Department of Special Education

Promotion and Tenure Policy

Guidelines for Promotion to Associate Professor and Awarding of Tenure

Below are general guidelines developed and approved by the Department of Special Education for Assistant Tenure-Track Professors. Candidates should also refer to COE Policy #02-08, University of Missouri Collected Rules and Regulations (CRRs) 320.035, and dossier format as put forward annually by the Provost. Candidates should also follow recommendations from a) annual Personnel Committee reviews, b) annual evaluations with the Department Chair, and c) annual tenure meetings with the Dean as essential sources of information to guide their decision making in the tenure process. Each untenured professor is required to annually submit evidence of progress toward tenure to the Department Personnel Committee. In addition, the Department Personnel Committee will complete a thorough review of untenured Assistant Professors at the third year of employment. As stated in the CRRs “Recommendations for promotion and/or tenure before the sixth year should be rare and restricted to truly exceptional cases.” If a candidate believes that they have clearly exceeded the criteria outlined below, such that there would be no question regarding going up prior to the 6th year, the case may be discussed with the Department APC and the Department Chair for further direction.

Faculty with dual appointments:
The CRR states: “If the candidate holds a joint appointment between two departments or schools or colleges, the primary department, school or college (University of Missouri, Collected Rules and Regulations 320.080) bears the responsibility for recommendation for promotion in academic rank or award of continuous appointment. However, the non-primary department, school or college may prepare a recommendation which shall be included as part of one file pertaining to promotion or continuous appointment under the direction of the primary department.”

Faculty with modified workloads:
Faculty whose workloads differ from the typical 40% research, 40% teaching, and 20% service will be evaluated on the time and products submitted that match the percentage of time spent for each area. For instance, for a faculty member who has an 80% teaching appointment, promotion will be based primarily on teaching and service expectations.

Each untenured professor is required to annually submit evidence of progress toward tenure to the Department Personnel Committee. In addition, the Department Personnel Committee will complete a thorough review of untenured Assistant Professors at the third year of employment. Candidate should prepare, in accordance with Provost guidelines, the following for each annual review:

- Copy of original appointment letter
- Current vita
- Description /philosophy/summary of the candidate’s a) research agenda/program, b) teaching philosophy and accomplishments, and c) an overview of service activities

Revised 1/3/2020
• Table listing all publications indicating percent contribution candidate made to article, indication the article was peer reviewed, and the journal's acceptance rate (for peer reviewed)
• Table listing all peer reviewed professional presentations
• Table listing all grant applications, awards, years included, and amount of award
• Table listing courses taught, number of students in each course, course GPA, student evaluation average

In addition, candidates should assemble supporting material including a) copies of publications and grants and b) complete teaching evaluations. Other materials may also be assembled such as peer reviews of teaching, awards, or other "creative" products.

Teaching

It is expected that all faculty will maintain a successful level of teaching, advising, and student committee service. Typically, teaching shall consist of four organized courses (usually 12 credit hours of organized courses) in an academic year plus other instructional responsibilities to fulfill the teaching responsibility of 18 hours per academic year.

Faculty will:
• Be expected to teach 2 organized courses (3 credits per course) each semester of the academic year.
• Provide documented participation for the equivalent of 3 credit hours:
  o Advise students enrolled in undergraduate and master’s degree programs
  o Serve on doctoral student committees
  o Oversee students enrolled in master’s degree programs
    projects/thesis/comprehensive exams
  o Mentor students
  o Review student portfolios
  o Align undergraduate coursework with state standards
  o Proctor master’s comprehensive exams and doctoral qualifying exam
  o Score master’s comprehensive exams and doctoral qualifying exams
  o Develop new courses
  o Supervise adjunct instructors (post 3 year review or as negotiated)

• Faculty must teach a minimum of 1 course per year, even if bought out for grants.

Please note that while the required student evaluations of courses provide one important source of information about teaching success, they do not necessarily provide a complete or balanced picture, and are not sufficient documentation for promotion and tenure decisions. According to COE policy, as well as campus practice, you will need to provide “multiple sources of information” regarding your teaching effectiveness. We are suggesting to all faculty seeking promotion and/or tenure that you work with the department chair to arrange for at least one additional method of evaluation each year. This may include, for example peer observation of teaching, peer group consultation procedures, etc.

Research

One of the important sources of information used by committees that will be reviewing your work for promotion and/or tenure is the letters from external reviewers. Usually, these reviewers
are senior scholars at major universities (a substantial number of which should be from institutions affiliated with the American Association of Universities or comparable schools) whose area of specialization is related to yours. It is important to keep in mind that these people will be looking for a sustained body of research, reflecting a focused research agenda which can be readily identified based on your research publications and presentations. Based on this information, they will be asked to address your potential (or actual) development of a national reputation in your area of inquiry. (Single- or primary-authored publications can help to establish and demonstrate an identifiable program of research). To assist the departmental committee in reviewing a candidate’s progress in this area, a written description of the candidate’s research agenda/program, and a self-assessment of the progress being made towards accomplishing this, should be included within the yearly review.

A substantial record of scholarship is an absolute requirement for tenure and promotion. While the quality of work and its publication/presentation outlets is of utmost importance, realistically, quantity is also an important consideration. The following features characterize minimal benchmarks expected within the department:

1. Research is defined as the collection of primary data such as that derived from applied empirical investigations and data analyses employing multiple research methodologies and subsequently reported in scholarly forums. Successful candidates are expected to have at least 10 to 12 published research articles since joining the department, with exceptions negotiated with the Chair. The faculty member should be lead author on at least one-third of published research articles and the majority of articles should be published in peer refereed journals. Other research products such as peer reviewed chapters in edited books, research synthesis articles, federally funded peer reviewed grants where the candidate serves as PI/Co-PI as indicated on the MU Grant Data form can and should also be included within the research section of the dossier.

2. Doctoral Faculty status is generally considered essential to a successful application for promotion and tenure.

3. At least one research paper each year presented at a national research conference.

4. Application for external research grant funding with favorable reviews.

5. Entrepreneurial activities and cross-disciplinary/collaborative work are encouraged, but not mandated.

Service

Professional service is reflected in faculty interactions with their communities of scholars and other professionals at local, state, regional, national, and international levels. This work is evidenced by activities such as participating in the committee work of associations; holding positions of leadership; serving as resource persons; and organizing, conducting, or presenting at professional development conferences, workshops, and seminars.

Faculty also are expected to be participants in running the affairs of the University at all levels through their work on committees and other duties as assigned. Finally, as citizens of our community, our state, and our nation, faculty members may participate in the work of civic and community organizations. General guidelines in the area of service include:

- Serve on one Department and one College and/or University committee.
- Guest review and/or serve on one editorial board.
- Participate in one professional organization.
- Participate in one LEA and one SEA committee, advisory board, or work group.

Revised 1/3/2020
Guidelines for Promotion of Associate Professor to Professor

Below are general guidelines developed and approved by the Department of Special Education for Associate Tenured Professors based on approved College of Education policy. Candidates should also refer to COE Policy #02-08, University of Missouri Collected Rules and Regulations 320.035, and dossier format as put forward annually by the Provost. Candidates should also follow recommendations from a) Post-Tenure reviews and b) annual evaluations with the Department Chair, as essential sources of information to guide their decision making in the promotion process. Candidate should prepare, in accordance with Provost guidelines, the following for review:

- Copy of original appointment letter
- Current vita
- Description/philosophy/summary of the candidate’s a) research agenda/program, b) teaching philosophy and accomplishments, and c) an overview of service activities
- Table listing all publications indicating percent contribution candidate made to article, indication the article was peer reviewed, and the journal's acceptance rate (for peer reviewed)
- Table listing all peer reviewed professional presentations
- Table listing all grant applications, awards, years included, and amount of award
- Table listing courses taught, number of students in each course, course GPA, student evaluation average

In addition, candidates should assemble supporting material including a) copies of publications and grants and b) complete teaching evaluations. Other materials may also be assembled such as peer reviews of teaching, awards, or other "creative" products.

Building on the descriptions of Research, Teaching, and Service outlined above, candidates who wish to be considered for promotion to Professor must meet the following additional requirements:

- A minimum of 3 years served as an associate professor
- Demonstrated commitment for the mission and functions of the Department of Special Education and the College of Education
- Sustained scholarly effort, subsequent to promotion to the rank of associate professor, as indicated by the sharing of the results with the profession through the usually recognized channels (e.g., professional journals, books, papers at professional meetings)
- Demonstration of teaching effectiveness as evidenced by performance on departmental teaching evaluation procedures, including student evaluations
- Continuing contribution to service as indicated by participation on academic unit/college, campus, or University committees; committees in national, regional, or state meetings of scholarly associations; Federal, State, and local government or community agencies.
In addition, for promotion to professor, faculty will:

- Advise students enrolled in doctoral programs
- Provide documented participation in the following:
  - Chair doctoral student committees
  - Prepare documentation and participate in the accreditation process (as available)

**Timelines**

Guidelines provided below.

See college policy handbook for most up to date timeline:
[https://missouri.app.box.com/s/e735yjtm7mo0e94a7k3lgdpnkvckgak5](https://missouri.app.box.com/s/e735yjtm7mo0e94a7k3lgdpnkvckgak5)

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<tr>
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<th>Action</th>
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<tr>
<td><strong>Annual Review of all Tenure-Track Assistant Professors</strong></td>
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<tr>
<td>February 15</td>
<td><strong>First year</strong> faculty submit dossier and vita to Personnel Committee</td>
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<tr>
<td>February 25</td>
<td>Personnel Committee submit letter of review to Department Chair</td>
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<tr>
<td>March 1</td>
<td>Department Chair submit Personnel Committee and personal recommendation to the Dean</td>
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<tr>
<td>April 15</td>
<td>Un-tenured faculty submit dossier and vita to Personnel Committee (Review of all cumulative materials in the 3rd year)</td>
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<tr>
<td>April 25</td>
<td>Personnel Committee submit letter of review to Department Chair</td>
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<tr>
<td>May 1</td>
<td>Department Chair submit Personnel Committee and personal recommendation to the Dean</td>
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**Fifth Year and Promotion to Professor Process**

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<tr>
<td>April 1</td>
<td>Department Chair notifies Dean of candidate’s intent to apply for promotion and tenure or promotion to Professor</td>
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<tr>
<td>April /May</td>
<td>Candidate and Personnel Committee submit to Department Chair recommendations for external evaluators</td>
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<tr>
<td>May/June</td>
<td>Department Chair sends letters to external evaluators with supporting materials (Candidate’s vita and 3-5 exemplar articles)</td>
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<td>June-August</td>
<td>Candidate finalizes dossier materials and assembles supporting materials Chair assembles external review letters</td>
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<tr>
<td>August</td>
<td>Department Personnel committee reviews complete dossier and supporting materials and forwards recommendation to Department Chair</td>
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<tr>
<td>September</td>
<td>Department Chair reviews complete dossier and supporting materials and forwards recommendation to Dean</td>
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<td>September 30</td>
<td>All materials submitted to Dean of COE</td>
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