

Personnel Guidelines for Non-Regular Faculty Department of Economics

April 13, 2015

Preamble. In order to maintain its leading position among the colleges of the University, the departments within the College of Arts and Science must adhere to the highest feasible standards in recruiting, retaining, and promoting non-regular faculty members. The purpose of these guidelines is to describe the broad criteria and procedures for

1. maintaining the highest possible standards,
2. ensuring that documentation of individual cases will be as clear and convincing as possible, and
3. providing fair procedure and proper respect for the rights of individual faculty members.

While Department guidelines cannot be binding on any unit beyond the Department, the current Collected Rules and Regulations of the University of Missouri and the College of Arts and Science Non-Regular Faculty Promotion Process Guidelines are considered to be an integral part of these and all related policies of the Department, and changes in these documents may require future modification of Department guidelines.

Definition of Non-Regular Faculty. Section 310.020.A.2 of the University of Missouri Collected Rules and Regulations defines non-regular appointments. All academic staff appointments except Professor, Associate Professor, and Assistant Professor are non-regular.

Notice. Each non-regular faculty member shall be informed in writing of the procedures and criteria for evaluation and promotion, and of their responsibilities with regard to those procedures, as soon as practical following appointment.

Hiring and Dismissal. Hiring and dismissal of non-regular faculty shall abide by procedures contained in the University of Missouri Collected Rules and Regulations and are subject to approval by the College of Arts and Science Dean's Office. Within the limits set by the University and the Dean's Office, hiring and dismissal of *unranked* non-regular faculty and *part-time ranked* non-regular faculty shall be at the sole discretion of the Department Chair, except when the salary of the unranked non-regular faculty member is either fully or partially paid by a grant, contract, or research center or institute. The Department Chair shall seek the advice and consent of those principal investigator(s) and/or director(s) providing funding for salary in such cases.

The Department Chair's sole discretion described in the previous paragraph shall also apply to dismissal or non-renewal of *full-time ranked* non-regular faculty.

Hiring procedures for *full time ranked* non-regular faculty are as follows. The Department Chair shall appoint a hiring committee consisting of three full time faculty members, at least one of which shall be a non-regular faculty member if there is at least one such faculty member holding a primary appointment in the Department. The committee shall abide by procedures contained in the University of Missouri Collected Rules and Regulations and procedures promulgated by the Arts and Science Dean's Office. Within those limits, the committee shall, in consultation with the Department Chair, compose a job description that explicitly states specific job responsibilities, expectations, and workload requirements and shall adopt its own procedures, in consultation with the Department Chair, for evaluating candidates. The committee shall make hiring recommendations to the entire regular faculty. The decision to extend an offer for a ranked non-regular faculty position requires 60% of the regular faculty present and voting in favor of a hiring committee recommendation, rather than a simple majority.

Performance Review. Each *ranked* non-regular faculty member shall be evaluated annually for contributions to the teaching, research, service, and extension missions of the Department as appropriate to the particular appointment described in the job description. Examples of appropriate evaluations are:

- A full-time Assistant Teaching Professor teaching the normal full load of 3-4 courses per semester shall be evaluated exclusively on contributions to the teaching mission of the Department.
- An Assistant Research Professor who teaches no courses but works exclusively on research projects shall be evaluated exclusively on contributions to the research or extension missions of the Department, as appropriate to the research projects.
- A ranked non-regular faculty member hired to perform a combination of teaching and administration shall be evaluated on contributions to the teaching and service missions of the Department in proportion to the teaching and administrative duties of the position.

These examples are intended to be illustrative and are not exhaustive.

The annual evaluation shall be delivered in writing to the ranked non-regular faculty member by the Department Chair or his/her designee. The written annual evaluation shall be based on a dossier updated annually by the ranked non-regular faculty member and submitted to the Department Chair. The dossier should document the activities, productivity, creativity and professional development of the ranked non-regular faculty member. The written annual evaluation shall include a statement on whether the non-regular faculty member will be reappointed for the following year. A copy of the annual evaluation shall be placed in the ranked non-regular faculty member's file, together with any written reaction to the evaluation submitted by the ranked non-regular faculty member.

Non-regular faculty who are *not* ranked or are part-time shall be evaluated annually by the Department Chair as required by section 310.015 of the University of Missouri Collected Rules and Regulations.

Academic Promotion Procedures for Ranked Non-Regular Faculty. Consideration of a ranked non-regular faculty member for promotion shall be initiated by a written application submitted by the ranked non-regular faculty member to the Department Chair. The application must be submitted no later than September 30 for a promotion recommendation due in the Dean's Office by the following January. Upon receipt of an application, the Department Chair shall appoint a subcommittee consisting of two members of the regular faculty, at least one of which must be tenured, and a ranked non-regular faculty member at or above the promotable rank, if there is such a faculty member, to begin an intensive review of the candidate's qualifications.

A candidate may withdraw from further review by submitting a written request to the Department Chair.

The subcommittee shall submit a written review of the candidate's total qualifications, without a recommendation on promotion, to the regular faculty of the department. All those who will vote on promotion must be afforded reasonable access to these evaluations and all documentation used by the subcommittee. The regular faculty shall then vote as described under **Voting Procedures** below on a Departmental recommendation with regard to promotion. Members of the regular faculty shall have the opportunity to participate in preparing, and if necessary defending on appeal, the Departmental recommendation. The regular faculty's recommendation, including the number of votes for and against promotion, along with the number of abstentions and absences, shall be forwarded to the Dean by the Department Chair. Should the Chair's recommendation differ from that of the Departmental recommendation, then the Chair shall make a separate "Chair's recommendation" with regard to promotion.

Voting Procedures. The voting group for promotion of ranked non-regular faculty is the regular faculty of the Department. The final Department recommendation for promotion of a ranked non-regular faculty member to the Associate or Full rank, or initial appointment at either of these ranks, requires two-thirds in favor (or that fraction of the voting group nearest to two-thirds). This two-thirds standard applies only to the final recommendation made after the full dossier is assembled and reviewed. The Department expects the Chair to accurately represent at all higher levels within the University the decision reached according to this two-thirds standard, except when a vote by a non-voting Chair would be decisive. Abstentions and blanks, including missing votes from members of the voting group who are not present, shall count as "no" votes in evaluating whether the Department's two-thirds standard is achieved even though they may be counted differently by the Department in other contexts, or by other decision-making entities within the University. However, the voting group may, by simple majority, grant a requesting member the right to abstain, thereby counting that person either as "present but not voting," or, if absent from the meeting, as "not voting," in the standard manner prescribed by Robert's Rules. The Department Chair shall undertake reasonable steps to

ensure that members of the voting group who cannot be present have the opportunity to cast a timely secret vote.

Appeals. The candidate for promotion shall have the right to a hearing for reconsideration by the Department Chair or committee making a negative decision. The candidate shall also have the right to the Academic Grievance Procedure, section 370.010 of the University of Missouri Collected Rules and Regulations.

Criteria and Form of Recommendations Regarding Promotion. The department shall prepare a complete dossier documenting its recommendation to the Dean. This dossier shall conform to the requirements of the College and Provost. The dossier shall document a record of accomplishments in the area(s) of the appointment that provides evidence of demonstrated effective and sustained achievement in the candidate's assigned area(s) of responsibility, evidence of excellence, and potential for continued growth. The non-regular ranks of Associate Professor and Professor principally represent degrees of scholarly maturity and accomplishment. Promotion to the Associate Professor level requires this demonstrated effective and sustained achievement and potential for continued growth. Promotion to the Professor level requires continuation of the performance since the previous promotion, plus compelling evidence of excellence. The dossier shall include a complete resume prepared by the candidate and copies of publications and teaching evaluations (if relevant to the appointment) or other appropriate materials supplied by the candidate. The dossier must include *all* letters of evaluation solicited by the Department along with an explanation of the process for selecting respondents, a description of each respondent's credentials, and a list of all individuals whose evaluation was sought whether they responded or not, along with any known reason for a non-response. The dossier may include any other information the Department decides is relevant to the recommendation.

The candidate bears primary responsibility for the accuracy and completeness of the promotion dossier, except for information pertaining to letters from outside reviewers.