

MU Extension Human Resources

Employment

NTT Rank at Time of Hire

Date updated: 01/10/2017

NTT Rank Promotion Policy

The University of Missouri Board of Curators has approved a voluntary, non-tenure track (NTT) promotion policy for full-time, non-regular faculty members within University of Missouri Extension. This process applies to regional faculty members and to campus faculty members who are in an academic unit that does not have a non-tenure track process. Started in fall 2010, extension faculty members may apply for one of three ranked positions: assistant extension professional, associate extension professional, and extension professional.

Guidelines for Appointment of NTT “At Time of Hire”

Initial searches for NTT faculty will be conducted on a regional or national basis as appropriate with the involvement of a faculty-based search committee. NTT faculty should be selected using a process somewhat similar to one used for tenure track faculty members with interviews/presentations to divisional faculty, staff and students, clients, and a full review of candidates’ curriculum vita (CV). Recommendations for hiring with rank will follow the current University and MU Extension’s NTT guidelines.

This process is in alignment with the University of Missouri Collected Rules and Regulations, found at <http://www.umsystem.edu/ums/departments/gc/rules/bylaws/310/035.shtml>.

HR procedures

1. **Determine recruitment type (external or Employees First)** – According to bylaw 310.035 “Initial searches for NTT faculty should be conducted on a regional or national basis as appropriate with the involvement of a faculty-based search committee.”

Internal - MU Extension’s Employees First program provides opportunity for internal searches; postings are for 10 calendar days and are only open to current benefit-eligible employees. Employees First postings do not meet the criteria of “a regional or national search” and therefore the internal candidate hired cannot be considered for NTT Rank at the time of hire.

External - Only academic positions recruited on a regional or national basis may be eligible for NTT rank at the time of hire.

The remaining information in this document only pertains to positions recruited as external searches.

2. **Search Committee members** - According to bylaw 310.035 “Initial searches for NTT faculty should be conducted on a regional or national basis as appropriate with the involvement of a faculty-based search committee.” As an example, regional specialist searches will be conducted with the following positions, at minimum, on the search committee.

- Regional director (chair)
- Program director or other faculty designee
- Regional faculty member
- Human resources manager or designee
- County council representative

All other academic searches should involve a “faculty-based search committee” comparable to regional faculty searches.

3. **Interview process** - According to bylaw 310.035 “NTT faculty should be selected using a process somewhat similar to one used for tenure track faculty members with interviews/presentations to divisional faculty, staff and students, clients, and a full review of candidates’ curriculum vita (CV)”.
4. **Position Announcement standard language** - Standards to include on vacancy announcements for appropriate academic eRecruit postings, MU Extension website, and other recruitment activities include:

Type of appointment - This is a 12-month academic position. Appointment may be made as non-tenure track ranked (NTT), depending on University approval of the academic credentials and qualifications of the successful candidate.

Application process - All candidates must apply online at www.hrs.missouri.edu/find-a-job by submitting a cover letter, resume or CV, list of 3-5 references and academic transcripts. A CV must be submitted at the time of application if interested in being considered for a non-tenure track (NTT) ranked appointment.

Hiring range (for regional specialist hires / adjust accordingly for other postings) - \$40,000-\$50,000 plus additional compensation for doctorate degree (\$5,000) and/or achievement of NTT rank appointment of Associate Extension Professional (\$3,000) or Extension Professional (\$4,000).

5. **Process to recommend NTT rank title at time of hire –**

A) Search Committee – The chair of the search committee will compile responses from the search committee members based on the candidate’s credentials to recommend or not recommend NTT rank. Voting members include all search committee members who are University employees. The chair of the committee will send the recommendation to HR.

B) NTT Committee - In order to provide the best environment for consistency in determination of rank for our NTT system, the Vice Chancellor for Extension and Engagement would like the NTT committee to provide recommendations on potential hires. Therefore, HR will send the NTT committee the recommendation of the search committee and attach the CV of the individual being considered for rank. The NTT committee will send their recommendation on the candidate back to HR in a timely fashion.

C) Associate Vice Chancellor – HR will summarize responses received from both sources. The recommendations will be forwarded to the Associate Vice Chancellor for Extension and Engagement, who will then approve or not approve the recommendation. The final recommendation will be submitted via eRecruit for the Provost to review.

8) Salary offer determination – if granted NTT rank of either associate extension professional or extension professional, an increase in the starting salary of \$3,000 or \$4,000 respectively will be given.

9) Offer letter - if granted NTT rank of either assistant extension professional, associate extension professional, or extension professional, the offer letter will include:

University title: corresponding NTT ranked title

Type: Ranked Non-Regular Faculty (NTT)

10) Position Properties – updating and maintaining Peoplesoft position properties will be an on-going requirement as the position titles change.