

Department of Geography Guidelines for Promotion and Tenure

STATEMENT OF PRINCIPLES

The Department of Geography's criterion for awarding promotion and tenure is excellence in research, teaching, and service. In accord with the College of Arts and Science guidelines, "Promotion to associate professor (and the awarding of tenure) reflects a demonstrated potential for developing a national reputation in the discipline. One promoted to full professor shall have established such a reputation."

- The University of Missouri is an AAU/Carnegie Research Extensive institution. As such the requirements for tenure and promotion hold the quality, originality and impact of the candidate's research on the scholarly community as a priority.
- In accordance with University policy, contributions of individual faculty members are judged in three areas: instruction and student advising, research or other artistic achievements, and service. The first two are paramount; the third is an important complement.
- Nothing in these guidelines should be interpreted in any way so as to limit academic freedom in the classroom or the rights of scholars to pursue any fields of research they feel are valid.

REQUIREMENTS FOR PROMOTION

Faculty members are evaluated annually, with extensive reviews undertaken at three periods: the third year review, in the sixth year (typically) for promotion to Associate Professor with tenure, and for promotion to Full Professor. The following guidelines suggest standards typically expected at each level; inasmuch as each person's career path is different, the weighting of expectations may vary somewhat with each candidate. Geography, as a diverse discipline, has no single path to achieving promotion and tenure. For example, although we value the single-authored journal article highly, some successful careers require largely collaborative publishing. We also strive for external funding, yet some scholars succeed with very little external support, and others may have significant periods of active funding followed by periods in which they have very little, often while writing up the product of the funded research.

Overall, three major considerations are made in determining promotion decisions:

- The individual's contribution to an increase in knowledge, understanding, and theoretical development of the field
- The degree to which the individual's work enhances, and potentially will continue to enhance, the national/international reputation of the Department
- The effective dissemination of knowledge and understanding to students.

These Departmental principles and procedures are subsumed within the University's regulations for promotion and tenure. Full details of those regulations are available on websites maintained by both the Provost and the College of Arts and Science:

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

<http://coas.missouri.edu/faculty/faculty.html>

Annual review

The Department of Geography places a high priority on encouraging the development of its tenure-track faculty and evaluating each colleague's progress toward promotion and tenure. Toward this end, the Department conducts an annual review of each regular faculty member (except for those under third year review or in the promotion/tenure process that year). Review committees will consist of tenured members of the Department, in some cases exclusive of the Chair.

The review committee assesses the faculty member's strengths and weaknesses in the areas of research, teaching and service. A written summary of this review is transmitted to the faculty member and is placed in that faculty member's file. The faculty member will sign the written evaluation to acknowledge its receipt and may provide a written response to the evaluation. For untenured assistant professors, this report and any response provided by the faculty member will be considered by the Chair in her/his annual evaluation of the faculty member's performance as prescribed by Paragraph A of Section 310.015 of the UM Academic Tenure Regulations.

The faculty member under review is responsible for submitting a dossier containing the following materials:

- a complete curriculum vitae
- a copy of the annual FAS (Faculty Accomplishment System) report
- copies of publications appearing since the prior review
- a list of work in progress
- reviews of teaching and service, including peer teaching evaluations and a summary of student teaching evaluations

Third year review

A more extensive review of untenured assistant professors is undertaken during the third year of appointment. At this stage of a faculty member's career, we ask whether the candidate is making good progress toward a successful candidacy for promotion to Associate Professor with tenure. A committee comprised of tenured faculty in Geography (plus additional tenured faculty from other relevant campus departments as necessary to comprise a minimum of four members) will conduct an extensive review of the candidate's accomplishments to date. Although the Department cannot commit itself to a recommendation of tenure at this stage, its review will include an explicit statement of how well the candidate is meeting the Department's expectations for progress toward tenure. The Department will forward a copy of its third-year evaluation to the Dean, along with any written responses by the candidate.

The candidate will submit a dossier to the committee demonstrating achievement in the following:

a. Research

- Dissertation research published or in press in leading peer-reviewed journals
- Initiation of an independent research program beyond dissertation and/or post-doctoral research as demonstrated by: a) research papers published, in press, or in review, b) external research grant in force or positive peer reviews, as judged by the faculty, of declined submissions, c) presentations of research at professional forums.

b. Teaching

- Teaching well across all levels of the curriculum as demonstrated through a) peer faculty evaluation of the candidate's teaching and portfolio and b) through student teaching evaluation questionnaires.

c. Service

- Service to the department is expected; service at the University and disciplinary level are valued.

Promotion to Associate professor with tenure

At this stage of a faculty member's career, we ask whether the candidate has the scholarly potential to become a nationally and/or internationally recognized scholar in their field. This question is included in the letter soliciting external reviews by scholars at other AAU institutions.

Success in building a scholarly reputation must be demonstrated by achievement in the following:

a. Research

The candidate is expected to have published enough research in substantial outlets to demonstrate that the candidate has developed a significant independent research program that has already produced important work recognized by scholars in their fields.

Criteria to be considered are:

- Publication of several scholarly, full-length, data-based, peer-reviewed papers in leading journals of the candidate's sub-discipline. These publications must address research beyond the dissertation and post-doctoral research. The expectations of publications are concerned more with quality and promise than with their sheer number or volume. For example, a lesser number of articles, if they are very notable publications in highly-ranked journals such as the *Annals of the AAG*, could be evaluated more favorably than a larger number of articles in less prestigious outlets. Independence should be demonstrated by lead or single authorship of (*some*) of these publications
- Presentations of research at professional forums
- Participation in research-related professional development activities
- Acquiring external research funding
- Advising graduate student theses and dissertations, ideally with some leading to publications
- Positive letters of evaluation from qualified impartial reviewers of documented national status.

b. Teaching

The candidate should be teaching well across all levels of the curriculum, be involved in the advising of graduate students, and should show promise of continued strong contributions in the future.

Convincing evidence of effective teaching will require submission of:

- student evaluations conducted in accordance with departmental rules
- on-campus peer evaluation of contributions to the teaching mission
- evidence of participation in teaching-related professional development activities
- statement of teaching philosophy
- syllabi and other course material

c. Service

The candidate should have demonstrated the willingness and ability to carry on committee work in the Department. Service to the discipline in the form of committee, administrative, and editorial work is also encouraged. Service to the larger society through voluntary associations, assistance with the work of public agencies, membership on boards, etc., may also contribute to this service expectation.

Promotion to Full Professor

At this stage of a faculty member's career, we ask whether the candidate has become a nationally and/or internationally recognized scholar in their field. This question is included in the letter soliciting external reviews by scholars at other AAU institutions. Success in achieving a scholarly reputation must be demonstrated by the following:

a. Research

The candidate is expected to have established a national and/or international reputation based on a substantial and sustained pattern of scholarly publication. Quality is more important than quantity of publication, but the quantity should be greater than that expected for promotion to the associate rank.

The kinds of achievements accepted as evidence of meeting these levels of scholarly activity include:

- Conducting an active research program
- Publications in refereed journals
- Publication of books, monographs, and edited volumes
- Acquiring external research funding
- Receiving research awards
- Supervising graduate student research
- Receiving invitations to speak in national and international conferences and symposia
- Participation in editorial capacities on journal boards, editing book series, refereeing articles and books
- Serving on foundation and institute panels
- Holding offices in national professional organizations
- Positive letters of evaluation from qualified impartial reviewers of documented national status.

b. Teaching

The candidate should have established a solid reputation for effective teaching at the undergraduate and graduate level, successfully advise graduate students, and should show promise of continued strong contributions in the future.

Convincing evidence of effective teaching will require submission of:

- student evaluations conducted in accordance with departmental rules.
- on-campus peer evaluation of contributions to the teaching mission.
- statement of teaching philosophy.
- syllabi and other course material

c. Service

The candidate should have demonstrated effective contributions to the conduct of the business of the Department, the campus and the discipline. A sustained pattern of effective advising and committee work in the Department is expected. Service to the discipline through editorial, committee, and administrative work is expected. Likewise, service to the larger society through voluntary associations, assistance to public agencies, memberships on boards, and the like is encouraged.

There is no timetable for promotion to full professor; that is, an associate professor can remain in rank indefinitely. However, the policy of Arts & Science states "A faculty member who holds the rank of associate professor has the right to full application of the departmental decision process, for or against promotion to full professor rank, in the sixth year of appointment at associate rank and, should promotion not occur, every third year thereafter, and no more frequently, but may request that the department not initiate or carry through this process at this or any such scheduled time."

STANDARD CALENDAR OF DEPARTMENTAL P & T PROCEDURES

Specific procedures (such as selection of external reviewers, departmental votes and appeals) are detailed at the College and Provost websites.

Year 1 of appointment, Winter semester:	Annual Review by committee; Chair's Annual Evaluation
Year 2 of appointment, Winter semester:	Annual Review by committee; Chair's Annual Evaluation
Year 3 of appointment, Winter semester:	Third Year Review provided to Dean
Year 4 of appointment, Winter semester:	Annual Review by committee; Chair's Annual Evaluation
Year 5 of appointment, Winter semester:	Annual Review by committee; Chair's Annual Evaluation External Reference letters for Promotion & Tenure solicited Candidate provides dossier for external review.
Year 6 of appointment, Fall semester:	Departmental decision on Promotion to Associate Professor with Tenure made in September. Full dossier must be provided by August.
Year 11 of appointment, Winter:	Eligibility for promotion to Full Professor (special circumstances may permit the candidate to apply early for this consideration).
Year 16 of appointment, Winter semester:	Post-tenure review
Year 21 of appointment, Winter semester: (and every subsequent fifth year)	Post-tenure review

NON-REGULAR (NON-TENURE TRACK) FACULTY

A. Review of Non-regular Faculty

Non-regular faculty members teaching or serving in a research role shall be reviewed by the Department of Geography each year. The Department Chair and/or an advisory committee shall review the activities and performance of each non-regular faculty member. A summary of this review shall be transmitted in writing to the non-regular faculty member as well as being placed in his/her personnel file. The faculty member will sign the written evaluation to acknowledge its receipt and may provide a written response to the evaluation. This report and any response provided by the faculty member will be considered by the Chair in her/his annual evaluation of the non-regular faculty member's performance as prescribed by Paragraph A of Section 310.015 of the UM Academic Tenure Regulations. At the conclusion of this annual evaluation, the reappointment, non-reappointment, or a probationary one-year reappointment for the non-regular faculty member for the following academic year will be made. However, if the non-regular faculty member holds the rank of Resident Instruction Associate Professor, Resident Instruction Professor or equivalent (see Section B below), then such a review will be required every third year unless requested by the Chair of the Department. A reappointment decision of the advisory committee may be overturned by a majority vote of the tenured members of the department.

B. Titles for Non-regular Faculty: Resident Instruction Faculty

Under the current system of titles, non-regular faculty whose primary responsibility is instruction (including teaching courses, coordinating courses, modifying and updating courses, and developing new courses), herein referred to as "resident instruction faculty," shall ordinarily hold one of the following titles: *Resident Instruction Instructor*, *Resident Instruction Assistant Professor*, *Resident Instruction Associate Professor*, or *Resident Instruction Professor*. (These guidelines shall apply to persons holding other faculty titles provided the responsibilities of that person are primarily instructional in nature.) It shall be the policy of the Department of Geography at the University of Missouri – Columbia to judge the contributions of resident instruction faculty in the following areas:

1. INSTRUCTION. Effective teaching is essential. Coordinating courses, modifying and updating courses, developing new courses, developing new teaching methods, and experimenting with novel classroom techniques are also important.

2. SERVICE. While teaching is of primary importance, quality service to the Department, the University, and the geographic profession strengthens a candidate's record. Service includes consulting with faculty and graduate students, activities in professional and learned societies, contributions to the development of the Department, and the University, contributions on administrative assignments, and participation in examination and students advisory committees, both within and outside of the Department.

The four typical titles for resident instruction faculty are described below.

Resident Instruction Instructor: Persons holding this title ordinarily should have earned a Master's degree or the equivalent and have demonstrated the potential to excel in the areas of instruction and service.

Resident Instruction Assistant Professor: Persons holding this title have earned a doctoral degree or the equivalent and have demonstrated the potential to excel in the areas of instruction and service.

Resident Instruction Associate Professor: Persons holding this title have earned a doctoral degree or the equivalent and have demonstrated, over a sustained period, excellence in the areas of instruction and service.

Resident Instruction Professor: Persons holding this title have earned a doctoral degree or the equivalent and have established a national reputation for excellence in instruction and/or service.

C. Promotion Procedures for Resident Instruction Faculty

Based on the criteria below, the Chair of the Department of Geography, at any time deemed to be in the best interest of the department, or the department's Advisory Committee, at the end of its annual review of non-regular faculty, may recommend promotion of one or more resident instruction faculty. A two-thirds majority vote of eligible voters on a secret ballot is required for such a promotion to take effect, where the eligible voters are voting members in the department at the proposed rank or higher (for this purpose, a resident instruction assistant professor and an assistant professor have the same rank, a resident instruction associate professor and an associate professor have the same rank, etc.). If, after its annual review, the Advisory Committee does not recommend promotion for a resident instruction faculty member, then, during that same semester, that faculty member may ask the eligible voters to consider his/her case. However, if the eligible voters do not support his/her promotion with a two-thirds majority vote, then in the next spring, if the Advisory Committee does not recommend promotion of that faculty member, he/she cannot ask the eligible voters to consider his/her case. An eligible voter on leave shall be given the opportunity to vote. However, if such a person chooses not to vote, then he/she shall not be counted as an eligible voter.

D. Promotion Criteria for Resident Instruction Faculty

Promotion from Resident Instruction Instructor to Resident Instruction Assistant Professor may occur at the beginning of the first fall semester after the Resident Instruction Instructor earns a doctoral degree.

Promotion from Resident Instruction Assistant Professor to Resident Instruction Associate Professor may occur at such time that the faculty member has demonstrated,

over a sustained period, excellence in the areas of instruction and service. While the length of this “sustained period” may vary on a case-by-case basis, it is expected that the typical length will be six academic years of full-time college or university employment, while holding a doctoral degree, in a position for which instruction is the primarily responsibility.

Promotion from Resident Instruction Associate Professor to Resident Instruction Professor may occur at such time that the faculty member has established a national reputation for excellence in instruction and/or service. This may be demonstrated by letters of support, participation at national or international meetings, service to the profession, publications related to instruction and/or service, authorship of textbooks, or in other ways that draw positive national or international attention to the department and to the university through the faculty member’s accomplishments.