

**Department of Nutrition and Exercise Physiology (NEP)
College of Human Environmental Sciences, School of Medicine, and College of
Agriculture, Food, and Natural Resources.**

Criteria and Procedure for Promotion and Tenure Recommendations

A. Philosophy

A University is fundamentally a collection of scholars and teachers, and, although there may be specialized faculty appointments, it is the presence of such a group of faculty, each of whom excels in research or creative activity as well as in teaching, which distinguishes a University from other institutions of higher education. Thus, a faculty member to be considered for promotion and/or for continuous appointment (tenure) should have demonstrated professional excellence in the following two areas:

1. Teaching and Advising
2. Research and/or Creative Work

In addition, the faculty member being considered is expected to have contributed through service to the welfare of the University community. Items 1 and 2 are of primary importance and service is a necessary adjunct, but insufficient of itself. *Where appropriate, demonstrated excellence in the area of Extension and/or Continuing Education may be substituted for teaching and advising and/or creative work.*

Since the department has faculty each with primary appointments in one of three colleges, the NEP Promotion and Tenure committee will evaluate candidates in light of the culture and expectations of the relevant college of the candidate's appointment.

B. Dossier Preparation

The candidate is responsible for seeing that the committee has the materials needed for the dossier. The purpose of the dossier is to provide a compendium of clear and comprehensive evidence of the competence of the candidate and the quality of performance. The dossier is to be prepared according to the guidelines provided by the Office of the Provost (see <http://www.umsystem.edu/ums/departments/gc/rules/personnel/320/035.shtml> <http://www.umsystem.edu/ums/departments/gc/rules/bylaws/310/>)

C. Review Procedures

All procedures must follow the Collected Rules and Regulations of the University of Missouri (CRR).

1. Committee Composition

Competence, contributions and commitment of the candidate for promotion and/or tenure shall first be evaluated by the NEP Promotion and Tenure Committee. The

Committee will be composed of five voting members. Four members will be elected by twos (2 elected each year for 2-year terms) by the tenure track faculty and the fifth member will be appointed after the election on a yearly basis by the Department Chairman. The Department Chairman will serve as a resource person for the committee. In the event that a committee member or the Department Chairman is being considered for promotion and/or tenure, an alternate committee member will be elected by the faculty for a one-year term. If other than tenured professors are included on the committee, only those who are tenured may participate in making a recommendation for a candidate seeking tenure. 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, in the discretion of the dean, or on campuses with no schools or colleges, the provost/vice chancellor for academic affairs, there is not an adequate number of tenured professors within the primary department, a special promotion and tenure committee shall be formed by the addition of tenured professor(s) from a closely related department in accordance with established procedures. This committee shall then make a recommendation for candidate(s) seeking promotion to professor.

2. Review Process

The NEP Promotion and Tenure Committee shall organize the materials and evaluate them using the departmental criteria outlined in this document and relating them to the appropriate College and to the University criteria and guidelines. Prior to the deliberations of the promotion and tenure committee, all tenured members of that department or school holding the same rank as or higher rank than that of the candidate (or, in larger departments or schools, all tenured members of the particular academic field holding the same rank as or higher rank than that of the candidate) shall be given the opportunity to provide written and signed comments to the promotion and tenure committee regarding the candidate being considered. The promotion and tenure committee may solicit whatever additional information its members deem appropriate, from within and outside the University, to evaluate the candidate under consideration in the areas of teaching, research, and service.

A. The dossier will be reviewed independently by the chair and the department Promotion and Tenure committee. If the department Promotion and Tenure Committee approves the candidate (by majority vote), the Committee Chairman informs the candidate directly and writes a letter supporting the decision and includes it with the complete dossier, which is then forwarded to the Department Chair. The Department Chair makes an independent recommendation and writes a letter outlining the rationale for the decision. The dossier with letters is then forwarded to the College Promotion and Tenure Committee.

B. If the department Promotion and Tenure Committee disapproves the candidate (by majority vote) for promotion and/or tenure:

1. The committee includes a letter with the applicant's credentials indicating specifically the reasons for the denial.
2. The committee shall inform the candidate by letter of the action taken and specific reasons for the denial.

3. The candidate may request a hearing before the committee and appeal the committee decision by requesting, in writing, a departmental review.

a. Two additional copies of the complete dossier will be available for review by the tenure track faculty of NEP.

b. Ample time will be provided for dossier review (generally one week shall be considered sufficient time).

c. The result of the departmental review will be compiled and the department Promotion and Tenure committee chair will compose a letter describing the outcome. The Department Chairman will then write an independent recommendation letter re-evaluating the dossier and reporting the action to the College Promotion and Tenure Committee.

C. In the case of hiring new faculty at the beginning rank or at advanced levels and/or tenure, the Promotion and Tenure Committee will evaluate the credentials of the applicants at the level of entry requested prior to the letter of offer being generated. Rank recommendations for new faculty will be based on the same criteria as those applicable to continuing faculty with any contingent advancement considered at the time of initial review for rank (i.e., promotion to Assistant Professor upon completion of the Ph.D. degree). The decision of the committee will be forwarded to the chairman of the appropriate College Promotion and Tenure Committee.

If the candidate holds a joint appointment between two departments or schools or colleges, the primary department, school or college (University of Missouri, Collected Rules and Regulations 320.080) bears the responsibility for recommendation for promotion in academic rank or award of continuous appointment. However, the non-primary department, school or college may prepare a recommendation which shall be included as part of one file pertaining to promotion or continuous appointment under the direction of the primary department. All recommendations shall be forwarded with supportive documentation including teaching evaluations, evidence of research, scholarly activity, and service.

The link to the campus Promotion and Tenure guidelines in the CRR is:

<http://provost.missouri.edu/faculty/call-doc.pdf>

DEPARTMENT OF NUTRITION AND EXERCISE PHYSIOLOGY

Guidelines for Appointment or Promotion to Various Academic Ranks and Tenure

Regular, tenure-track faculty

For promotion from assistant professor to associate professor:

Teaching:

- Annual participation in expected course teaching (varies by college)
- Substantial participation in at least one graduate course
- Graduate student advising/mentorship
- Membership on the doctoral faculty
- Membership on graduate student thesis and dissertation committees
- Positive department evaluations
- Positive student evaluations
- Teaching innovation and leadership (not required but enhances the application for promotion)

Research:

- Evidence of consistent publication. For appointments that are majority research appointments, an output of 2 or more high quality papers per year in peer reviewed journals with high editorial standards may be expected.
- Active funding as an independent researcher. Funding by national agencies as a Principal Investigator and as a key co-investigator with independent scholarly contributions to collaborative efforts are considered essential for promotion.
- Evidence of national recognition (invited presentations of research such as seminars and symposia talks), invitations to review manuscripts and grant applications, professional society committee memberships
- Appointment to grant review panels and editorial boards are not required but enhance the promotion application

Service:

- Departmental service (seminar series director, search committee member, etc.)
- Service on 1 or 2 college level committees

For promotion from associate professor to full professor:

Teaching:

- Annual participation in expected course teaching (varies by college)
- Substantial participation in at least one graduate course
- Graduate student advising/mentorship
- Membership on graduate student dissertation committees
- Positive department evaluations
- Positive student evaluations
- Teaching innovation and leadership (not required but enhances the application for promotion)
- Publications relating to teaching, review of textbooks or articles related to teaching (not required but enhances the application for promotion)

Research:

- Evidence of consistent publication. For appointments that are majority research appointments, an output of 2 or more high quality papers per year in peer reviewed journals with high editorial standards may be expected.
- Continued active funding as an independent researcher with major grant renewals generally expected (eg. NIH, NSF).
- Demonstration of research collaboration that significantly advances the joint project.
- Evidence of national/international recognition (invited review articles, book chapters, postdoctoral fellow supervision, invited research presentations, appointment to editorial boards, and/or associate editor positions, appointment to grant review panels on a regular basis, other intellectual achievements such as patents and research commercialization).
- Evidence of leadership in the field

Service:

- Departmental service (seminar series director, search committee member, etc.)
- Service on 1 or 2 college level committees
- National, state or regional professional service

Non-tenure research faculty (research associate professor, research professor)

Background: Non-tenure track research faculty have the responsibility of conducting research and performing scholarly works that advance their field of study. The institution has developed general guidelines for appointment and promotion of faculty at different academic ranks in this track as well as a promotion timetable. The institutional guidelines for promotion to each rank are rather broad and do not provide either specific details or meaningful guidance to junior faculty who are interested in knowing the performance expectations of the institution. Inasmuch as nominations for promotion of individuals in this track are generated at the Departmental level, this academic unit should provide guidelines for the minimal standards of performance in research that should be achieved prior to nomination for promotion to associate or full research professor. These guidelines, which should be consistent with the broad institutional standards of performance, will provide the basis for recommendations made by the Departmental P&T committee.

Guidelines:

For promotion from assistant research professor to associate research professor

- Research:**
- evidence of consistent publication in peer-reviewed journals with high editorial standards
 - active funding as principal investigator of at least one major national granting agency (NIH (RO1, PO1 project leader, RFA) or NSF grant or equivalent)
 - membership in professional society
 - Evidence of national recognition (invited presentations of research (seminars, symposia); invitations to review manuscripts, grant applications; society committee membership; organization of symposia)
 - Service on editorial boards, grant review panels*

For promotion from associate research professor to full research professor

Research:

- Evidence of consistent publication. For appointments that are majority research appointments, an output of 2 or more high quality papers per year in peer reviewed journals with high editorial standards may be expected.
- Continued active funding as an independent researcher with major grant renewals is generally expected (eg. NIH, NSF).
- Demonstration of research collaboration that significantly advances the joint project.
- Evidence of national/international recognition (invited review articles, book chapters, postdoctoral fellow supervision, invited research presentations, appointment to editorial boards, and/or associate editor positions, appointment to grant review panels on a regular basis, other intellectual achievements such as patents and research commercialization).
- Evidence of leadership in the field

Non-tenure teaching faculty (teaching associate professor, teaching professor)

For promotion from teaching assistant professor to teaching associate professor:

Teaching:

- Extensive annual participation in expected course teaching (varies by college) which may include some graduate teaching
- Positive department evaluations
- Positive student evaluations
- Teaching innovation and leadership

Service:

- Departmental service (seminar series director, search committee member, etc.)
- Service on 1 or 2 college level committees

For promotion from teaching associate professor to teaching professor:

Teaching:

- Extensive annual participation in expected course teaching (varies by college) which may include some graduate teaching
- Positive department evaluations
- Positive student evaluations
- Teaching innovation and leadership
- Scholarly publication in peer reviewed education journals
- Serving as a reviewer of textbooks or articles related to teaching

Non-tenure teaching faculty (extension assistant professor, extension associate professor, extension professor)

Extension (for Extension Assistant Professor only)

- A potential for growth and excellence in extension activities based on the candidate's resume, portfolio/dossier, reference letters and/or interviews.
- The ability to communicate clearly and the potential for growth in the communication of complex ideas.
- The potential to produce effective learning support materials in the form of outreach program development, state-of-the-art delivery systems, materials development and/or Extension education scholarship.
- Evidence of potential effective work with clientele groups, including the potential to understand, evaluate and contribute to the solution of the problems of clients.
- Evidence of the ability to collaborate with others in the achievement of results.
- Evidence of use of outreach educational programs demonstrating current and appropriate research.

Extension -- Extension Associate Professor

- Evidence of state and regional recognition as a leader in the profession.
- Demonstrated capacity for organizing, presenting and implementing high quality outreach educational programs.
- Demonstrated effectiveness of outreach programs based on the assessment of participants and evaluators.
- Demonstrated production of effective outreach support materials in the form of material development, improved instructional techniques, state-of-the-art delivery systems, workbooks and guides, applied research demonstrations, reports and publications on applied research/demonstrations, or other products.
- Demonstrated creativity in the form of the development or application of new teaching techniques, delivery systems, learning approaches, and programs relevant to the needs of the discipline.
- Documented use of outreach educational programs demonstrating current and appropriate research.
- Demonstrated cooperation with colleagues in program development and implementation that contribute to the solution of clientele problems
- Demonstrated ability to secure extramural funding or other resources to support extension programming or research.

Extension (for Extension Professor only)

- Sustained record for organizing, presenting and implementing high quality outreach educational programs.
- Sustained excellence in the organization and participation in a variety of outreach or continuing education programs contributing to the success of the extension program.
- Sustained effectiveness of outreach programs based on the assessment of participants and evaluators.
- Produced a body of effective outreach support materials in the form of material development, improved instructional techniques, state-of-the-art delivery systems, workbooks and guides, applied research demonstrations, reports and publications on applied research/demonstrations, and/or other products.

- Sustained creativity in the form of the development or application of new teaching techniques, delivery systems, learning approaches, and programs relevant to the needs of the discipline.
- Sustained use of outreach educational programs demonstrating current and appropriate research.
- Assumed leadership role in cooperative projects with colleagues that contribute to the solution of clientele problems.