes an independent assessment. A meeting of the candidate with the department chair and chair of the COR is scheduled for the purpose of reviewing the assessments.

## **K. Tenure Review – Process & Post Review Actions**

- I. A recommendation to consider a candidate for promotion in academic rank or award of tenure (continuous appointment) must be initiated by the department chair or the appropriate departmental or school promotion and tenure committee. The designation of the members of the COR and the procedures for processing applications for promotion and/or tenure shall be guided by Executive Order 6A: Policy and Procedures for Promotion and Tenure (320.035) as revised.
- 1) Faculty eligible for tenure review shall have access to the latest version of campus academic tenure regulations which may be found on the Provost's website.
  - 2) This information should be provided to the faculty member during their fifth academic year by the department chair in preparation for tenure review in

the sixth academic year. If the faculty member is the department chair, then this information should be provided by the dean.

- 3) Tenured associate professors may vote on promotions from assistant to associate professor. Tenured professors may vote on promotions from assistant to associate professor and on promotions from associate to professor. *Refer to 320.035.*

II. As stated in *Executive Order 6A Policies and Procedures for Promotion and Tenure (320.035)* and *Regulations Governing Application of Tenure (310.020)*, consideration of award for continuous appointment and promotion to the rank of associate professor normally occurs after a probationary period not to exceed six years.

III. A Committee on Review (COR) will be established. Departmental promotion and tenure committees may be elected, appointed or otherwise designated in accordance with the established department or school procedures as long as the procedures are in compliance with the Curators' rules and regulations:

- 1) The candidate is responsible for nominating two tenured faculty to serve on the COR. These names are submitted to the department chair.
- 2) The department chair appoints three tenured individuals to serve. At least one of these will be selected from those nominated by the candidate.
- 3) In departments with sufficient tenured faculty to provide appropriate guidance and evaluative judgments of merit, the COR may be conducted by a committee formed from within the candidate's department. However, external members from outside the department may be nominated by the candidate and/or selected by the chair.
- 4) For candidates whose departments do not include sufficient numbers of tenured faculty, the COR may consist of members drawn primarily from other departments within the school or may include tenured members from other university departments or divisions within closely related areas to the discipline or expertise of the candidate.
- 5) All voting members of the COR should be individuals who are tenured and qualified to review the faculty member's activities, contributions, and progress.

IV. The *Academic Tenure Regulations of the University of Missouri* in the *Collected Rules and Regulations* established by the Board of Curators govern the granting or withholding of tenure relative to all faculty of the school.

V. Each non-tenured member on regular appointment (candidate) and tenured

faculty seeking promotion will be evaluated by a Committee on Review (COR).

- VI. Prior to the deliberation of the COR, the chair of the COR shall invite all tenured members within the candidate's department holding the same rank as or higher rank than that of the candidate to provide written and signed comments to the COR regarding the candidate being considered. In addition, the department chair will solicit reviews from qualified, impartial individuals holding positions outside this institution with expertise in relevant areas of teaching and research. Refer to *Chapter 320.035, Section A.1.e.*, and *A.1.f.*, and to the Office of the Provost's annual call for applications for promotion and tenure.
- VII. The Committee on Review (COR) shall review all materials and will collectively write an integrative report designed to review scope and significance of research and other scholarly activity, teaching, and service/administration. The individual comments of all reviewers shall be kept confidential. The report shall be submitted to the faculty member's department chair.
- VIII. The department chair shall review the dossier and the COR's report and make an independent written recommendation of whether the candidate should receive promotion and tenure. Refer to Promotion and Tenure Call document (Office of Provost) for assessment guidelines. The dossier with the report from the COR and the letter from the chair will be forwarded to the school's promotion and tenure committee, and the candidate will receive a copy of the chair's recommendation.
- IX. Upon receipt of the recommendations from the COR and from the department chair, the School of Health Professions Promotion and Tenure Committee shall review the candidate's dossier, the report from the COR, and the letter from the department chair. The School of Health Professions Promotion and Tenure Committee is composed of tenured faculty from each department that has tenured faculty members. These departments shall appoint member(s) to the school committee by vote of all tenured faculty from such departments. The school committee shall select its chair, and only faculty of equal or higher rank as the rank to which the faculty member is applying may vote. This committee may offer the candidate suggestions for clarification, supplementation, or organization of the dossier. The school's promotion and tenure committee may solicit additional information as necessary to enable it to formulate an evaluative summary of the candidate's qualifications toward promotion or promotion with tenure. The school's promotion and tenure committee shall then make its recommendations.
- X. Reports, letters, and recommendations from the candidate's COR, the department chair, and the School of Health Professions Promotion and Tenure Committee shall then be submitted to the dean. The dean shall review all recommendations and may consult with others as needed. The dean shall solicit whatever additional information is deemed appropriate for making an independent evaluation and recommendation.
- XI. The dean shall then forward all recommendations, including the dean's

written statement of evaluation and recommendation, to the Office of the Provost.

Subsequent reviews will take place by a campus-wide promotion and tenure committee and by the chancellor.

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#### **L. Process of Promotion and Tenure Review for a Candidate Serving as Department Chair**

- I. In the event that the candidate seeking advancement in rank or the award of continuous appointment (tenure) serves as a department chair, the School of Health Professions Promotion and Tenure Committee shall appoint three tenured faculty members to serve as the COR. They may be from within the candidate's department or the school or from other university departments and schools whose expertise and rank enable them to give insightful evaluations in the review process.
- II. All members of the candidate's department faculty with equal or higher rank shall be given the opportunity to submit signed written comments to the COR, which shall remain confidential. The COR shall solicit whatever additional information is necessary to reach a decision concerning the candidate's qualifications and to make a recommendation for promotion and/or promotion with tenure. Refer to *Chapter 320.035*, section *A.1.e* and to the Office of the Provost's annual call for applications for promotion and tenure.
- III. In addition, the COR will solicit reviews from qualified, impartial individuals holding positions outside this institution with expertise in relevant areas of teaching and research. The school's promotion and tenure committee shall review the candidate's dossier and the report from the COR. This committee may offer the candidate suggestions for clarification, supplementation, or organization of the dossier.
- IV. The school's promotion and tenure committee may solicit additional information as necessary to enable formulation of an evaluative summary of the candidate's qualifications toward promotion or promotion with tenure. The school's promotion and tenure committee shall then make its recommendations.
- V. The report of the COR and promotion and tenure committee shall be forwarded to the dean of the school. The letter composed by the dean summarizes the dean's independent assessment, the COR's report, the recommendation of the promotion and tenure committee and the dean's recommendations. The dean forwards all recommendations to the Office of Provost of the university. Subsequent reviews will take place by the chancellor, assisted by a campus-wide promotion and tenure advisory committee.

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**M. Evaluation and Notification Process (Chapters 320.035, A3 & A4 and 310.020)**

- I. In the promotion and tenure (continuous appointment) process, the final decision is made by the chancellor. In accord with *Executive Order 6A (320.035)* recommendations by committees, department chairs, and the dean of the school are not binding on the chancellor.
- II. When a recommendation for continuous appointment cannot be substantially supported, a negative recommendation should be made at the earliest possible time. To insure fair and timely review of all actions, committees, department chairs, and deans shall communicate their recommendations to candidates under consideration and give each candidate reasonable time to submit written rebuttal to the recommendation so that both recommendation and rebuttal may be forwarded to the next level of review.
- III. Hearings and appeals are conducted according to *Regulations Governing Application of Tenure (310.020)*.

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**N. Schedule for Tenure Review**

- I. The tenure review generally occurs during the fall semester of the faculty member's sixth year and must occur before the end of the sixth academic year unless an extension has been granted in writing. The date the file must be sent to the Provost is established by the Office of Provost each year. It has been established as the 1st Monday in December but is subject to change by the Office of the Provost. The following dates are guidelines for reviews within the School of Health Professions:
  - 1) **April 1** – The candidate nominates two tenured faculty members for the departmental Committee on Review (COR). The candidate makes their nominations for external reviewers to the Department Chair.
  - 2) **April 15 - May 15** – The Department Chair finalizes the departmental COR.
  - 3) **May 15 – June 1** – The Department Chair selects final external reviewers from among a list of external reviewers that is generated by the COR with input from the candidate. The Department Chair sends out requests and

secures commitments from external reviewers (letters due back no later than August 1).

- 4) **June 15** – The candidate completes the dossier (paper and electronic copy) using forms and directions found in the call for applications for promotion and tenure and associated documents on the Office of the Provost website. The candidate submits six copies of dossier to the COR.
  - 5) **August 1 – August 31** – The COR incorporates external review letters and evaluates the dossier. The COR may ask the candidate for additional information and/or for clarifications of dossier, if needed. The COR votes and writes a cover letter explaining the vote.
  - 6) **September 1** – The COR submits vote and letter with recommendation, along with a complete copy of the dossier (including external review letters), to the Dean’s office and to the Department Chair.
  - 7) **September 15** – The Department Chair submits original letter with recommendation to the Dean’s office and provides a copy to the SHP Promotion & Tenure committee.
  - 8) **October 15** – The SHP Promotion & Tenure committee submits vote and letter with recommendation to Dean’s office.
  - 9) **November 15** – The Dean completes letter with recommendation for Provost.
  - 10) **First Monday in December** - Dossiers are submitted to Provost by the office of the Dean/Associate Dean.
- II. All actions required as delineated in the *Call Document* published by the Office of Provost should be scheduled and completed in a timely manner to allow for the Dean to submit the required documentation to the Office of Provost prior to the December deadline. This information is located on the web: <http://provost.missouri.edu/faculty/tenure.html>

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## **O. Assignment of Rank and Tenure of New Faculty**

- I. The dean may request the chancellor’s approval of new appointment with tenure by completing the appropriate request, available from the Office of the Provost. The promotion criteria as stated shall also apply to new faculty appointed at the associate professor or professor academic ranks. When the request to make an