

Promotion and Tenure Policy for the School of Communication, History, and Interdisciplinary Studies

University policy is here:

<https://www.ucmo.edu/offices/general-counsel/university-policy-library/>

College policy is here:

<https://www.ucmo.edu/offices/general-counsel/university-policy-library/academic-policies/promotion-and-tenure-college-guidelines/cahss-promotion-tenure-2018.pdf>

The School of Communication, History, and Interdisciplinary Studies adopted this Promotion and Tenure Policy by a majority vote on April 5, 2019. Implementation begins with dossiers submitted during AY 2019-2020.

This policy shall be distributed to all current School faculty, and in the future shall be distributed to all prospective faculty during their on-campus interviews.

I. Eligibility for Promotion and Tenure

1. Per the university *Promotion and Tenure Policy: Academic Freedom, Promotion Policy, Eligibility* statement, Faculty will be notified of eligibility to apply for promotion and/or tenure on or before May 1st of the academic year prior to the academic year of eligibility to apply for promotion. It is the faculty member's responsibility to file the required materials for promotion and/or tenure review by the applicable deadline. Faculty will work with the College Promotion and Tenure Coordinator to turn over ownership of their digital dossier folder to the college for the review period.

II. Timeline and Procedures

1. **Timeline.** The Provost will publish by May 1st a decision calendar for each level of review for the following academic year. That review will generally conform to the parameters established by the Provost and the university *Promotion and Tenure: Timeline and Procedures Policy*, which states:

Faculty member submits dossier to school	September 1
School P&T Committee submits recommendation to School Chair	September 15
School Chair submits recommendations to College	September 30

College P&T Committee submits recommendations D	October 15
ean submits recommendations to Provost Provost	October 31
submits recommendations to President	January 10

President reports to the Board of Trustees at the February/March Board Meeting

2. **Procedure.** The candidate is responsible for submitting their digital dossier to the college by the deadline established by the Provost, which generally is set for September 1 each year.

a. Candidates should submit a digital dossier in accordance with instructions provided in the university and college promotion and tenure policies. It is the responsibility of the candidate to provide accurate documentation of their records of teaching excellence; scholarship and creative work; and professional activities and service. Some of this documentation (e.g., peer evaluations, student evaluations, syllabi, letters of reference, outside evaluations of creative work, etc.) will be included in the artifacts electronic filing system or appendix of the dossiers.

b. It is the responsibility of the School Chair and School Promotion and Tenure Committee to verify the authenticity and completeness of all documentation presented by the candidates.

c. All deliberations by the School Promotion and Tenure Committee, all dossiers and supporting materials from candidates for promotion and tenure, and all letters pertaining to those candidates written by the committees, the chairs, and the Dean are strictly confidential and to be shown only to the respective candidates and to the officials and deliberative bodies identified as part of the promotion and tenure committees to verify the authenticity and completeness of all documentation presented by the candidates.

d. The written recommendations of the School Promotion and Tenure Committee consist of a single recommendation (for or against) each candidate, with one letter addressing promotion and a second letter addressing tenure where applicable. That recommendation shall reflect the majority view of the committee members as determined by ballot. In accordance with Robert's Rules, abstentions shall not be counted in determining the majority view. The vote count is not to be included with the written recommendations of the committee.

e. The School Promotion and Tenure Committee will submit the recommendation letter that stipulates the rationale for the committee's decision to the School Chair by the published deadline. At that same time, the committee will forward to each candidate an exact copy of the recommendation letter, or letters in the case of application for tenure at the same time as promotion, that the committee attached to the candidate's dossier packet.

f. Each faculty member's application for promotion and/or tenure is to be based strictly on that individual's own merit. At no level of review should the process include the ranking of candidates.

g. If a faculty member is not recommended for promotion and/or tenure at a particular level, the individual candidate's committee will compose a letter that states the rationale for the denial. This letter will be attached to the dossier and an exact copy of the letter will be forwarded promptly to the candidate, who will have the privilege of making an immediate response to be attached to the dossier. A dossier is not forwarded to the next level of review if the candidate has been denied at a particular

level except when the candidate requests that it continue along the process. Such requests should be made in writing to the School Promotion and Tenure Committee Chair or administrator at the rejecting level and must be submitted no later than 5 working days after receipt of the letter of notification. If promotion and/or tenure is not recommended at a review level, the faculty member may file an appeal on appropriate grounds to the FS Committee on Dispute Resolution and Grievance.

III. Composition of School Promotion and Tenure Committee

1. Formation of a committee. In accordance with the university policy, each School may elect to have a single Promotion and Tenure Committee or to have two separate committees: a Promotion and a Tenure Committee. The School of Communication, History, and Interdisciplinary Studies elects to have a single promotion and tenure committee, called the School Promotion and Tenure Committee, that is comprised of all Full Professors and those tenured Associate Professors who have volunteered. From this pool, the School Promotion and Tenure Committee Chair selects the individual candidate's committee that is responsible for evaluating both promotion and/or tenure for a single applicant.

a. The pool of individuals eligible for serving on the Promotion and Tenure Committee is all full-time Full Professors. Tenured Associate Professors can volunteer to serve on the committee and are eligible to serve on individual candidate's committees for candidates going up for promotion to Associate Professor and/or tenure. The Chair of the School Promotion and Tenure Committee will be a Full Professor and serves as an ex-officio member of all individual candidate's committees.

b. The individual candidate's committee is comprised of five members from the candidate's discipline and one other member from within the School Promotion and Tenure Committee from a discipline that differs from the candidate's discipline. All members of the individual candidate's committee are voting members.

c. In the event of a tie vote, the Chair of the School Promotion and Tenure Committee (who is an ex officio member of all individual candidates' committees) will vote. The Chair of the School Promotion and Tenure Committee only votes when there is a tie among the six-member individual candidate's committee.

d. During the August planning days, the School Chair will convene the School Promotion and Tenure committee. At its first meeting, which must be held prior to September 1, the committee will vote on a school committee chair for that academic year.

e. The Chair of School Promotion and Tenure Committee will serve as the organizer of the individual candidate committees. The Chair of the School Promotion and Tenure Committee will, in consultation with the members of the committee, constitute a committee for each candidate after dossiers are submitted Sept 1.

f. When there are candidates for promotion and/or tenure from one of the disciplines and all the committee members are from a different discipline, candidates who are not satisfied with the situation will elect one of the following options: 1) accept the committee as it is, or 2) request that as part of or in addition to the committee's evaluation, the committee obtain an external evaluation of the scholarship or creative activity portion of the candidate's dossier from a faculty member who is in the candidate's discipline(s) either at UCM or at another university and who is acceptable to both the candidate and the

School Chair. If no external reviewer who is acceptable to both can be found, the candidate will elect option 1.

g. If fewer than five faculty are eligible to serve from the candidate's discipline, the candidate will elect one of the following options: 1) accept the school committee as constituted by the School Promotion and Tenure Committee Chair, or 2) request the addition of sufficient faculty (who are at the same rank or higher than the candidate and otherwise are eligible to serve on Promotion and Tenure committees) from another discipline or disciplines to constitute a committee of six members total in consultation with the School P&T Committee Chair.

h. Candidates are encouraged to consult with and seek guidance from faculty members in the spring or summer months following notification of eligibility for promotion or tenure, since they cannot talk with the committee members once the committee is formed in August per the college *Promotion and Tenure Policy*. Faculty may seek advice on the dossier and application process in years prior to applying for promotion or tenure and are encouraged to attend college workshops sponsored by the College Promotion and Tenure Committee in years where they are not applying for promotion or tenure.

i. The individual candidate's committee will convene, elect a leader from the discipline area, review the dossier, and write a letter for promotion and one for tenure where applicable. The letter(s) will be reviewed and signed by all members. The letter(s) is addressed to the school chair and must be completed in accordance with the university deadlines. The committee is required to provide a copy of the letter(s) to the candidate at the time they submit the letter(s) to the School Chair.

j. Efforts will be made to limit the number of individual candidate's committees any given faculty member will have to serve on during an academic year.

k. The university *Nepotism Policy* upholds Article VII, Section 6 of the Missouri State Constitution, which provides that any public officer or employee in this state who, by virtue of public office or employment, names or appoints to public office or employment a relative shall thereby forfeit office or employment.

No officer or employee may participate, either directly or indirectly, in a decision to appoint, hire, reappoint, re-hire, reassign, promote, or discipline an employee of the university who is a relative of such officer or employee. Similarly, an employee may not supervise, either directly or indirectly, the work of another employee who is a relative of the supervising employee, unless the supervisory role is specifically approved by the president of the university. This policy applies to decisions regarding full-time, part-time, paid, unpaid, and volunteer positions.

The College Promotion and Tenure Policy also states, faculty elected to serve on School Promotion and Tenure Committee or the College Promotion and Tenure Committee will exclude themselves from all promotion and tenure deliberations and votes whenever they deem that an ethical conflict of interest might exist that would unduly affect their impartiality and professional judgement in the vote or deliberations. Such elected faculty will be absolutely excluded from all votes or deliberations involving the promotion and/or tenure of their family members.

Accordingly, faculty falling into these conditions should recuse themselves from serving on an individual candidate's committee.

IV. Dossier Contents

The university and college policies address the organization and required components of the digital dossier. Candidates should follow the requirements outlined in the university and college policy documents in consultation with the College Promotion and Tenure Coordinator.

Individual disciplines in this school may add an appendix to this school Promotion and Tenure Policy in order to provide clarification on discipline-specific definitions or expectations for the scholarship section of the dossier. Any approved appendix will take effect in the academic year following the approval of that appendix document, for example in AY 2020-2021 if approved during AY 2019-2020.

Faculty who apply for tenure and/or promotion will be allowed to choose the appropriate academic school/college or library guidelines for 1) the latest granting of Promotion and/or Tenure not to exceed four (4) years in the past OR, 2) the academic school/college or library guidelines current at the time of application for Promotion and/or Tenure.

V. Appendices

As programs deem necessary, clarification on the scholarship section of the dossier for specific disciplines may be added here. A program coordinator will lead the drafting of an appendix for their specific discipline. All full-time tenured and/or tenure-track faculty in a discipline must vote on the proposed appendix. It must be approved by a majority of the full-time tenured and/or tenure-track faculty in that discipline to be approved as an appendix. Once approved, it is submitted to the School Chair and added in this section of the school policy. The appendix for that program will take effect in the academic year following the approval of that document, for example in AY 2020-2021 if approved during AY 2019-2020.

Approved April 25, 2019

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