

**School of Education, Social Work and Psychological Sciences
Policies and Procedures for the Promotion of Ranked Non-Tenure Track Faculty**

Policy

Consistent with the UM System's Collected Rules and Regulations regarding Non-Tenure Track (NTT) Faculty ([310.035](#)) and the [UMKC Guidelines on the Promotion of Ranked Non Tenure-Track \(RNTT\) Faculty](#), the UMKC School of Education, Social Work and Psychological Sciences (SESWPS) recognizes the significant contribution that RNTT faculty make to the mission of the School and to the university. As such, this document provides the SESWPS-specific guidelines and procedures for promotion of RNTT faculty that extend the more general UMKC policy. These SESWPS-specific guidelines specify the school-level promotion review process, timeline, and required components of RNTT promotion applications. Department-level processes and specific criteria for promotion by rank and NTT category are the purview of the department faculty within the parameters of CRR310.035 and the UMKC Guidelines.

RNTT faculty may be hired at the Assistant, Associate, or Full rank based on prior experience. Promotion from the Assistant to Associate level can occur after a minimum of three years of employment at the Assistant level, although RNTT faculty are not required to seek promotion. Promotion from the Associate to Full level can occur after a minimum of three years of employment at the Associate level.

Department Criteria for Promotion of RNTT Faculty

Department guidelines should include Department-specific criteria for promotion of RNTT faculty for each of the available ranks for the relevant NTT categories, in compliance with CRR310.035, paying particular attention to Section K:

- Specified criteria for promotion and description of the process used for promotion in rank should be spelled out by the Department and approved by the Dean in advance. The development of specific criteria and guidelines used to determine standards of excellence for promotion purposes should be the responsibility of the Department, subject to approval by the Dean or director and the Provost.
- Evaluation areas should be consistent with the established academic standards for each discipline.
- Evaluation of the candidate's application for promotion should focus on the specific area of appointment—teaching, research, or clinical/professional practice—as well as service and professional activities related to that primary responsibility. In promotion considerations, the total contribution of the faculty member to the mission of the Department and School over a sustained period of time should be taken into consideration.

UMKC Minimum Requirements for all RNTT Promotion Applications

CRR310.035 Section K states: "In promotion considerations, the total contribution of the faculty member to the mission of the school, college or academic unit over a sustained period of time should be taken into consideration. This includes comprehensive documentation of the position,

including a letter of appointment identifying home department or unit and the initial position description, communications detailing changes in position responsibilities, and any other statements regarding expected performance.” Therefore, the following components are minimum requirements for all RNTT promotion applications. Units are welcome to require additional materials and/or levels of review.

- Letter of appointment including initial position description and any subsequent changes to position responsibilities as required by CRR310.035 Section K as noted above
- The minimum qualifications for position and rank sought
- The assigned workload for the years employed in the applicant’s current title and rank
- Annual evaluations in the primary performance area for the candidate for the years employed in the current title and rank (minimum of 5 years of evaluations if the candidate has held their current rank and title for more than 5 years)
- A copy of the unit’s RNTT guidelines and promotion criteria (expectations provided above)
- A “Promotion CV” generated using the campus faculty accomplishment system
- A copy of the candidate’s professional CV
- A letter of evaluation and recommendation from the SESWPS RNTT Promotion Committee
- A letter of evaluation and recommendation from the candidate’s Department Chair
- A letter of evaluation and recommendation from the candidate’s Dean

Additional Requirements Based on RNTT Category

Teaching Faculty

- Teaching statement that describes the applicant’s role and contributions
- Quantitative and qualitative measures of teaching effectiveness including course evaluations by students.
 - Quantitative data should be contextualized by providing the scale used and the unit means and standard deviations for comparable courses if available.
 - Qualitative data should include either peer observation of teaching report(s) if required by the unit, or documentation of participation in a formal peer observation of teaching process (available through CAFE if not offered by the unit).
- Evidence of excellence in graduate and undergraduate teaching (if both are a position responsibility)
- Evidence of course development (if part of candidate’s position responsibility)
- Evidence of mentoring (if part of position responsibility; provide details of expectations)
- Evidence of student advising (if part of candidate’s position responsibility)
- Evidence of other informal or formal student engagement
- Documentation of professional development activities (attendance at professional development events, teaching conferences, participating in peer observation, etc.)
- Documentation/evidence of service in area, as applicable

Research Faculty

- Research statement that describes the applicant's role and contributions
- Documentation of scholarly contributions and creative activities from the campus faculty accomplishment system, including publications, presentations, etc.
- Summary of internal and external funding activity, generated by the campus faculty accomplishment system
- Documentation/evidence of service to the department and school, as applicable
- Documentation/evidence of service in area, as applicable

Clinical/Professional Practice Faculty

- Candidate statement that describes the applicant's role and contributions
- Documentation of clinical work relevant to unit criteria
- Teaching-focused items from teaching list above relevant to unit criteria
- Documentation of scholarly contributions and creative activities relevant to unit criteria
- Documentation/evidence of service in area, as applicable

The SESWPS RNTT Promotion Committee

The SESWPS RNTT Promotion Committee is specified in the SESWPS Bylaws (V.2.c):

The School Committee on Promotion and Tenure is comprised of four tenured faculty members (one from each department, to include a minimum of one elected full professor) and four ranked non-tenure track faculty members at the rank of associate or above (one from each department, if such faculty exist). The chairperson is elected by the committee and is of the rank of tenured full professor. Each member will be elected to a two-year term. Approximately half of the committee will be elected each year. No person who is a candidate for promotion and tenure may serve on this committee during the year of declared candidacy. A vacancy on the committee shall be filled by special election. The review committee of tenure track or tenured faculty is composed of the chair and three tenured faculty at the promotable rank or above. **The review committee of ranked non-tenure track faculty is composed of the chair and four ranked non-tenure track faculty at the promotable rank or above.**

Procedure

RNTT faculty wishing to apply for promotion should notify the Department Chair by February 1 and submit a portfolio of accomplishments to the UMKC Review, Promotion and Tenure (RPT) system no later than March 1. The SESWPS RNTT Promotion Committee will review the portfolio and submit a letter of recommendation to be added to the portfolio. The Department Chair will review the portfolio along with the Committee's recommendation and make a recommendation to the Dean. The Dean then reviews the portfolio with recommendations and forwards a recommendation for promotion to the Provost. Candidates will receive copies of each recommendation letter, and in the case of the Committee, a tally of the vote. In the case of a negative decision at any level, candidates will have 10 business days to submit a written rebuttal in support of the application for promotion. Any such rebuttal will be added to the portfolio prior to review by the next level.

Timeline

2/1 Declare
3/1 Submit
3/15 SESWPS RNTT Promotion Committee Review
3/30 Rebuttal
4/15 Department Chair review
4/30 Rebuttal
5/15 Dean Review
5/30 Rebuttal
6/1 Completed unit-level reviews submitted in RPT system
6/1-7/31 Chancellor's designee (Provost) reviews all cases
7/31 Candidates receive notice of final decision
9/1 Effective date if promotion approved