I. Philosophy:

University of Missouri System guidelines and policies governing the promotion and tenure (P and T) process for faculty at the University of Missouri provide the basis for the process within the Division of Food Systems and Bioengineering (FSBE). In addition, the College of Engineering (COE) and the College of Agriculture, Food and Natural Resources (CAFNR), have published guidelines which provide further clarification for Division Faculty who will be applying for promotion and tenure within the respective colleges. Faculty members seeking promotion and tenure should have demonstrated professional excellence in two areas: (1) teaching and advising, and (2) research and/or creative work. Faculty with Extension appointments may substitute demonstrated excellence in the area of extension teaching and outreach for Item 1. In addition, a faculty member is expected to devote time to service activities and professional development.

Members of the FSBE P and T committee respond to each tenure or promotion nomination as individuals, interpreting achievements described in the nominating documents in the light of standards appropriate for the nominee’s job responsibilities. The committee’s primary responsibility is to promote the retention and advancement of faculty who will maintain and advance the quality of scholarly teaching and research within the Division of Food Systems and Bioengineering. The committee also has an important secondary role in providing support to P and T candidates through counseling and encouragement, thus helping to facilitate a consistently efficient and effective promotion and tenure process.

II. Faculty Preparation for the P and T Process:

- All faculty who have expectations of being considered for promotion and/or tenure shall develop and maintain a dossier following the guidelines of the campus and the college. This is a requirement for regular faculty working towards tenure, and is strongly encouraged for tenured faculty and non-regular faculty who are below the rank of Professor.
- Candidates working towards tenure have the right to request that one or more faculty members be assigned to assist them in their professional development if one is not assigned by the Division Director during the hiring process.
III. P and T Committee Actions:

In general the P and T committee will conduct reviews of faculty being considered for promotion and/or tenure as follows:

- Evaluate and make recommendations regarding promotion and tenure of regularly appointed faculty.
- Evaluate and make recommendations regarding promotion of non-regular faculty.
- Conduct required “three year reviews” of faculty working towards tenure. Report recommendations from these reviews to the Division Director for communication to the COE or CAFNR Dean.
- Conduct other reviews (e.g., pre promotion and progress) as described elsewhere in the division P and T guidelines.
- Make recommendations on hiring decisions for regular faculty which involve awarding of tenure and/or hiring above the Assistant Professor level.

IV. Committee proceedings and protocol

The FSB P and T review process in general will follow campus and college rules and guidelines, with specific attention to candidate’s rights to privacy and appeal. In addition, Division procedures place emphasis on obtaining input from appropriate Divisional faculty who are not directly involved in the process as committee members.

- Submission of documents for review by the committee. A table of important dates for the P and T process for all candidates is provided on the last page of this document. It is expected that any faculty member who desires to be considered for promotion and/or tenure will submit their dossier to the P and T committee for review prior to the academic year when formal action will be requested. This will allow for feedback between the committee and candidate to take place early in the process so that any serious discrepancies either in style or substance of the draft dossier can be addressed well before the formal process begins. The dossier should be complete in form as required by campus and college guidelines, and should also include example publications which will be sent to selected outside reviewers. Similarly, candidates submitting their dossier for the 3-year review should submit a draft to the committee chair for preliminary review well ahead of the deadline.
• All P and T candidates, including those in 3-year review, are encouraged to work with the committee chair to plan and schedule a seminar open to interested faculty in the Division. Candidates preparing a seminar should plan to provide an overview of their research and teaching (or other outreach for extension appointments) for the period relevant to the particular P and T process. In addition to helping the candidate organize materials which will be important to P and T, these seminars will provide an early opportunity for the both committee members and other interested Divisional faculty to learn about the candidates scholarly activities.

Seminars for tenure-track actions will be scheduled during the winter semester, those for professional-track and adjunct or other non-regular promotions during the fall semester.

• The committee chair will make a copy of the candidates promotional materials (outside letters of review will only be shared with voting committee members) available for review by all appropriate, non-voting faculty (see Section V). These faculty members will be invited to submit a written statement (signed) to the chair regarding the suitability and qualifications of the candidate for promotion and tenure. These comments will be shared with voting members during committee deliberations. Faculty proceeding through the 3-year review process are exempt from this step.

• Committee deliberations will include discussion of the candidate’s promotional dossier and seminar, outside letters of review and non-voting faculty comments (only the dossier will be considered for 3-year reviews). Each member will vote on the application by anonymous written ballot. The vote shall be either “Approve” or “Reject” for promotion and tenure considerations, and “On Track” or “Not on Track” for 3-year reviews. Results of the vote will be communicated in writing immediately to the candidate, along with a summary of any committee discussion points which might have led to negative votes. A unanimous positive vote at this point will be considered final.

• The rights of appeal for candidates during the P and T process are clearly defined in the MU System P and T guidelines. If one or more negative votes are indicated, the candidate will be given the option of preparing and submitting a written rebuttal to the committee’s action, and may further request to meet directly with the committee to present additional information and/or discuss any areas of concern. The candidate may also accept the original vote as reported to him, in which case this vote will be considered final.
A final committee vote will be taken after any rebuttal comments provided by the candidate have been reviewed and discussed and/or the committee has met directly with the candidate at his request. The candidates will be advised in writing of the final vote, and the chair will prepare a letter advising the Division Director of the results of the committee’s deliberations and summarizing the reasons supporting the committee’s recommendation. Both the preliminary and final votes will be reported. Any rebuttal comments provided by the candidate will also be forwarded. The letter will become part of the dossier submitted to the college P and T committee.

V. General Faculty Review and Comment Rights

Review of materials and input on faculty promotions to specific ranks will be limited to the following faculty groups who are not members of the FSB P and T committee:

- Candidates for promotion with tenure to Associate Professor: Review and Comment shall be limited to tenured faculty in the Division.
- Candidates for promotion to Professor: Review and Comment shall be limited to tenured faculty in the Division holding the rank of Professor.
- Candidates for promotion to Professional Track Associate Professor: Review and comment shall include all tenure track and professional track faculty in the Division at the rank of Associate Professor or Professor.
- Candidates for promotion to Professional Track Professor: Review and comment shall be limited to tenure track and professional track faculty in the Division at the rank of Professor.
- Candidates for promotion to Adjunct Associate Professor: Review and comment shall include tenure track and professional track faculty in the Division at the rank of Associate Professor or Professor.
- Candidates for promotion to Adjunct Professor: Review and comment shall be limited to tenure track and professional track faculty in the Division at the rank of Professor.

VI. Division Promotion and Tenure Committee Membership

- The committee will consist of all faculty with the rank of Professor who are tenured in the Division. Prior to distributing candidate materials for review, the Chair shall contact all committee members to determine if they will be available to participate in the review and voting process; those confirming that they will participate will make up the final membership for that particular review. In the event that there are less than 5 faculty available to participate on the committee, the Division Director may nominate emeritus faculty of the appropriate rank who are available to participate.
When non-regular faculty are being considered for promotion, the committee’s membership will be supplemented by all non-regular faculty who hold a rank higher than the candidate.

Each year at the conclusion of committee actions, committee members will elect a chair to provide leadership for the coming year. The previous chair may be re-elected.

VII. Committee Meetings

The committee will meet as necessary, but generally not between May 15 and August 15. In keeping with current university and college schedules the following dates shall be observed unless otherwise. The committee chair will schedule these meetings as early as possible, but generally not until most, if not all, outside letters of review have been returned and are available for committee consideration.

- Deliberations and votes related to decisions involving promotion/tenure of regular faculty will be scheduled during the period from August 15-September 15. In the event of negative votes leading to an appeal by the candidate, the candidate shall be afforded at least 3 working days to prepare a written rebuttal and to prepare to meet directly with the committee.
- Deliberations and votes related to decisions involving non-regular faculty will be scheduled during the period from November 1-15.
- “Three year reviews” and other “progress” reviews will be scheduled during the period from March 1-15.

VIII. Voting Procedures

- When agreed by committee members, some votes may be conducted by mailed or electronic ballot without a formal meeting being called. The committee may also choose to conduct business by video or audio teleconference. However, all committee votes on tenure and three year reviews shall be conducted during a formal meeting. Votes will be openly tallied and reported to the committee immediately following any vote.
- Voting by secret ballot will be required for:
  - All votes related to Three Year Reviews.
  - All votes related to promotion and tenure for both regular and non-regular faculty.
Absentee votes will be accepted from committee members under the following circumstances:
  o The committee member has previously been involved in at least one committee deliberation on the candidate in question.
  o The committee member has indicated a desire and intent to provide a vote.
  o In the case where one or more committee members will cast absentee votes, all votes shall be delivered to the Division Director’s office for safe keeping until all votes have been collected. At that time, the committee chair and Division Director (or his designee) shall count the votes. The committee chair will immediately communicate the results of the vote to the committee members.

IX. Reporting of Votes

Immediately following all committee votes, the chair shall communicate the results as follows:

- Verbally or by e-mail to committee members.
- In writing (e-mail is acceptable) to the candidate. If negative votes are to be reported, a summary of the committee’s findings leading to the negative vote is to be provided to the candidate.
- Verbally or by e-mail to the Division Director if there is likely to be additional review and a final vote to report.
- In writing (e-mail is acceptable) to the Division Director if the vote is final. Any rebuttal information provided to the committee by the candidate, a restatement of the results of the first vote and a summary of the committee’s deliberations will also be communicated in writing.
## Promotion and Tenure Calendar

### Important Dates for Promotion & Tenure Process

<table>
<thead>
<tr>
<th>Item</th>
<th>From</th>
<th>To</th>
<th>Regular Track</th>
<th>Professional Track</th>
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<tbody>
<tr>
<td>Mid-Term Review</td>
<td>1 April</td>
<td>1 April</td>
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<tr>
<td>P &amp; T Review</td>
<td>1 May</td>
<td>1 August</td>
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<td>List of upcoming faculty P&amp;T candidates</td>
<td>Division Director</td>
<td>Dean</td>
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<tr>
<td>Dossier (including list of potential outside reviewers provided by candidate)</td>
<td>Faculty candidate</td>
<td>Division P&amp;T Committee and Division Director</td>
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<td>Outside review request letters</td>
<td>Division Committee</td>
<td>Outside reviewers</td>
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<tr>
<td>Receipt of external evaluation letters</td>
<td>External reviewers</td>
<td>Division P&amp;T Committee</td>
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<tr>
<td>Revised dossier (if revisions necessary)</td>
<td>Faculty candidate</td>
<td>Division P&amp;T Committee</td>
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<tr>
<td>Final dossier and recommendation letter</td>
<td>Division Committee</td>
<td>Division Director</td>
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<tr>
<td>Final dossier and recommendation letter</td>
<td>Division Director</td>
<td>Dean / College Committee</td>
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<td>Letter of recommendation</td>
<td>College Committee</td>
<td>Dean</td>
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<td>Final dossier and recommendation letter</td>
<td>Dean’s office</td>
<td>Provost</td>
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<tr>
<td>New appointment effective date</td>
<td>Provost</td>
<td>Faculty P&amp;T candidate and Division Director</td>
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1. If it appears that there will be a recommendation for non-retention as a result of the 3-year review, the dossier must be submitted to the Dean’s office by November 1.
2. Dates set by CAFNR Dean or Provost are shown in **boldface**; other dates are somewhat flexible depending on internal needs.
3. These dates different from those indicated in “2” above.
4. College of Engineering dates are later, however FSB requires all BE faculty to adhere to the earlier schedule.

Should it ever be necessary to allow CoEngr BE faculty to delay submission, the submission date to the CoEngr College Committee is 1 November.