

TENURE AND PROMOTION COMMITTEE

FUNCTION

To advise the Director on matters pertaining to faculty tenure and promotion, including the development of criteria for faculty selection and requisite qualification for each academic rank. To develop SNR policy recommendations for consideration by the faculty,

To determine eligibility for promotion or tenure and submit recommendations to the Director with a copy provided to each faculty member,

To critically review documentation in support of recommendations for promotion or tenure before transmittal to the College committee on Tenure and Promotion and the University administration. Provide opportunity for faculty under consideration to submit supporting documents that may have been overlooked,

To hear grievances concerning tenure and promotion from faculty members and report recommendations to the Director.

MEMBERSHIP

Associate professors and professors with greater than 50% appointments in the School shall be eligible for membership. Faculty with administrative appointments of 30% or greater shall not be eligible for membership.

If a member of the SNR Tenure and Promotion Committee is being considered for promotion during the time of that member's service on the committee, the degree program will select a replacement to serve on the Committee during the review of the committee member's application.

COMPOSITION OF COMMITTEE

The Committee shall consist of five members total: three tenured faculty members, one from each undergraduate degree program within SNR, one at-large member from the tenured SNR faculty, and one Professional Track faculty member holding rank of Associate Professor or Professor. The three degree programs are Natural Resource Science and Management, Parks, Recreation & Sport; and Environmental Sciences. The one Professional Track faculty member will participate and vote ONLY on promotion review for faculty in the Professional Track.

TERMS OF SERVICE

Each member shall serve a three-year term beginning on 15 January following the election by 15 September in the previous year. Degree program representatives will be elected by vote of the tenured faculty in each degree program. If there are less than three eligible tenured faculty in the degree program to elect a representative, the sitting SNR Tenure and Promotion Committee will appoint the representative. At-large representatives will be elected by vote of all the

tenured faculty in SNR and the professional track member will be elected by all tenured faculty and professional track faculty who hold the rank of Associate Professor or higher. No individuals should serve sequential terms on the SNR Tenure and Promotion Committee, unless no other candidates are eligible. Vacancies shall be filled by special election; the elected person shall serve the unexpired term.

The School is represented on the CAFNR Promotion and Tenure Committee. Terms of service on this committee are 2 years. The Director, on being informed by CAFNR of a pending vacancy, shall call for nominations from SNR faculty and conduct the election. One of the nominees will be the outgoing Chair of the SNR Tenure and Promotion Committee.

Similarly, the School is represented on the CAFNR professional track promotion committee. The SNR faculty, as coordinated by the Director, will nominate at least two professional track faculty whose names will be placed on a ballot for an election by the CAFNR faculty to serve on the CAFNR promotion and tenure committee when handling promotions of professional track faculty.

CHAIR

The Committee Chair will be elected on a yearly basis from within the Promotion and Tenure Committee to serve a one-year term. If two or more Committee members seek the Chair position, the SNR Director will oversee a School-wide vote; the individual garnering the most votes will be elected as Chair. A Committee member may serve no more than one year as Chair during a three-year term.

PROCEDURES AND DEADLINES

Tenure Track Promotion

~1 Feb. Reminder of Tenure and Promotion process from SNR Director's office;
Review of current policy by the Committee.

First of March Deadline for candidates to submit dossier for review by Tenure and Promotion
Committee.

End of March Expect the Call for Tenure and Promotion from the Provost's Office.

First of April Tenure and Promotion Committee returns Dossiers to the candidates.
Suggestions and comments for improving the dossier will be given to each
candidate. Meet with Tenure and Promotion committee, or Director if
substantive issues within the Dossier need to be addressed.

Deadline for candidates and mentoring committee to provide a list of outside evaluator names (email and mailing addresses, telephone numbers, and a brief biographical statement of each reviewer are required) to the Director's office. It is the responsibility of the candidate and the mentoring committee to insure evaluator's title, contact information, and biographical sketches

are accurate. In the absence of a mentoring committee, the candidate will identify faculty appropriate for the selection of outside reviewers. For non-academic evaluators it is important that information justifying their inclusion on the list is clear.

The format for the outside evaluator names must follow format detailed in the Call for Tenure and Promotion from the Provost Office.

The candidate should provide a list of at least 10 names and brief biographical sketches of potential reviewers. Similarly, the candidate's mentoring committee should submit a list of 10 names and brief biographical sketches of potential evaluators.

End of April Tenure and Promotion Committee selects outside evaluators. A minimum of 8 outside evaluators will be selected (4 from candidate list; 4 from mentoring committee list). Committee will prioritize remaining evaluators for use if needed.

Early to Mid May Director contacts outside evaluators to determine willingness to participate in review.

Candidates send their edited dossier and key publications (.pdf) to Director's office. Dossier, publications, and MU Tenure and Promotion guidelines sent to outside evaluators.

Mid August Deadline to receive letters from outside evaluators.

Mid August Candidates submit updated dossier (at this stage the only changes should include new publications, grants, etc. Changes to the text are strongly discouraged, unless indicated by Tenure and Promotion committee) to Director's office. All materials posted to Box for use by Tenure and Promotion committee.

1 Sept. Preliminary assessment by the "committee of the whole" chaired by the Tenure and Promotion Committee chair. If concerns are raised they should be communicated to the candidate and a hearing scheduled before 15 September.

15 Sept. Final review of materials and vote on each candidate by "committee of the whole". Recommendation letter submitted to SNR Director. Director completes his/her evaluation.

15 Sept Elections to replace outgoing Tenure and Promotion Committee members; new members begin service on 15 January.

30 Sept. Completed dossier due to CAFNR Dean.

15 Jan. New Tenure and Promotion committee members installed; Election of Chair of Tenure and Promotion committee for coming year.

Professional Track Promotions

First of Feb. Call for Tenure and Promotion from SNR Director's office; Review policy.

1 May Deadline for candidates to submit dossier for review by Tenure and Promotion Committee.

1 June Tenure and Promotion committee Returns Dossiers to candidate. Suggestions and comments for improving the dossier will be given to each candidate. Meet with Tenure and Promotion committee, or Director if substantive issues within the Dossier need to be addressed.

Deadline for candidates and their mentoring committees to provide a list of outside evaluator names (email and mailing addresses, telephone numbers, and a brief biographical statement of each reviewer are required) to the Director's office. It is the responsibility of the candidate and their mentoring committee to insure evaluator's title, contact information, and biographical sketches are accurate. For non-academic evaluators it is important that information justifying their inclusion on the list is clear.

The format for this list of outside evaluator names must follow format detailed in the Call for Tenure and Promotion from the Provost Office.

The candidate should provide a list of at least 10 names and brief biographical sketches of potential evaluators. Similarly, the mentoring committees should submit a list of 10 names and brief biographical sketches of potential evaluators. Evaluators may be from MU (outside SNR) or from other academic institutions.

1 August Tenure and Promotion Committee selects outside evaluators. A minimum of 6 outside evaluators will be selected (3 from candidate list; 3 from mentoring committee list). Committee will prioritize remaining evaluators for use if needed. Candidates submit updated dossiers to Director's office.

15 August. Request outside evaluation letters by Director.

Mid. Oct. Deadline to receive letters from outside evaluators.

All materials posted electronically online (e.g., to Box) for use by Tenure and Promotion committee.

1 Dec. Preliminary assessment by the "committee of the whole" chaired by the Tenure and Promotion Committee chair. If concerns are raised they should be communicated to the candidate and a hearing scheduled before 15 December.

Mid Dec. Final review of materials and vote on each candidate by "committee of the whole". Recommendation letter submitted to SNR Director. Director completes his/her evaluation.

15 January Completed dossier due to CAFNR Dean.

Third Year Review

1 December Call for Tenure and Promotion from SNR Director's office; Review policy

15 January Deadline for candidates to submit Dossier for review by Tenure and Promotion Committee; and Director.

1 Feb. Tenure and Promotion Committee returns Dossiers to candidate. Suggestions and comments for improving the dossier will be given to each candidate. Meet with Tenure and Promotion committee, or Director if substantive issues within the Dossier need to be addressed.

15 Feb. Revised dossier due from Candidate.

1 March Preliminary assessment by the Tenure and Promotion committee. If concerns are raised they should be communicated to the candidate and a hearing scheduled by 10 March.

10 March Final review of materials and vote on each candidate by Tenure and Promotion committee. Recommendation letter submitted to SNR Director. Director completes his/her evaluation.

Friday before Spring Break Completed dossier due to CAFNR Dean.

For a professional track applicant seeking promotion from assistant to associate professor, both tenure and professional track full and associate professors may vote. For a professional track applicant seeking promotion from associate to full professor, only tenured and professional track full professors may vote.

When an applicant seeks promotion from assistant to associate professor (with or without tenure), a "committee of the whole" comprising all eligible SNR faculty holding the associate professor rank or higher with tenure (including associate and full professors with tenure serving on the SNR Tenure and Promotion Committee), shall evaluate and vote on the individual's submission. When an applicant seeks promotion from associate professor to full professor, a "committee of the whole" comprising all eligible SNR faculty holding the full professor rank (including full professors serving on the SNR Tenure and Promotion Committee), shall conduct the evaluation and voting. The chair of the Tenure and Promotion Committee will serve as the Chair of the "committee of the whole" and will lead the discussion for consideration of promotions to associate professor with tenure or full professor. The chair of the candidate's mentoring committee or a tenured professor chosen by the candidate will be invited to begin discussion of the candidate and provide discipline-specific context for the "committee of the whole". The SNR Promotion and Tenure Committee Chair will report outcomes of the evaluation and voting to the SNR Tenure and Promotion Committee. The vote of the "committee of the whole" shall be forwarded to the Director with its recommendation. The Director will then prepare his/her recommendations in a letter to be included in the applicant's

documentation. At each point in this process, the candidate shall be kept informed of the status of his/her candidacy.

The SNR Tenure and Promotion Committee Chair shall review the documentation and report the recommendation of the “committee of the whole” in writing to the Director following the General Schedule (see attached). If, in the course of reviewing the applicant’s documentation, the “committee of the whole” feels that the material supplied is inadequate, it may request that the faculty member provide additional evidence or in building as strong case as possible, one which will stand critical scrutiny as the dossier moves to higher review at the College and campus levels.

It is also the “committee of the whole’s” responsibility to forward a negative recommendation to the Director if the documentation does not provide substantial evidence that the specific criteria have been met.

APPEAL PROCEDURES

Faculty members shall have the right to appeal a recommendation of the Committee concerning tenure or promotion. An appeal may include additional documentation in support of a faculty member not recommended for tenure or promotion.

An appeal of a Committee decision may be initiated by a request to the Director, who will request the committee to consider the matter in a special session. The faculty member will present his/her case to the Committee and respond to questions. An advocate or representative may accompany a faculty member in the appeal process. The committee will then consider the matter in closed session and report their recommendation to the Director and to the faculty member.

A negative recommendation by the Director is automatically reviewed by the CAFNR Promotion and Tenure committee and the Dean

The SNR Tenure and Promotion process must at all times adhere to the rules established by the University.

SNR will follow MU criteria for tenure track faculty and CAFNR criteria for Professional track faculty.

ADOPTED: 5/6/75
REVISED: 04/13; 7/16