Overview of the Appeal Procedure

University of Missouri Extension strives to make decisions regarding promotion in accordance with the criteria and procedures set out in the Non-Tenure Track (NTT) Regulations. A person receiving notice of a negative promotion recommendation has the right to appeal to the Promotion Committee, and to the Vice Provost. A candidate may ask the Provost to reconsider the decision made at that level. No appeal is available beyond the Provost.

Appeal Process at the level of the Promotion Committee

A candidate, who receives notice that the NTT Promotion Committee is not recommending a promotion, may request an appeal by letter to the chair of the NTT Promotion Committee. Upon receipt of that letter, the NTT Promotion Committee will agree to reconsider their initial recommendation for promotion. The Chair of the Committee must inform the candidate of his or her opportunity to appear before the committee in person or via video to provide an oral response and explanation of appeal. In addition, the candidate is informed that he or she may supply additional information to explain the areas of weakness in the dossier as identified by the chair of the NTT Committee.

The first part of the committee’s appeal process will consist of the committee’s reviewing the original dossier along with the additional information supplied by the candidate that explains their reasons for appeal. All additional information must focus on documentation that better explains the areas of weakness. This additional documentation will become a part of the appeals record.

The second part of the process consists of allowing the candidate to appear in person or via video to explain their reasons for appeal and to share their documentation orally. The candidate may bring one advocate to the appeal. Each appeal will be scheduled for 30 minutes. This will allow the candidate 15 minutes to present their explanation and to discuss the additional documentation, leaving 15 minutes for questions from the committee. During the question and answer period, the committee may pose questions to the advocate. The advocate may only answer questions posed by the promotion committee. Additional statements or documents from advocates are not a part of the process.

After reviewing all additional documentation, and hearing from the candidate and their advocate, if in attendance, a vote will be taken. This final “post appeal” vote, a letter from the committee chair outlining the recommendation and accompanying reasons, and any additional information reviewed as a part of that process will be forwarded to the Office of the Vice Provost to become a part of the official dossier and record.
It is important to note that even if a candidate is not successful in appeal at the level of the promotion committee, the dossier will still move forward for review by the Vice Provost and Director of Extension and then by the Provost.

**Appeal Process at the level of the Vice Provost and Director of Extension**

The Vice Provost will review all dossiers forwarded to the office of the Vice Provost. The Vice Provost will determine if the recommendation of the promotion committee is to be upheld or if another recommendation may be made to the Provost. A letter will be sent from the Office of the Vice Provost to the candidate informing them of the decision to either uphold the recommendation of the committee or make another decision.

If a candidate wishes to appeal, he or she may do so by sending a letter to the Vice Provost indicating a desire to appeal at that level.

The Vice Provost will inform the candidate of his or her opportunity to appear before in person or via video to provide an oral response and explanation of appeal. The Vice provost will ask key individuals, usually the Program Director if there is one, the Regional Director or other supervisor, and the Associate Vice Provost to participate in the hearing. No other participants or advocates may be brought to this appeal. At the end of the hearing, and upon a thorough review of all letters, votes and documentation, and input from those who were invited to participate in the hearing, he or she will make a recommendation to the Provost with regard to rank. This letter of recommendation, all letters, votes and documentation are sent to the Provost as a part of the dossier for final decision. A letter will be forwarded to the candidate with the recommendation with regard to rank.

**Decision by the Provost**

The Vice Provost will forward his or her recommendation and all materials to the Provost for a final decision with regard to rank. After completion of a thorough review of all materials, the Provost will notify the faculty member of the decision on the promotion, and copy the Vice Provost. If the candidate would like for the Provost to reconsider, a request may be made in writing to the Provost. At that time the Provost will reconsider and deliver the decision. There is no appeal beyond the level of the Provost. For more information about the promotion process see [http://provost.missouri.edu/promotion-and-tenure/non-tenure-track-faculty.php](http://provost.missouri.edu/promotion-and-tenure/non-tenure-track-faculty.php).