College of Arts and Sciences
Recommendations for Non-Tenure-Track (NTT) Faculty Promotion

These recommendations are intended to assist department faculty in understanding the process for promotion of faculty in Non-Tenure-Track ranks. Please consult the current College Guidelines for NTT Faculty (Implementation of Executive Guideline #35, revised 8-27-2012). In the event of a conflict between the College Guidelines and the recommendations provided below, the College Guidelines will take precedence.

The following recommendations are written for faculty appointed to Teaching positions, and appropriate modifications should be made for faculty appointed to Research or Clinical positions. They are intended to reflect the criteria that are normally applied at the College and campus levels. It is therefore appropriate for department faculty to apply similar criteria in evaluating their candidates for promotion, and to make every effort to see that candidates have fulfilled these expectations before a dossier is forwarded to the next level.

Important note: The standard evaluation of NTT faculty is based 80% upon the area of primary responsibility (Teaching, Research, or Clinical) and 20% upon the secondary area, normally service. Any assignment of different percentages must be justified by department need and approved by the Dean.

I. Criteria for Unranked Title of Lecturer:

The candidate for a teaching position with the title of Lecturer will meet the following criteria:

- Hold an advanced degree in the discipline or have comparable and relevant professional experience
- Demonstrate expertise in the discipline sufficient to teach lower division courses (1000-2000 level)
- Demonstrate potential for excellence in teaching and service based on the resume, portfolio of relevant materials submitted, reference letters, and interview

II. Change in Title from Lecturer to Ranked Non-Tenure-Track (NTT) Faculty

A Lecturer may receive a change of title to an NTT rank of Assistant Teaching Professor if the individual meets the following criteria:

- Holds a terminal degree in the discipline and two years of relevant full-time teaching experience OR holds an advanced degree in the discipline and has at least 4 years of relevant full-time teaching experience
- Demonstrates expertise in the discipline sufficient to teach lower division courses
- Demonstrates excellence in teaching and advising (or relevant research or clinical work, whichever is the area of primary responsibility)
- Demonstrates a record of service appropriate for an NTT rank in the university
The process for request of change of title for a Lecturer is as follows:

- In the fall semester, the candidate will prepare a Factual Record with information concerning teaching, service, and other accomplishments relevant to the individual’s specific appointment. The candidate should also prepare a Teaching Portfolio with documentation of contributions to teaching. This information will be submitted to the department chair.

- Early in the spring semester, the department chair will form a department committee of three faculty members, to review the information provided by the candidate, to determine whether the candidate meets the criteria for one of the ranked NTT faculty titles. If the department has NTT faculty of higher rank than Assistant Teaching Professor, such faculty should represent at least two of the three committee members. Upon the committee’s favorable recommendation, the department chair will ask all full-time faculty of higher rank in the department (including NTT, tenure-track, and tenured) to meet and vote upon the title change.

- If the department faculty approve a change in title, the department chair will summarize the recommendation and rationale in a letter to the Dean. The Dean will approve or disapprove of the title change. If the request is approved, the change in title will be effective the following contract year (as of September 1). If the request is not approved, the candidate may resubmit a request after two years have passed.

III. Criteria for Promotion to NTT Ranked Teaching Position

A. Associate Teaching Professor

The candidate for an NTT position with the title of Associate Teaching Professor will:

- Hold a terminal degree in the discipline with 7 or more years of relevant full-time teaching experience OR hold an advanced degree in the discipline with at least 9 years of relevant full-time teaching experience
- Demonstrate sustained excellence in teaching, based on the assessment of students and peers
- Demonstrate production of effective learning support materials. Such materials may include evidence of new course or program development, improved teaching techniques, use of current and effective delivery systems, scholarship related to teaching such as workbooks, guides or textbooks, and/or other products
- Demonstrate a record of effective and sustained advisement of students and student organizations, as appropriate to the needs of the department
- Demonstrate a record of service to the department, college, campus, university, and/or profession
- Demonstrate involvement with professional societies
- Provide favorable peer evaluations conducted by qualified individuals from the candidate’s home department or unit
B. Teaching Professor

The candidate for an NTT position with the title of Teaching Professor will:

- Hold a terminal degree in the discipline and 12 or more years of relevant full-time teaching experience OR hold an advanced degree in the discipline with at least 14 years of relevant full-time teaching experience
- Demonstrate sustained recognition by students and peers as an outstanding and effective teacher
- Demonstrate sustained use of current and appropriate scholarship in the field
- Demonstrate success in the production of effective learning support materials (see description under III.A above)
- Demonstrate a record of effective and sustained advisement of students and student organizations, as appropriate to the needs of the department
- Demonstrate a record of having developed and/or applied innovative approaches to education
- Demonstrate active involvement in national or international professional societies, beyond the level of membership
- Demonstrate a record of sustained service on department, college, and/or university committees
- Provide strongly favorable peer evaluations by qualified individuals, both internal and external to the candidate’s department

IV. Process for Promotion to Associate Teaching Professor or Teaching Professor

The process for promotion for full-time, non-tenure-track faculty is parallel to the process for the tenure and promotion of tenure-track or tenured faculty. An annual review of all NTT faculty is mandated by the University of Missouri Collected Rules, and best practices are to conduct separate annual performance evaluations and annual reviews for promotion, as in the case of tenure-track and tenured faculty. The annual review for promotion is not based upon the activities of one year, but upon the individual’s cumulative record, and the review for promotion should be conducted by all full-time department faculty of higher rank than the candidate, including NTT, tenure-track, and tenured faculty.

A. Criteria and Process

The criteria for promotion to Associate Teaching Professor and Teaching Professor are described above. According to College NTT Faculty Guidelines, all candidates for NTT promotion must have held the current rank for five years. (This does not apply to a change of title for Lecturers, which may occur sooner; see section II above.) For candidates hired at the beginning of a fall semester, the process of consideration may begin in the spring of the fifth year of employment; for candidates hired at the
beginning of a spring or summer semester, the process of consideration should begin in the spring of the sixth year.

Each spring, all full-time NTT faculty eligible for promotion (not including Teaching Professors) will prepare an updated Factual Record. This will be submitted to the department chair, and will be made available to the members of the Annual Review Committee.

If the Annual Review Committee so recommends, the department chair will appoint an ad personam committee, typically from within the unit or department, comprised of 3 tenure-track, tenured, or NTT teaching faculty of higher rank. The committee will ask the candidate to prepare a full Teaching Portfolio as described below; will compile student evaluation data from the previous five years; and will solicit letters from peers evaluating the candidate’s teaching and service. Peer observations of teaching are particularly valuable, and the dossier should include written observation reports from faculty peers who have expertise in teaching. The committee will compile an Ad Personam Committee Report, and will present the Report in a dossier with a Table of Contents, a copy of the Department Criteria for Tenure and Promotion, a copy of the College NTT Guidelines, and copies of all raw data used to compile the Report. The dossier should also include a brief statement describing the professional credentials of each person who has provided a letter. (This should not be a curriculum vitae, but a few sentences for each person.)

The dossier will be made available to the department Annual Review Committee, which will discuss and vote upon the candidate’s promotion. If the recommendation is favorable, the dossier will be submitted to the Dean, with a separate letter from the department chair (if that individual is of higher rank than the candidate). The raw data concerning student evaluations should be removed from the dossier prior to being forwarded to the Dean’s office, but all other raw data (such as letters and peer observation reports) should remain included. The dossier should be sent to the Dean’s office in electronic form, as well as one hard copy.

The dossier will then be reviewed by the Dean’s Advisory Committee for Non-Tenure-Track Promotion. If the Dean makes a recommendation in favor of the promotion, the case will be reviewed by the Senate Committee for Promotion of Non-Tenure Track Faculty. If the recommendations from the department Annual Review Committee or from the Dean are negative, the dossier will not go forward to the next level, and the candidate will wait at least three years before another ad personam committee may be formed.

B. Teaching Portfolios for Promotion

Portfolios for promotion need to show evidence that the work being evaluated represents several years of effective and sustained achievement in the candidate’s
assigned area of responsibility. Candidates should develop their teaching portfolios in consultation with their department chair, mentor, and other knowledgeable individuals. The components of individual portfolios will vary among individuals and appointments. Portfolios should be no more than 25 single-sided pages in length.

Teaching Portfolios should include the following:

- An expanded Statement of Teaching of Philosophy and Goals.
- A detailed summary of teaching innovations, including new courses or programs developed; application of innovative and effective technologies; use of assessment tools with documentation of their positive results; and other relevant evidence.
- Representative instructional materials to document teaching innovations (such as excerpts from syllabi, program outlines, handouts, assignments, study guides, visual aids, screen shots of online materials, descriptions of field demonstrations/trips). It is important to specify whether materials were originally developed by the faculty member, or whether the faculty member made use of materials developed by other instructors or by commercial entities such as textbook companies.
- Since the entire record of teaching contributions is provided in the separate Factual Record, it is generally more effective for the Teaching Portfolio to give an in-depth description with supporting materials for a selection of teaching innovations.

Compiled by Jeanne M. Zarucchi, Professor
Special Assistant to the Dean
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