Non-Tenure Track Promotion Changes

July 21, 2020

MU Extension
University of Missouri

Provost Call Letter of June 20

- Effective for this award cycle
- Significant changes
  - Dossier submissions
  - Dossier contents
  - Process
  - Reviews

Accelerated Promotions

Unit guidelines must specify when, after how many years of service to the university, a faculty member at the rank of assistant professor should seek promotion to associate professor and when, after a specified period of time, the faculty member should seek promotion to the full professor level. Cases for promotion prior to what is specified in the unit guidelines should be rare and restricted to truly exceptional cases. In these cases, letters from department chairs, department committees, school/college/unit committees, deans and external reviewers (if required by unit) should clearly address what makes this candidate's record exceptional. Early recommendations for promotion should not be made primarily on the basis of market conditions which make it appear that a faculty member might accept an offer elsewhere. Recommendations for promotion must be based on the merits of the specific case.

Submission

If a NTT faculty member completes the promotion process but is not promoted, the candidate can resubmit a dossier only one additional time in the subsequent four-year period.

Process

- *Reviewers should consider the impact of the COVID-19 event when considering any teaching evaluations for Spring 2020. Given the mid-semester transition to online, the faculty member applying for promotion can decide if they will include evaluations for Spring 2020 in their dossiers.*

- *Reviewers at every level should consider the impact of the COVID-19 event on any dips in research production that occurred during and after the event.*

- *Reviewers at every level should consider the impact of the COVID-19 event on any dips in service that occurred during and after the event.*

- *Letters to external reviewers should request that they consider the events surrounding the COVID-19 when reviewing a candidate's materials.*

Process

- *Changes to external review information and contents*
- *Sharing of Extension review letters*
- *Changes to committee recommendation letters*

Dossier Contents

- *Include the checklist*
- *Contents of the dossier need to follow the sequence in the checklist*
- *Include guidelines*
- *Number of annual evaluations*
- *Specific source and format for grants*
- *Include more information about external reviewers and the process*
- *Page limits eliminated for Tab V*

Inside The Front Cover

- Recommendation Signature Page and Record of Formal Votes (before and after any appeals) (*Appendix B*)

- History and Recommendation Summary Form (Appendix C)

- *Checklist for dossier contents and responsibilities (paper only)*

Tab I – Appointment Folder

- Initial Letter of Appointment
- Job Descriptions
    - Include the one effective at the beginning of the dossier review period and any subsequent job descriptions with changes
    - If a formal description not available, explain what you were supposed to be doing
- Plans of Work
    - 5 preferred
    - Minimum of 3

Tab I: Appointment Folder

- *Self-Assessments no longer required, do not include*

- *Supervisor (Annual) Evaluations*
  - *For those seeking associate rank, all since joining Extension*
  - *For those seeking professional rank, all since your last promotion*

Tab II: Department

- *Include complete set of promotion guidelines*
- Two letters are required
- County Engagement and Field Specialists
  - Regional Director/Other
  - Program Director/Education Director
- Field Specialists without a designated regional responsibility
  - Program Director/Education Director
  - Another in the chain of supervision
- *RD and PD/ED letters will be shared with the candidate*
- *Candidate can appeal their supervisor's recommendation*
- *Colleague review letter to be placed in Tab II*

Tab III: College/School

- Not used by the candidate
- *Committee and Vice Chancellor materials will be placed in this tab*
  - *Committee letter*
  - *Appeal process*
  - *Appeal materials submitted*
  - *Committee appeal results*
  - *Same as above for Vice Chancellor*

Tab IV: (Name) – Complete CV

- *Candidates for promotion to associate rank should emphasize relevant achievements since their appointment at MU. Candidates for promotion to full rank should emphasize achievements since the last promotion. The CV should not exceed 25 pages in length.*

- Can use either a MyVita or other CV

- Explanatory notes allowed if using a MyVita format

- CV & notes cannot exceed 25 pages

Tab V: Summary of Accomplishments

Four criteria items

- Philosophy

- Educate

- Create

- Connect

Tab V: Summary of Accomplishments

- What do you do?

- Why do you do it?

- How do you do it?

- What are the results?

- Results:
  - Associate Rank – Outcomes
  - Professional Rank – Outcomes and Impact

Tab V: Summary of Accomplishments

- *Page limits have been removed*
- *All reference to participation and leadership in professional organizations, service to the University and awards have been moved to Tab VII*
  - *Educate*
  - *Connect*
- *An table summarizing the delivery of all courses since start of employment at MU is to be included.*
- *All evaluations for every course delivery since joining MU are to be included*

Tab V: Summary of Accomplishments

- *Grant information is to be provided by Office of Research and Economic Development (ORED)*
- *Candidates are responsible for comparing ORED data to their information to ensure and/or resolve any conflicts*
- *10 years of data will be provided and included in Tab V*

Tab V: Summary of Accomplishments

PI Name:
Project Title:
Candidate's Role (select):   PI   Co-PI   Co-I   Other Key Personnel
Sponsor/Funding Agency Name:
Proposal or Award Amount Received at MU (include direct and F&A): $
Shared Credit Percentage:
Shared Credit Value (Award Amount times Shared Credit Percentage): $
Start/End Date:
PS Project Number (if known*):
For proposals (select funding status): Awarded   Pending   Not Funded
Additional explanatory notes (i.e. no-cost extensions in process, funding supplements in process, etc):
*Work with college/department fiscal personnel, if project number is not known

Tab V: Summary of Accomplishments

Include:

- *Funding from external entities that is processed through MU Office of Sponsored Programs Administration on which the candidate is a key person on the project and has shared credit*

- *Proposals that have been submitted through MU Office of Sponsored Programs and are still under review by the sponsor (no funding decision rendered as of the date of P&T application).*

- *Proposals that have been submitted through MU Office of Sponsored Programs but were not selected for award by the sponsor.*

- *For Proposal or Award Amount Received at MU, please do not include the total value of award received at originating institution (for example, if the award to MU is a sub-contract from institution A, only include the sub-contract amount).*

- *Separate the above three types into a Funded, Proposed and Not Funded sections.*

Tab V: Summary of Accomplishments

Do not include in sponsored activity *(if these exist, include in the **"Other Funding"** section, not Sponsored Activity):*

- *Gifts that are processed through MU Advancement*

- *Cost share on sponsored projects*

- *Service Operation/Fee for Service activities that are accounted for on service center or auxiliary accounts*

- *Internal grants such as Research Council, Strategic Investment Program (SIP) Tier 1-3 funds, PRIME, and other college or department funded grants*

- *Proposals that have not yet been submitted to a sponsor ("Draft" status)*

Tab V: Summary of Accomplishments

In addition to measurable impacts, professional candidates are expected to include evidence of new or increased creative works and connection activities. Performance at the same level as an associate since promotion to that rank does not meet the criteria for promotion to professional.

Tab VI: External Reviews

- *Description of Extension criteria and scope and nature of the review*

- *Any letter/information received from an external reviewer must be included*

- *Procedure for Selection of Reviewers*

- *Summary of Reviewer biographies*

- *Examples of emails sent*

Tab VI: External Reviews

- Two letters from peers at other academic institutions or equivalent organizations

- One letter from a partner, collaborator or stakeholder

- *Colleague letter to be placed in Tab II*

Tab VI: External Reviews

- Candidates submit names of external reviewers to their supervisors

- Supervisors select the reviewers

- *A completed Appendix E must be included in the dossier*

Tab VII: Service and/or Administration

Options for Tab VII

- Refer to the pages in Tab V where this is addressed
- Cut and paste appropriate information from Tab 5 and/or CV

Although not addressed in call letter, limit Tab VII to three pages

Tab VII: Service and/or Administration

- *Departmental service*
- *College/School service*
- *Service to the MU Campus*
- *Extent of participation in state, regional, national and international professional associations*
- *Editorial and refereeing responsibilities, and contest judging*
- *Relationships among service activities and assigned appointment role*

Dossier Standards

- Listed on pages 6 & 7 of the guidelines
- Font size
- Page counts *for your CV, no page limit for Tab V*
- Electronic dossier content in pdf format
- Samples of work in paper & electronic dossier must be in pdf format, upright and in order
- Tabs and label *titles have changed*
- Incomplete or late dossiers will not be considered

Applicant Timeline

| As soon as possible *but no later than August 1* | Notify your supervisor of your intent to apply

Forward four recommendations for external reviewers, three recommendations for partner/collaborator/ stakeholder reviewers and three colleague/peer reviewers to your supervisor. |
|---|---|
| August 1 | Earliest candidates can request Box/*Teams* access |

Applicant Timeline

No later than 11:59 p.m., August 31	Final opportunity to:
	~~Notify your supervisor of your intent to apply for promotion and~~ request Box/*Teams* access. Requests for Box access on September 1 or later will not be honored.
	Forward four recommendations for external reviewers, three recommendations for partner/collaborator/stakeholder reviewers and three colleague/peer reviewers to your supervisor.
No later than 11:59 p.m., September 30	Candidates submit their dossier, one paper copy to their supervisor and one electronic copy via Box. On midnight, October 1, Box access is closed to candidates.

NTT Tips

- Follow the guidelines
- Read and use the definitions
- Summary of accomplishments – clear cut
  - Who
  - What
  - Why
  - How
  - Results – *activity,* outcomes, impact

NTT Tips

- Whatever is in Tab V must be in your CV

- Use the checklist on the website

- If applying for second rank and a program, activity, or other spanned both time periods, make it clear in Tab V what occurred during the current promotion review period

NTT Tips

- *Use and inclusion of the* checklist from the website *is now a requirement*

- Number your pages

- Not all reviewers understand your program area, explain the differences as needed

- Charts and graphics large enough to be read

Where Do I Get More Info?

- NTT Website
  - Division of Extension Faculty Bylaws
  - Annual Guidelines for Extension Faculty Promotion: 2020 – 2021
  - FAQ

- The next ISE on the NTT process will be in August