

Guidelines for Promotion to Associate Professor and Awarding of Tenure

Department of Special Education

Below are general guidelines developed and approved by the Department of Special Education for Assistant Tenure-Track Professors. Candidates 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 Personnel Committee reviews, b) annual evaluations with the Department Chair, and c) annual tenure meetings with the Dean as essential sources of information to guide their decision making in the tenure process. Each untenured professor is required to annually submit evidence of progress toward tenure to the Department Personnel Committee. In addition, the Department Personnel Committee will complete a thorough review of untenured Assistant Professors at the third year of employment.

Candidate should prepare, in accordance with Provost guidelines, the following for each annual review (materials should be assembled in a sturdy binder):

- Copy of original appointment letter
- Current vita
- Description /philosophy/summary of the candidate's a) research agenda/program, b) teaching philosophy and accomplishments, and c) an overview of service activities
- Table listing all publications indicating percent contribution candidate made to article, indication the article was peer reviewed, and the journal's acceptance rate (for peer reviewed)
- Table listing all peer reviewed professional presentations
- Table listing all grant applications, awards, years included, and amount of award
- Table listing courses taught, number of students in each course, course GPA, student evaluation average

In addition, candidates should assemble supporting material including a) copies of publications and grants and b) complete teaching evaluations. Other materials may also be assembled such as peer reviews of teaching, awards, or other "creative" products. Materials should be organized in a portable container.

Teaching

Please note that while the required student evaluations of courses provide one important source of information about teaching success, they do not necessarily provide a complete or balanced picture, and are not sufficient documentation for promotion and tenure decisions. According to COE policy, as well as campus practice, you will need to provide "multiple sources of information" regarding your teaching effectiveness. We are suggesting to all faculty seeking promotion and/or tenure that you work with the department chair to arrange for at least one additional method of evaluation each year. This may include, for example peer observation of teaching, peer group consultation procedures, etc.

Research

One of the important sources of information used by committees that will be reviewing your work for promotion and/or tenure is the letters from external reviewers. Usually, these reviewers are senior scholars at major universities (a substantial number of which should be from institutions affiliated with the American Association of Universities or comparable schools) whose area of specialization is related to yours. It is important to keep in mind that these people will be looking for a sustained body of research, reflecting a focused research agenda which can be readily identified based on your research publications and presentations. Based on this information, they will be asked to address your potential (or actual) development of a national reputation in your area of inquiry. (Single- or primary-authored publications can help to establish and demonstrate an identifiable program of research). To assist the departmental committee in reviewing a candidate's progress in this area, a written description of the candidate's research agenda/program, and a self-assessment of the progress being made towards accomplishing this, should be included within the yearly review.

A substantial record of scholarship is an absolute requirement for tenure and promotion. While the quality of work and its publication/presentation outlets is of utmost importance, realistically, quantity is also an important consideration. The following features characterize minimal benchmarks expected within the department:

1. Research is defined as the collection of primary data such as that derived from applied empirical investigations and data analyses employing multiple research methodologies and subsequently reported in scholarly forums. Successful candidates are expected to have at least 10 to 12 published research articles. The faculty member should be lead author on at least one-third of published research articles and the majority of articles should be published in peer refereed journals. Other research products such as peer reviewed chapters in edited books, research synthesis articles, federally funded peer reviewed grants where the candidate serves as PI/Co-PI as indicated on the MU Grant Data form can and should also be included within the research section of the dossier.
2. Doctoral Faculty status is generally considered essential to a successful application for promotion and tenure.
3. At least one research paper each year presented at a national research conference.
4. Application for external research grant funding with favorable reviews.

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.

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

Date	Action
<i>Annual Review of all Tenure-Track Assistant Professors</i>	
February 15	First year faculty submit dossier and vita to Personnel Committee
February 25	Personnel Committee submit letter of review to Department Chair
March 1	Department Chair submit Personnel Committee and personal recommendation to the Dean
April 15	Un-tenured faculty submit dossier and vita to Personnel Committee (Review of all cumulative materials in the 3 rd year)
April 25	Personnel Committee submit letter of review to Department Chair
May 1	Department Chair submit Personnel Committee and personal recommendation to the Dean
<i>Fifth Year Process</i>	
April 1	Department Chair notifies Dean of candidate's intent to apply for promotion and tenure
April /May	Candidate and Personnel Committee submit to Department Chair recommendations for external evaluators
May/June	Department Chair sends letters to external evaluators with supporting materials (Candidate's vita and 3-5 exemplar articles)
June-August	Candidate finalizes dossier materials and assembles supporting materials Chair assembles external review letters
August	Department Personnel committee reviews complete dossier and supporting materials and forwards recommendation to Department Chair
September	Department Chair reviews complete dossier and supporting materials and forwards recommendation to Dean
September 30	All materials submitted to Dean of COE