

**Minutes of the Meeting of the
University of Missouri-St. Louis
Faculty Senate
February 21, 2023
Zoom meeting**

Senate Chair Jon McGinnis called the Faculty Senate meeting to order at 4:18 p.m. following the University Assembly meeting. Dr. McGinnis asked for approval of the Senate minutes from the meeting on Jan. 24, 2023. The minutes were approved as written.

Report of the Chairperson (Dr. Jon McGinnis):

- Dr. McGinnis announced that the Senate's Promotion of Non-Tenure Track Faculty Committee has completed their proposed changes to the NTT promotion guidelines. Committee Chair Theresa Coble will present their proposed changes to the Senate at today's meeting. Dr. McGinnis commended the committee members and Dr. Alice Hall for their excellent work with the guidelines.
- The committee preference poll will be e-mailed to full-time faculty in early March. Dr. McGinnis explained that this poll gives faculty the opportunity to volunteer to serve on Senate/Assembly committees. Please submit your preferences to the Senate Office.
- Dr. McGinnis reported that the next Faculty Senate meeting is on March 21 and will be held in person in MSC Century Room B. A Zoom option will also be available.

Dr. McGinnis noted that Provost Berberich did not have any additional information to report to the Faculty Senate.

Proposed Changes to Non-Tenure Track Promotion Guidelines (Dr. Theresa Coble):

Committee Chair Theresa Coble explained that the Promotion of Non-Tenure Track (NTT) Faculty committee has been working on proposed changes to the NTT promotion guidelines for months. The document was provided to the Faculty Senate prior to the meeting to allow the senators time to review the proposed changes. Dr. Coble presented an overview of the proposed changes shown in red as follows:

- Acknowledges the (expanding) range of NTT appointment types
~~At UMSL, NTT Faculty members are employed in three different categories: Teaching, Clinical, and Research.~~ UMSL allows the types of appointments outlined in CRR 310.035 (e.g., teaching, research, clinical, extension, library, or professor of practice). ~~At~~ Upon hiring and reappointment, faculty members are given a Letter of Appointment by their Unit Chair or Dean that specifies the Primary Responsibility of their appointment ~~such as teaching, clinical practice, and research, and their Service.~~ Percentages are assigned to the primary responsibility duties to indicate the distribution of the faculty members' efforts. Promotion Candidates are evaluated on the two areas in which they distribute their efforts: the primary responsibility and service.

- Proposes variations to the promotion timeline, e.g., for librarians and candidates with previous experience

I. The NTT Promotion Process

All Candidates for NTT promotion, ~~with the exception of librarians,~~ must have held the current rank for at least five years. ~~Librarian faculty must have held the current rank for at least three years. (This does not apply to a change of title for Lecturers, which may occur sooner.)~~ 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. ~~Prior experience in equivalent positions may be counted by the unit as time-in-rank for the purpose of promotion eligibility. In these cases, it is preferred that the initial appointment letter describes the prior position and the amount of time that is being credited for the purposes of promotion. If the issue of credit for prior positions is not addressed in the appointment letter, it should be addressed in a progress toward promotion review within the first three years. The Candidate's Dossier should include materials substantiating the Candidate's records in the previous position for the designated time period. Then, the Candidate's combined record will be considered to assess whether the Candidate has met their Unit's promotion standards.~~

- Clarifies the role of *Ad Personam* Committee

If the Unit Annual Promotion Review Committee so recommends, and the Candidate agrees to move forward, the Unit Chair will appoint an *Ad Personam* Committee. ~~This Committee will assist the Candidate in preparing the full Factual Record as described in Section III below. In the case of~~ For teaching faculty, the Committee ~~will ask the candidate to prepare a full portfolio as described below;~~ compile student evaluation data ~~from the previous five years~~ and solicit letters from peers that evaluate the Candidate's record for teaching and service.

~~In the case of~~ For other NTT ~~clinical and research~~ faculty, a similar ~~Factual Record that describes portfolio relevant to~~ their activities should be prepared by the Candidate. Such records may include published research articles, clinical protocols, and professional presentations. ~~Peer-~~The candidate may include formative observations provided by faculty colleagues. The *Ad Personam* Committee may provide observation reports from internal and external faculty peers, peer researchers, and professional peers who have expertise in the Candidate's work ~~are included when possible.~~

The *Ad Personam* Committee ~~reviews the Candidate's Factual Record assembles the Dossier and checks it for completeness. prepares a Table of Contents and then.~~ It also writes the *Ad Personam* Committee Report, which objectively summarizes and provides evidence of the Candidate's case for promotion. ~~the Candidates Case for promotion and the and the evidence supplied in the Dossier~~ The *Ad Personam* Committee Report is part of the Dossier. The Committee works with the Unit Chair or Dean to ensure that the supporting documents described in section IV below (e.g., appointment letters, unit promotion standards, etc.) are included in the Dossier.

- Specifies how content from student letters will be included in Candidate dossier

2. The *Ad Personam* Committee. The *Ad Personam* Committee advises the Candidate in preparing the **Factual Record**, and with the help of the Candidate, assembles a Dossier according to Unit, College, and campus Guidelines. ~~to the Promotion Requirements (see "NTT Promotion Dossier Essentials").~~

The *Ad Personam* Committee is responsible for conducting and/or collecting assessments of the Candidate's work (such as student evaluations, peer observations, and recommendation letters from students, peers, and outside experts), as required by **the Unit Guidelines Promotion**

Requirements. The Committee shall request external letters in a timely manner. Diverse representation in solicitation of external reviewers is desirable. Letters from outside reviewers shall address the Candidate's record in their areas of appointment. They may also address the Candidate's impact on the field or in their community when the writer has particular knowledge of relevant contributions of these types. For teaching Candidates, the *Ad Personam* Committee will explain how they gathered student feedback, indicate how many responses were received, and summarize comments provided in student feedback forms and recommendation letters for inclusion in their Report. For extensive raw data, such as student course evaluations or student surveys, the *Ad Personam* Committee will summarize these data in the Committee Report, and store raw data in the Candidate's Department or Unit office.

- Specifies some Unit Committee requirements/limitations and Chair letter key elements (p. 22)

Unit Chair: the administrative chair or director of the Candidate's unit. In Arts & Sciences, Business, and Education, the Unit Chair is the Chair of the Department. ~~If the Department Chair is the Candidate for promotion, the Dean will designate a surrogate Unit Chair for the purposes of this review.~~ In Nursing, Optometry, Honors, ~~and~~ Social Work, ~~and the libraries, the Dean will designate a faculty member as the Unit Chair for the purposes of promotion review, there is no Unit Chair.~~ In the Missouri Institute of Mental Health, the Unit Chair is the Director of the Institute.

Unit Promotion Committee: a committee formed from the Candidate's Unit to deliberate and vote on the Candidate's promotion. Unit Committee members must have an academic rank above the Candidate's current rank, and may be tenured or NTT faculty members. The Unit Committee shall have no fewer than three (3) members. When fewer than three qualified members are available within the Unit, external members from other units or from outside the University shall be selected by the Dean. When external members are required, it is recommended that external member(s) participate in no fewer than one annual review of the Candidate's performance prior to the year in which the Candidate applies for promotion. The Unit Promotion Committee recommends to promote or not promote the Candidate to the Dean through the Unit Chair's Letter.

- Specifies some Unit Committee requirements/limitations and Chair letter key elements (p. 8)

~~synchronous electronic means shall submit his or her vote—including the rationale for the vote in case of negative or abstaining votes—electronically to a non-voting party, designated by the Unit Committee Chair (e.g., an administrative assistant), to be included with the in-person votes.~~ Absentee votes must be accompanied by a written appraisal of the Candidate's strengths and weaknesses and this appraisal must be made available to the Unit Committee before its vote.

c. The Unit Chair's Letter. The Unit Chair will write a letter addressed to the Provost that reviews the Dossier, the *Ad Personam* Committee Report, the Unit Committee's discussion that occurred before the vote, and the Unit Committee's decision to recommend or not recommend promotion. ~~If the Unit Chair he or she~~ is opposed to the Committee's recommendation, the Unit Committee must elect another member to prepare the letter.

The Unit Chair's Letter must include a tally of votes, **a summary of the candidate's strengths and any weaknesses**, and reasons for any negative votes or abstentions. ~~The vote shall be conveyed only by tally of votes for, against, abstaining, or invalidated; percentages should not be used.~~

- Allows NTT faculty to provide status updates during the review process

Factual Record: The collection of documents that demonstrates the Candidate's accomplishments in the specific area of appointment. The contents may vary according to whether the faculty member holds a teaching, research, clinical, extension, library, or professor of

practice appointment. Guidelines for compiling the Factual Record are in Section III. After the Candidate submits the final version of the Factual Record, the candidate may submit new material that updates the status of items already in the Factual Record (acceptance or publication of articles or books, receipt of research grants or awards, etc.); but may not add new material to the Factual Record, remove material from the Factual Record, or rewrite parts of the Factual Record. The status updates must be submitted to the Unit Committee and Chair. If the Dossier has left the unit, the Unit Chair will forward the status updates to subsequent levels of review, with or without comment on the updates. ~~Once the Candidate hands over the Dossier for evaluation by the department or Unit, the Candidate may no longer add, subtract, or modify the Dossier except in response to a vote not to promote.~~

- Increases timeframe for an NTT Candidate to respond to a negative vote

Response Options: At each stage of the process when a recommendation not to promote is placed in the Candidate's Dossier, the Candidate must be notified immediately via email and be given ~~seven~~ 14 calendar days from the date of notification to submit a response.

The Candidate may: (1) submit a written response; or (2) withdraw from consideration, in writing; thereby waiving any right to further review, reconsideration, or appeal for that cycle. By withdrawing, a Candidate does not waive her or his right to file a grievance related to recommendations made prior to the withdrawal. If the Candidate selects Response Option 2, the Dossier is forwarded to Academic Affairs and retained indefinitely as required by University regulations. At the Unit level, the Candidate's Dossier is not forwarded until there is a response from the Candidate, or ~~seven~~ 14 calendar days pass with no response. At other levels, the Dossier may be forwarded to the next level of review prior to receipt of a response from the Candidate, but shall not be evaluated at the next level of review until a response has been received, or ~~seven~~ 14 calendar days have lapsed. Any response should be sent to the next level of review, unless otherwise noted. The individual at the next level of review is responsible for including the letter in the Dossier and sending copies of the Candidate response to all earlier levels of review.

- Specifies that Deans/Provost may not gather additional info that was not included in the original dossier

4. The Dean of the School or College. The Dean shall review the Candidate's Dossier and shall prepare a written recommendation addressed to the Provost. In preparing their recommendation, the Dean may consult with the Unit Committee, members of the faculty individually, ~~and/or form an advisory College Committee, and/or confer with persons at other institutions or organizations.~~ ~~However, any new information solicited by the Dean must be made part of the Candidate's Dossier.~~ If an advisory College Committee is formed, and if it is asked to deliberate and vote on a recommendation to promote, then a record of the vote tally should be included with the Dean's recommendation. Reasons should be included for every negative vote and abstention.

6. Action by the Provost: In reaching their decision, the Provost may consult with the Unit Committee, the Dean, the Senate Committee, or members of the faculty individually, and/or confer with persons at other institutions or organizations. However, any new information solicited by the Provost must be made part of the Candidate's Dossier. The Provost shall communicate their decision to the Candidate in writing. Copies of their decision may also be given to the Candidate's Unit Committee Coordinator, Unit Chair, Dean, and Chair of the Senate Committee. The Candidate has seven 14 days to request that the Provost reconsider the decision. Only the Candidate can request reconsideration by the Provost. The Provost normally will respond within

20 days, either confirming the original decision or informing the Candidate of a revised decision. Final action by the Provost must occur before 31 July.

The Senate discussed the document. **The Senate voted unanimously in favor of approving the proposed changes.** The document will be forwarded to the Provost for posting on the Academic Affairs website.

Curriculum and Instruction Committee Report (Mr. Michael Allison):

The following uncomplicated curriculum proposals were approved by the Faculty Senate:

- Change to the Community Studies emphasis area of the B.A. in Organizational Leadership
- Change to the International Business emphasis area of the B.S. in Business Administration
- Change to the minor in Statistics
- Change to the graduate certificate in Talent Management
- Change to the undergraduate general requirements in Music

Mr. Allison presented the following curriculum proposals for the Senate's review:

- Change to the Museums, Heritage, and Public History emphasis area of the M.A. in History
- Change to the B.A. in Modern Language
- Addition of the Accelerated M.A. in Criminology and Criminal Justice

The Senate approved all of the proposals.

Dr. McGinnis asked if there was any other business. Hearing none, Dr. McGinnis thanked everyone for attending and adjourned the meeting at 5:00 p.m.

Respectfully submitted,

Sanjiv Bhatia
Senate/Assembly Secretary

(Minutes written by Loyola Harvey, Faculty Senate/University Assembly Office)