

UNIVERSITY OF MISSOURI KANSAS CITY

SCHOOL OF MEDICINE

CRITERIA AND QUALIFICATIONS FOR APPOINTMENT, PROMOTION AND CONTINUOUS APPOINTMENT

This document has been written for the purpose of informing the faculty of the School of Medicine at the University of Missouri Kansas City of the policy and procedures related to appointment, promotion and continuous appointment. They are intended to be progressive in nature with each successive rank. Each level has been developed to imply that each succeeding level increases in complexity.

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Criteria for Initial Appointment, Promotion and Continuous Appointment for Tenured/Tenure Track Personnel

Introduction

I. Composition and Voting Privileges

A. Composition

Membership on the School of Medicine (SOM) Regular Faculty Promotion and Tenure Committee (P&T) is restricted to tenured regular faculty at the rank of Associate Professor or Professor (at least four of the members will be at the rank of Professor). The committee will consist of six (6) voting faculty members drawn from SOM departments authorized to make recommendations for tenure. When there are fewer than four (4) tenured full professors available, a tenured associate professor may be elected to fill a vacant full professor slot. Elected members serve three-year terms, and appointed members serve two-year terms. A faculty representative to the Campus Promotion and Tenure Committee serves as an ex officio member of the SOM Regular Faculty Promotion and Tenure Committee, may participate in discussions, but does not have a vote on the School Committee. Two thirds of the committee members will be elected by the regular faculty, and one-third will be appointed by the Dean of the SOM. The Dean appoints a full professor as the School representative to the Campus Promotion and Tenure Committee. The Regular Faculty Promotion and Tenure Committee is responsible for making recommendations on tenure and promotion of regular faculty within SOM departments authorized to recommend tenure. Upon request from the Dean, the Committee shall make recommendations concerning the selection of applicants for regular faculty positions. The Committee will review the progress of all probationary faculty members on a yearly basis. The Committee will conduct a third-year review of tenure-track faculty in the third probationary year. The Committee will review the performance of tenured faculty five (5) years after one of the following relevant events: 1) a tenure decision, 2) the last formal review for promotion to associate or full professor, or 3) being hired with tenure.

B. Nominations

The P&T Committee shall serve as the nominations committee for the elected members. Member terms are based on the academic year, September through August. In June or as needed the committee will recommend a slate of eligible candidates for consideration and hold an election to fill the vacant elected committee member slots. Elections will be managed by the SOM Office of Faculty Affairs.

C. Chair

A Chairperson drawn from this committee membership is appointed by the Dean of the SOM.

D. Voting

The quorum for meetings of the Committee is four (4) voting members and the Chair. No member of the Committee may vote on promotion of a candidate to a higher rank than that member holds. If other than tenured professors are on the committee to consider a candidate for promotion to professor, only those who are tenured professors may participate in making a recommendation for a candidate seeking promotion to professor. If there is not an adequate number of tenured professors on the committee available to vote, a number of additional tenured professor(s) from a closely related department will be added for that candidate's review. This committee shall then make a recommendation for candidate(s) seeking promotion to professor.

II. Faculty Appointment

A. Initial Appointment

Initial appointment of faculty, promotion and awarding of continuous appointment within the School of Medicine at the University of Missouri Kansas City is consistent with, and based upon, the published Rules and Regulations of the University of Missouri Kansas City, the University of Missouri Academic Tenure Regulations, Chancellor's Memorandum #35, and Executive Order No. 6 (Collected Rules & Regulation (CRR) 320.030 Delegation of Authority). Specific requirements, forms and timelines for promotion and tenure are available at <http://www.umkc.edu/provost/promotenure.asp>.

B. Continuous Appointment (Tenure)

Faculty within the "Tenure Track" includes the ranks of Assistant Professor, Associate Professor, and Professor. The Promotion and Tenure Committee reviews the applicant's qualifications and recommends to the Dean the initial academic rank. In addition, the Committee conducts the Third Year Review and the Fifth Year Post Tenure Review. All tenure track faculty must meet minimal qualifications for their rank to be considered for promotion or continuous appointment. Performance areas include teaching, research and service. Criteria for initial appointment, promotion and/or continuous appointment are based upon the Faculty Rank Descriptions of the School of Medicine, set out below. Depending on eligibility criteria, rank designations at the time of appointment may be negotiated between the candidate and the Dean of the School of Medicine with the consultation of the School of Medicine Promotion and Tenure Committee.

III. Faculty Ranks

A. Assistant Professor

1. Initial Appointment

To be appointed at the rank of Assistant Professor, a candidate must possess a terminal degree in a health-related field and be eligible for appointment to the Graduate Faculty. The candidate is expected to be able to teach successfully, initiate a program of scholarship and research, and participate in School and University committees, as set out in Faculty Rank Descriptions for Assistant Professor.

2. Third Year Review

In the third probationary year on tenure track, faculty will undergo a review of performance in teaching, research and service by the SOM P&T Committee (see page 9).

3. Promotion to Associate Professor

To be eligible for promotion to the rank of Associate Professor, a candidate must meet the criteria set out in Faculty Rank Descriptions for Associate Professor.

4. Continuous Appointment

Continuous appointment or tenure is typically awarded at the advancement of the candidate to the rank of Associate Professor. Except under exceptional circumstances, continuous appointment is not granted to faculty holding ranks below Associate Professor. Mandatory review for continuous appointment is governed by the University Rules and Regulations, but typically takes place during the sixth year of the probationary period for Assistant Professors. Of particular concern for the Associate Professor seeking continuous appointment is evidence that the candidate has established a career scholarship and research program. Specific criteria for continuous appointment may be negotiated with the dean in consultation with the P&T Committee within the framework of the applicable CRR's (320.035 & 310.010), Chancellor's Memorandum No. 35 (2007) and 300.020 Faculty Bylaws of the University of Missouri-Kansas City.

B. Associate Professor

1. Initial Appointment

To be appointed at the rank of Associate Professor, a candidate must possess an appropriate terminal degree in a health-related field. The candidate must show evidence of meritorious teaching, research and service as described in Faculty Rank Descriptions for Associate Professor. If a candidate is appointed at the rank of Associate Professor without Continuous Appointment, his/her initial term of appointment shall not exceed five (5) years. To be tenured upon appointment, the candidate must meet the criteria for Continuous Appointment described above.

2. Promotion to Professor

To be eligible for promotion to the rank of Professor, a candidate must meet all criteria described in Faculty Rank Descriptions for Professor.

3. Continuous Appointment

Faculty members hired at the Associate Professor rank who do not receive tenure at the time of appointment may seek continuous appointment upon application for promotion to the rank of Professor or at the completion of the required probationary period for Associate Professor. Specific criteria for continuous appointment at the rank of Professor may be negotiated with the dean in consultation with the P&T Committee within the framework of the applicable CRR's (320.035 & 310.010), Chancellor's Memorandum No. 35 (2007) and 300.020 Faculty Bylaws of the University of Missouri-Kansas City.

C. Professor

1. Initial Appointment

To be appointed at the rank of Professor, a candidate must hold an appropriate terminal degree in a health- related field. The candidate must meet all criteria described in Faculty Rank Descriptions for Professor including provision of evidence of very substantial experience of meritorious teaching, evaluation and development of coursework. The candidate must show evidence of an extensive and continuous career scholarship and research program including extensive extramural research funding, publications and presentation activities, and must have a record of leadership involvement with professional organizations. Evidence of significant contributions to the discipline of the candidate is expected.

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Examples and Descriptions of RANK DESCRIPTIONS TENURE TRACK FACULTY

RESEARCH/SCHOLARSHIP		
Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> • Initiates independent original scholarship and research activity Disseminates results of original scholarship and research activity for peer review in publications and presentations • Obtains funding for original area of scholarship and research 	<ul style="list-style-type: none"> • Has established a focus area in scholarship and research that will advance the discipline • Sustains excellence in peer-reviewed publications in focused scholarship and research area • Obtains and sustains extramural funding for area of scholarship and research • Mentors students in focus area of scholarship and research activity 	<ul style="list-style-type: none"> • Sustains excellence in focus area of scholarship and research • Sustains funding for focused area of scholarship and research • Sustains excellence in dissemination of peer-reviewed results of scholarship and research activity through publications and presentations • Receives national-international recognition for contributions in original scholarship and research • Mentors students and faculty in development of original scholarship and research
TEACHING		
Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> • Demonstrates comprehensive current knowledge in an area of specialization • Engages students in active learning using innovative teaching strategies • Challenges students to think critically • Applies research findings to teaching • Contributes to curriculum and program development • Advises students at all levels • Facilitates peer and student growth in the teaching role • Receives good to excellent student and peer evaluations 	<ul style="list-style-type: none"> • Recognized for quality teaching in area of specialization by peers within and beyond the immediate unit • Provides leadership for curriculum and program development • Facilitates integration and application of knowledge in the curriculum • Mentors students at all levels • Receives good to excellent student and peer evaluations of teaching 	<ul style="list-style-type: none"> • Recognized as a master teacher in area of specialization by peers within and beyond the immediate unit • Models excellence in innovative, engaging teaching techniques • Facilitates academic program development at the university level • Mentors students and faculty in the scholarship of teaching • Serves as a consultant for curriculum development • Receives good to excellent student and peer teaching evaluations

SERVICE

Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none">• Participates in and provides leadership on unit committees• Makes significant contributions to professional or academic organizations• Makes significant professional contributions to the community Assists the unit in fulfilling its strategic goals	<ul style="list-style-type: none">• Provides leadership in unit and university organizations• Actively promotes school goals and values to diverse audiences• Provides leadership to professional organizations• Facilitates professional activity within the community	<ul style="list-style-type: none">• Provides professional service as a consultant in an original area of expertise at the regional or national level• Provides leadership to professional organizations and the community• Serves on policy making professional bodies• Is nationally recognized as a researcher and academic leader

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Three-Year Review Plan for Tenure-Track Faculty

The P&T Committee will review performance of tenure track faculty in the third probationary year. This review will coincide with the faculty member's annual review. The review is intended to serve as a guide to ensure that faculty performance is on track to meet promotion and tenure goals. Should performance be lacking in some or all areas, the P&T Committee will make recommendations to the Department Chair for further action to assist the faculty member in meeting promotion criteria including, but not limited to, a development plan..

Research/Scholarship Examples

- Evidence of continued achievement and original work in area of scholarship and research
- Four to five (4-5) publications of original work (e.g. "data-based articles"), with a minimum of three (3) peer-reviewed publications in area of research
- A funded research grant designed to support an application for federal or major foundation funding as PI or Co-PI.
- Substantial progress toward submission of a federal or major foundation grant (as PI or Co-PI) based on pilot studies from previously-funded research
- Three (3) or more research presentations at the regional, national or international level

Teaching Examples

- Good to excellent student evaluations of course and instructor
- One (1) peer review of didactic teaching (content and style)
- Evidence of innovation in teaching
- Evidence of mentoring student research

Service Examples

- Attendance/participation in faculty meetings
- Service on at least one (1) School of Medicine Committee
- Evidence of professional service (manuscript, grant reviews, officer in professional organizations, professional contributions to the community, etc.)

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Post-Continuous Appointment (Tenure) Review

Tenured faculty in the SOM will be evaluated against the SOM Regular Faculty P&T Guidelines annually and at five-year intervals. The first five-year evaluation will be conducted five years after one of the following relevant events: 1) a tenure decision, 2) the last formal review for promotion to associate or full professor, or 3) being hired with tenure. At five-year intervals a tenured faculty member will resubmit the annual reports and evaluation statements for the past five years with a concise summary statement of research/scholarship, teaching, and service activities for that five-year period, and a current curriculum vita to the department chair. The chair will evaluate the faculty member's five-year performance as satisfactory or unsatisfactory. If the evaluation is unsatisfactory, the five-year report will be sent to the Department's P&T Committee (if present) which will review the faculty member's performance over the five-year period and provide an independent assessment of that performance. The five-year evaluation process will be complete if the Department P&T Committee judges the performance of the faculty member to be satisfactory. However, if both the chair and the Department P&T Committee (based upon a 2/3 majority vote) determine the performance of a faculty member to be unsatisfactory for the five-year period, the report will be forwarded to the SOM Regular Faculty P&T Committee which will review the faculty member's performance over the five-year period and provide an independent assessment of that performance. The five-year evaluation process will be complete if the SOM Regular Faculty P&T Committee judges the performance of the faculty member to be satisfactory. However, if the chair, Department P&T Committee (if present) and the SOM Regular Faculty P&T Committee determine the performance of a faculty member to be unsatisfactory for the five-year period, the report will be forwarded to the dean. The five-year evaluation process will be complete if the dean judges the performance of the faculty member to be satisfactory. If the Dean considers the performance of the faculty member unsatisfactory, a plan for professional development will be written in accordance with the University of Missouri's Collected Rules and Regulation regarding Procedures for Review of Faculty Performance. Consult this document for important details regarding evaluation of faculty performance leading to either retention or dismissal for cause. Procedures in Case of Dismissal for Cause are described in section 310.060 of the collected Rules and Regulations of the University of Missouri. At every level of review, the faculty member will be provided with a copy of any written report that is part of these proceedings and will have the right to appeal any evaluations, decisions, or recommendations to the next level of the process.