Division of Extension
Non-Tenure Track (NTT) Faculty
Appointment, Reappointment and Promotion Policy

Introduction

This document is designed to provide Extension faculty members with an overview of the appointment, reappointment and promotion policy for non-tenure track (NTT) Academic Faculty. This policy is applicable to full-time ranked non-regular faculty and is not designed to address academic appointments of any other type including, but not limited to, full-time unranked, part-time non-regular faculty, and tenured and tenure track faculty.

It applies to off-campus Extension faculty and campus faculty who are NOT in an academic unit (College, Division or School) with an NTT faculty promotion process in place. Those campus-based Extension faculty in an academic unit with an established NTT faculty promotion process will be subject to that academic unit’s process/guidelines.

This document is in alignment with the University of Missouri Collected Rules and Regulations which may be found at http://www.umsystem.edu/ums/departments/gc/rules/bylaws/310/.035shtml.

Categories of Extension Faculty Members

The Extension faculty member is appointed to a position by the Vice Provost and Director of Cooperative Extension. The faculty member may be housed either on a University of Missouri campus or in an off campus office. The faculty member’s primary responsibility and academic appointment will be in the area of Extension.

Extension non-regular faculty members are divided into three groups 1) full-time ranked, non-tenure track faculty (NTT); 2) full-time unranked, non-regular faculty and 3) part-time non-regular faculty (adjunct faculty).

Non-Tenure-Track (NTT) Extension faculty may be identified as Assistant Extension Professional, Associate Extension Professional, or Extension Professional.

Extension faculty who are not on the NTT track are considered to be unranked, non-regular faculty. Current Extension faculty members wishing to receive a ranked title in the NTT system must submit an application containing a dossier for consideration.
Searches for NTT Faculty

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 similar to one used for tenure-track faculty members with interviews/presentations, to divisional faculty staff, students, clients and a full review of candidates’ curriculum vita (CV). Recommendations for hiring decisions will follow the University’s and MU Extension’s hiring guidelines.

Nature of Appointment

a. NTT faculty appointments shall begin at a specified date and terminate at a specified date. Such appointments are usually for a period of one academic year but may be for a longer or shorter period, except no single term appointment shall be for a period longer than three years. Renewal of the appointment will be at the discretion of the university.

b. Notice of contract renewal and acceptance by the faculty member must be in writing prior to the start date of the term appointment.

Promotion Committee

It is the role of the faculty to make recommendations to the Vice Provost regarding the promotion of Extension faculty members. That role shall be carried out by the NTT Extension Promotion Committee that will be appointed by the Vice Provost. The NTT Extension Promotion Committee will be composed of one or more NTT faculty, at the promotable rank or above, and one or more tenured faculty, if such NTT faculty and tenured faculty exist. A broad, representative committee will be appointed. See the Extension Guidelines for Appointment, Reappointment, and Promotion of Non-Tenure Track Academic Faculty for more information regarding the process to be followed. (http://extension.missouri.edu/staff/ntt)

Criteria for Promotion

The factors that are to be considered in promotion decisions are 1) quality and quantity of Extension activities and 2) leadership and participation in professional activities and service.

a. Extension Activities - The primary criterion for promotion of Extension faculty members shall be demonstrated Extension scholarship. In making this qualitative judgment the faculty promotion committee may consider, among other factors, the extent to which the candidate:

1. transfers or applies knowledge, and/or applied research,
2. documents impact through programming, evaluation and curricula development,
3. exhibits creativity and innovation through the application of new teaching techniques, delivery systems and learning approaches,
4. generates revenue through contracts, grants, fees, and gifts,
5. contributes to eXtension through participation in Communities of Practice,
6. engages audiences representing the diversity of their assigned area.
In addition to Items 1-6 above, the promotion committee shall consider:

1. recommendations of the supervisor (and where appropriate, the Program Director within their respective program area),
2. evaluations by colleagues, with particular weight given to evaluations by those who have significant experience in Extension activities,
3. information provided by others who have had the opportunity to observe the individual.

**Professional Activities and Service** – Extension faculty members are expected to demonstrate their participation or leadership in activities designed to promote professional growth. The Extension faculty members may satisfy the requirements of this section through activities connected to their assignment or by renewing their knowledge in their discipline. Such activities might include:

- participating in professional development,
- engaging in leadership roles at workshops designed to improve knowledge of current trends in teaching,
- speaking at state or national conferences,
- participating as leaders in regional, state or national associations and societies,

Extension faculty should have a record of effective service at the university, local, state or national level.

Specific criteria and documentation for promotion may be found at [http://extension.missouri.edu/staff/ntt](http://extension.missouri.edu/staff/ntt).

**Promotion Process**

a. At least once each year, at the time of performance appraisals, the Vice Provost will delegate responsibilities to supervisors to meet with each Extension faculty member regarding his or her progress toward promotion. NTT faculty should compile an evaluation dossier of their activities, productivity, creativity, professional growth and service to be reviewed annually by their supervisor. This material could also serve as the foundation for a promotion dossier that would be used during the promotion process. The decision to apply for promotion would be that of the NTT faculty member. Faculty members seeking promotion should submit one copy of their promotion dossier to their supervisor. All materials, including the supervisor’s recommendations, will be forwarded to the NTT Extension Promotion Committee for recommendations.

b. The NTT Extension Promotion Committee shall make its recommendations regarding promotion to the Vice Provost. The Vice Provost shall then forward his/her and the committee’s recommendations to the Provost, whose decision shall be final.
Notes:

- The following link provides detailed information and forms for preparing a NTT faculty dossier: http://provost.missouri.edu/faculty/tenure_nonregular.html
- The following link outlines the required contents of the dossier: http://provost.missouri.edu/faculty/dossiers.pdf

**Promotion Decisions**

a. Promotion from Assistant Extension Professional to Associate Extension Professional requires the faculty member to demonstrate a high degree of competence with respect to the criteria for promotion. See attributes for Assistant Extension Professional, Associate Extension Professional, and Extension Professional, at http://extension.missouri.edu/staff/ntt.

b. Promotion from Associate Extension Professional to Extension Professional requires the faculty member to demonstrate sustained excellence with respect to the criteria for promotion. See attributes for Assistant Extension Professional, Associate Extension Professional, and Extension Professional, at http://extension.missouri.edu/staff/ntt.

**Sample Promotion Calendar**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>Sept. 1-Oct. 1</td>
<td>The candidate requests promotion in writing to the supervisor.</td>
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<tr>
<td>Nov. 1</td>
<td>Candidate provides one copy of dossier to their supervisor.</td>
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<tr>
<td>Dec. 15</td>
<td>The candidate’s dossier is provided for review by their supervisor and then the Extension NTT Promotion Committee. The supervisor includes a letter of recommendation. If appropriate Program Director letter is also included.</td>
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<tr>
<td>Jan. 15</td>
<td>The Chair of the Extension NTT Promotion Committee provides the Vice Provost with written notice of the committee’s vote and recommendation.</td>
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<tr>
<td>Feb. 1</td>
<td>The Vice Provost of Extension forwards the candidate’s dossier and the Vice Provost’s vote and recommendation to the Provost.</td>
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<tr>
<td>Mar. 31</td>
<td>Provost completes reviews of all packets.</td>
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<tr>
<td>September 1</td>
<td>If approved by the Provost, the candidate’s promotion becomes effective.</td>
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*Requests will be accepted at other times and processed as time allows.*