

COLLEGE OF ARTS AND SCIENCE
NON-REGULAR FACULTY PROMOTION PROCESS
Guidelines as of November 1, 2004
Updated August 22, 2006

As of August 2004, Provost review of non-regular *ranked* faculty is mandatory for all academic units. The College of Arts and Science guidelines for non-ranked and ranked non-regular faculty can be found below.

Non-Regular Appointment Definition

Non-regular appointments are either temporary (such as Research Assistant, Research Associate, etc.), part-time, or involve duties substantially different from those of faculty members holding regular appointments (such as Resident Instruction Assistant Professor, Resident Instruction Associate Professor, etc.)

For a list of academic titles, see the following website:

<http://www.missouri.edu/~hrswww/cmpnclas/acatitle.htm>

NON-REGULAR, NON-RANKED FACULTY PROMOTION PROCESS

Non-ranked, non-regular academic promotions should be processed through OARS. If you have questions regarding this process you can contact Linda Moeller in the Dean's Office.

NON-REGULAR, RANKED FACULTY PROMOTION PROCESS

The Provost will review only non-regular, ranked faculty positions. The ranked title incorporates a modified version of either "assistant professor", "associate professor", or "professor" in the title.

The following provides information on the promotion process of non-regular, ranked faculty in the College of Arts and Science. The primary administrative contact within the College for promotion matters is Dean Michael O'Brien.

Each department shall develop and maintain, subject to periodic review, criteria and procedures for non-regular faculty promotion consistent with campus and university policies. These criteria may exceed those, but cannot be binding upon, any unit beyond the department. Departmental regulations should serve as the first point of reference when preparing a non-regular faculty dossier.

Your departmental process should be structured to allow submission of the candidate's dossier to the Dean's Office by January 31. The review by the College's promotion and tenure committee and the Dean of the College will be conducted and the dossier forwarded to the Provost's Office.

The process of promotion begins with the assignment of responsibility at the time of initial appointment. Faculty should begin building a dossier from the start of employment. It is important that the candidate maintain a record of all official letters, annual reviews, and other documents relevant to their position and responsibilities.

PROMOTION PROCESS:

The following link provides detailed information and forms for preparing a non-regular, ranked faculty member dossier.

http://provost.missouri.edu/faculty/tenure_nonregular.html

The following link is included on the web page above and lists the required contents of the dossier.

<http://provost.missouri.edu/faculty/dossiers.pdf>

RANKED, NON-REGULAR FACULTY PROMOTION CALENDAR

Not later than:

January 31 – Department chair submits dossier to the Dean's Office for review and recommendation by the College Promotion and Tenure Committee and the Dean of the College.

February 15 – Dossier is forwarded to the Provost's Office for review.

September 1 – If approved, new appointment becomes effective.

ACADEMIC GRIEVANCE PROCEDURES: All non-regular faculty should follow the Academic Grievance Procedure, section 370.010 of the University of Missouri *Collected Rules and Regulations*, for grievances relating to their status of activities as faculty members.