

Guidelines for Promotion to Associate Professor and Awarding of Tenure

School of Information Science & Learning Technologies

Introduction

This document provides the essential features of the promotion and tenure review process approved by the School of Information Science & Learning Technologies (SISLT). The document is limited to Tenure-Track Assistant/Associate Professors applying for tenure and/or promotion. Because the University, not the School, awards tenure and promotion, these guidelines must be considered advisory. Meeting or exceeding the guidelines is no guarantee of tenure or promotion. These School-level expectations, however, closely conform to divisional and campus expectations. A favorable evaluation at the School level often positively influences subsequent tenure and promotion deliberations.

Candidates for tenure and/or promotion to Associate Professor should also refer to COE Policy #02-08, University of Missouri Collected Rules and Regulations 320.035, and dossier format as put forward annually by the Provost. Candidates should also follow recommendations from a) annual Academic Personnel Committee reviews, b) annual evaluations with the School Director, and c) any tenure meetings with the Dean as essential sources of information to guide their decision making in the tenure process.

Annual Review Process

Each untenured professor annually submits evidence of progress toward tenure to the SISLT Academic Personnel Committee (APC). In addition, the APC completes a more in-depth review of untenured Assistant Professors at the third year of employment.

In each annual review, the APC considers evidence of progress toward tenure and/or promotion. The evidence is submitted by untenured faculty in the form of a dossier. Untenured faculty should follow SISLT's Third-Year Review Guidelines for preparation of this dossier. Every effort is made to align these guidelines with the Provost's guidelines for tenure and/or promotion dossier preparation.

Following its deliberation, the APC submits a letter to the SISLT Director summarizing its assessment and recommending future action. This letter and the Director's own assessment are used as the basis for the Director's annual review letter. An untenured professor should make every effort to meet, and ideally exceed, the performance expectations stated in the recommendations of the APC and the Director.

Tenure and/or Promotion Review Process

The formal review for tenure and/or promotion to Associate Professor follows the guidelines provided annually by the Provost. While the annual reviews are generally well aligned with the guidelines provided by the Provost, faculty seeking tenure and/or promotion to Associate Professor should closely follow the guidelines in effect at the time of the review.

The Tenure Review Portfolio should include:

History and Recommendation Summary Form – a year-by-year listing of details of appointment, including % of time in research, teaching, and service; this should be compiled with assistance of the School's Director or his/her designee.

Initial Appointment Letter from Dean – include a copy of the appointment letter.

Complete Resume - a sample resume shell is attached to this document and available in electronic form. It is important to include a breakdown of publications and scholarly accomplishments in clear, distinct categories, and to identify those that have been peer reviewed.

Teaching/Scholarship of Teaching

- * Statement of teaching philosophy
- * Statement of teaching responsibilities reviewed historically, including any especially noteworthy accomplishments, awards and honors
- * Summary of student and peer teaching evaluations (one form of peer evaluation is required for mid-probationary review, in addition to any other forms of evaluation of teaching that have been collected beyond semester student evaluations)
- * Summary and evaluation of advising activities (undergraduate advising, graduate advising, thesis/dissertation direction, etc.)
- * Involvement in campus-wide teaching initiatives (Campus Writing Program, General Education Program, Honors College, FIGS, Residential Learning Communities, Wakonse, First-Year Experience, Service Learning, etc.) and the use of technology in the delivery of instruction
- * Description of candidate's international work (if appropriate), including teaching, research, lecturing, technical assistance, and program development

Research/Scholarship

- * Overview of research/scholarship activities (accomplishments). A key purpose of your research and scholarship statement is to demonstrate a focused, coherent, sustained and substantial record of scholarly contribution. Your overview should help the reader understand your research agenda and the progress and contributions you have made.
- * Information on scholarly works using the format of the "Placement of Scholarly Works" form; the source for placement of scholarly works should be based on Cabell's Directory of

Publishing Opportunities in Education (most recent edition) and/or information received and documented by the publisher or editor. For all co-authored scholarly products list percent contribution and explain shared responsibilities and output.

- * List of titles of books with percent contribution to joint authored works
- * List of refereed journal articles with percent contribution to joint authored works
- * List of other publications including abstracts and proceedings
- * List of major creative works, exhibitions and juried shows
- * Comments with respect to quality of publications, creative works, including any major awards and honors, general comments about disciplinary standards (basic vs. applied research, journal articles vs. case reports)
- * Comments regarding the effort of the candidate as part of collaborative work (e.g., first authorship, substantive contribution)
- * Statements of quality of journals in which the candidate has published
- * Institutional support (e.g. start-up funds, released time, internal grants)
- * Comments concerning nature of research within the discipline (e.g., is it typical for people in the discipline to list major authors first or last?)
- * Statement on plans for securing external grant funding
- * List of grants including details on total funding, number of years, salary coverage, and whether graduate and/or undergraduate students are paid from the grant

Service and/or Administration

- * Summary of the amount and quality of service contributions
- * Participation in meetings of state, regional, and national associations. This should include a listing of scholarly participation, offices held, editorial and refereeing responsibilities, and major presentations. Indicators of advancing national participation and/or leadership are encouraged and required for promotion to the rank of Professor.
- * Where appropriate, include information on service to the campus community beyond the department and division (such as service on campus and system committees and other campus activities).
- * Peer and other letters of support for service activities (documentation can be provided but not required for mid-probationary review). Three such letters are allowed.

Supporting Documentation

A separate indexed notebook, with each section ordered from most recent accomplishments to last, should be submitted containing:

- Professional publications, including manuscripts in final printed form or final submission with letter acknowledging acceptance status, book chapters, conference proceedings (with separate review and publication processes), newsletter articles, etc.
- Grant summary forms with abstracts of grant-supported initiatives

- Descriptions of all digital products and software produced with supporting documentation for peer review of design, funding, refereed presentations, and/or indicators of adoption (such as dissemination numbers or usage indicators)
- Course syllabi
- Results of student evaluations, peer evaluation of teaching, and other forms of teaching evaluation

Indicators of Quality by the SISLT

Following are the indicators considered by the SISLT APC members in reviewing quality of research, teaching, and service and progress toward achieving a positive tenure recommendation. Faculty being reviewed should understand these indicators are minimum indicators of quantity and quality.

Research

- At a minimum, 10-12 quality products (publications in prestigious professional journals, externally-funded grants with substantial scholarly component, peer-reviewed creative products), relevant to the professional appointment area are expected for a positive tenure decision. Special consideration will be given to large-scale projects (e.g., books, large grants, large-scale development projects). For a positive mid-probationary review decision, faculty members are expected to have a minimum of six quality products (including in press and in print manuscripts). The record should demonstrate sustained scholarly effort throughout this period of time.
- Although there is general consensus within each program area of the top journals in the respective fields, faculty members may have areas of expertise that are aligned with specific journals in their areas. Faculty members should establish a list and rationale for prestigious journals relevant to the program area and particular expertise to guide his/her publication efforts. This list may be based on agreement by faculty in the program area and/or by the faculty member establishing a rationale for specifying target journals. General guidelines are that journals have substantial external peer review as opposed to editorial review. An acceptance rate in the 25-30% range or consistent with disciplinary standards can be an indication of a journal's rigor.
- It is expected that scholarship demonstrate an advancing, thematic research agenda that goes beyond doctoral dissertation work and demonstrates that a personal line of research/scholarship is in place. Written publications should include some single authorship and first authorship manuscripts. There can be a balance of collaborative and lead authorship across the publications, but some evidence of independence is expected. Publications need to clearly show substantial contribution to multi-authored manuscripts as indicated by the percentage of contribution to the manuscript.

- Design, development, evaluation, dissemination, and research of creative, digital, and other software products will be given credit as scholarship when forms of peer review are provided. Peer review may apply to initial review of design (such as grant award to produce the product), external product reviews (such as juried awards or independent external reviews solicited by the Department), selection for presentation by external review committees (such as acceptance for presentation at an appropriate association's conference by review process as a demonstration), adoption of the product in a reviewed initiative (such as an ongoing research grant), or other forms that establish rigor and review (including evidence of wide adoption in the field).
- Publications, presentations, and other scholarship, research, and development produced prior to the candidate's appointment to the University of Missouri-Columbia faculty should be reviewed at the time of the appointment to determine the degree to which these accomplishments will contribute to the tenure and promotion review process on this campus.

Note: Regardless of the value and recognition given to production of creative, digital and other software products within SISLT, it is not recommended that a faculty member apply for P&T based solely on these forms of scholarship. The SISLT APC will assist faculty members to highlight the importance, value, and scholarship evident in these forms of work, but the reality of the situation is that the COE and MU P&T committees are not likely to award P&T without some balance of traditional publications and scholarship.

- Faculty members are expected to secure external funding to support an ongoing research agenda and to provide support for graduate students. While success in receiving external funding is not always possible during the initial three years of the appointment, actively seeking external funding is an essential activity. At the mid-probationary review stage, success with internally funded grants is recognized along with some effort for externally funded grants.
- When a faculty member joins ongoing, grant-supported projects garnered by others, the committee looks for significant evidence of independent contribution to the project or subsequent grant proposals and/or evidence of further grant initiatives related to the original grant project. Because not all grant applications can be successful, a pattern of revising and re-submitting or seeking alternative grant opportunities will be favorably reviewed.
- At least one national presentation is expected annually. Presentations accepted from a blind review process and/or accompanied by proceedings publications are most recognized for quality. Levels and types of conference presentations and invited presentations are useful in establishing increasing national presence and recognition for the faculty member's contributions to the profession beyond the local and state environment.
- Proceedings of conference papers count as separate products only if there is a separate blind review process and the proceedings book is published as an independent product. These papers should be clearly identified in the candidate's curriculum vitae.

Teaching

In general, SISLT faculty are expected to teach two “organized” courses (3 credit hours per course) during the fall and winter semesters. They are also expected to support students’ individual learning needs, direct dissertation research, and provide academic advising.

In the “organized” courses, SISLT faculty are expected to receive strong teaching commendations from students and peers. While summative student evaluations provide one source of information, they do not necessarily provide a complete or balanced picture. As part of the annual review process, untenured faculty should submit multiple sources of information regarding teaching effectiveness, such as peer reviews of course materials, administrator or peer observation of teaching, peer group consultation procedures, and so forth. In addition, all candidates for tenure and/or promotion should plan on submitting as part his or her annual portfolio the components detailed on page 2 (*Teaching/Scholarship of Teaching*), as these materials are required components of promotion and tenure dossiers. Additionally, the candidate should include a description of the use of technology in the delivery of instruction.

Improvement in teaching can be demonstrated through multiple forms of teaching evaluation. It is important that the faculty member reflects on his/her teaching and demonstrates efforts to improve weaknesses in teaching. Particularly helpful are reflective assessments, descriptions of changes in teaching materials or methods, and participation in improvement of instruction at MU or other educational institutions or professional organizations.

Service

Professional service is reflected in faculty interactions with their communities of scholars and other professionals at local, state, regional, national, and international levels. This work is evidenced by activities such as participating in the committee work of associations; holding positions of leadership; serving as resource persons; and organizing, conducting, or presenting at professional development conferences, workshops, and seminars. The candidate can also document instances of lending his or her academic expertise to the community at large.

Faculty also are expected to be participants in running the affairs of the University at all levels through their work on committees and other duties as assigned. Finally, as citizens of our community, our state, and our nation, faculty members may participate in the work of civic and community organizations.

Timelines

For annual reviews, all materials should be in the hands of the SISLT APC no later than April 1. The Provost sets the timelines for tenure and/or promotion.

Resume Requirements

~~There is no set format for the resume. The following information should be included in clearly marked sections; each section should begin with most recent activities first:~~

- Identifying Information (name, address, e-mail, phone numbers)
- Degrees Held
- Academic Appointments

Research and Scholarly Activities

- Funded Grants and Contracts
- Publications: place an * after refereed one and indicate if any are invited; you may want to separate into sections for:
 - Journals
 - Books
 - Proceedings Papers with independent review and publication process
 - Monographs, Technical Reports, Other
 - Training Materials
- Digital Products and Other Creative Scholarly Products: include comments on review process
- Presentations: place an * after refereed ones; you may want to separate into sections by local/state/regional and national/international
- Proceedings accepted as part of the presentation review process
- Workshops and Training Seminars

Teaching and Related Activities (note: this is abbreviated in P&T resume; do not include advising or teaching evaluations)

- Courses Taught
- Other Significant Activities

Service

- Scholarly Editorial Service
- Service and Leadership (include offices, grant-reviewing, program committees, etc): separate into categories such as department/college, university, state/regional, national/international

Professional Memberships

Honors and Awards

Other Professional Experience

Required Forms

available at <http://provost.missouri.edu/faculty/tenure.html>

History and Recommendation Summary Form

Placement of Scholarly Works

Sample Course Evaluation Table
(create your own table)