

**Mid Probationary Period (MPP) Review of Tenure-Track Assistant Professors (“Third Year Review”)
Guidelines for Faculty at the University of Missouri - Kansas City
Effective September 1, 2024**

The Collected Rules and Regulations (CRRs) of the University of Missouri System referred to in this document are:

1. [310.020 Regulations Governing Application of Tenure](#) (Sections D1, D2)
2. [320.035 Policies and Procedures for Promotion and Tenure](#)

1. Background: One of the most important ways UMKC supports our tenure-track faculty members is providing them with clear and frequent feedback regarding their progress toward tenure. During the annual evaluation process each year, all tenure-track faculty members should receive specific feedback from their department/division chair and/or dean regarding their progress toward tenure.

In addition, UMKC requires a separate, more comprehensive review of all tenure-track faculty hired at the rank of Assistant Professor with zero years or one year of credit toward tenure. This comprehensive review is commonly referred to as the “Third Year Review” because for assistant professors hired with zero years of credit toward tenure the review typically occurs during the spring semester of the faculty member’s third year in the tenure probationary period. When the standard six-year probationary period is shortened due to the awarding of credit-toward-tenure at hire or extended due to reasons outlined in [CRR310.025](#), this comprehensive review may occur earlier or later than the faculty member’s third year at UMKC. Hence, this document uses the broader term “Mid Probationary Period (MPP)” Review.

2. Applicability: At UMKC, the MPP review process is required only for tenure-track faculty members with the title of Assistant Professor, hired with zero years or one year of credit granted towards their tenure probationary period. However, in accordance with their own unit policies, individual academic units may choose to require an MPP review of other pre-tenure faculty such as tenure-track Assistant Professors awarded two or more years of credit toward tenure or tenure-track faculty hired at the rank of Associate Professor or Professor.

3. Timelines: Table 1 provides the overall Promotion and Tenure timeline for faculty members who are required to complete a MPP review.

Title	Credit Toward Tenure	Maximum Probationary Period	MPP Review Faculty Dossier Due Date	MPP Review Dean Letter Due Date	Tenure Application Due Date	Tenure Notification
Assistant Professor	0 years	6 years	February 15 of academic year 3	April 15 of academic year 3	May 1 of academic year 5	July 31 of year prior to AY 7
Assistant Professor	1 year	5 years	February 15 of academic year 2	April 15 of academic year 2	May 1 of academic year 4	July 31 of year prior to AY 6

Faculty members whose MPP review is due in a given academic year should receive formal notification from the unit P&T coordinator by October 1 of that academic year. The notice should specify the timeline and levels of review that will be carried out by the unit, along with the instructions below for the dossier that will be due February 15 of the upcoming spring semester.

The unit will conduct the MPP review according to their unit policies with an appropriate timeline that results in a final letter from the Dean to the faculty member, with copy to the vice provost for faculty

affairs, no later than April 15 of the review year.

4. Process: The MPP review will consist of at least a unit evaluation completed by a faculty committee at the discipline/department/division level, followed by the unit dean's review. Additional levels (e.g., department chair/division head, school-wide committee) can be added based on the practice within the unit, but the review timeline will remain the same with the issuance of the Dean's letter no later than April 15 of the review year.

The unit committee review will address the following question in the form of a letter to the unit Dean with copy sent to the faculty member as well:

Does the faculty member appear to be making appropriate progress toward tenure relative to the unit P&T criteria and P&T standards provided in [CRR320.035](#)?

- If answered yes, the MPP review letter should include suggestions for what the faculty member should focus on and accomplish in the time remaining in the probationary period to be in the strongest position for meeting or exceeding the unit criteria and CRR standards at the time of the mandatory promotion and tenure review.
- If answered no, the MPP review letter must: (1) clearly identify the areas in which the faculty member is not making satisfactory progress, and (2) provide a clear assessment as to the accomplishments that would be needed in the remaining years of the probationary period in order for the faculty member to meet or exceed the unit criteria and CRR standards for tenure by the time of the mandatory tenure review.

Upon receipt of the unit-level evaluation, the faculty member will notify the Dean within 48 hours if they plan to correct any factual errors, offer any clarification, or rebut the committee's conclusions and/or recommendations. The faculty member must provide any written response to the unit-level evaluation to the Dean within 14 calendar days of receiving the committee's letter.

Upon receipt of the unit-level evaluation, and any written response from the faculty member, the Dean will then conduct an independent assessment of the faculty member's progress toward tenure and provide an overall assessment in the form of a letter to the faculty member, with copy to department/division chair and the vice provost for faculty affairs. The Dean's letter should provide a high-level summary of the unit-evaluation, any additional suggestions or clarifications needed, and a recommendation on reappointment, in accordance with CRR310.020, section E.1.

If the Dean concludes that the faculty member should be reappointed as a probationary tenure-track faculty member, a copy of the MPP review documents will be provided to the faculty member and added to the faculty member's myVITA record. Likewise, the MPP review will be included as a standard part of the faculty member's Promotion and Tenure portfolio when they undergo mandatory review. The faculty member will continue into the subsequent year(s) of the probationary period with an expectation to adhere to the guidance the MPP reviewers have provided.

If the Dean concludes that the faculty member should not be reappointed as a probationary tenure-track faculty member, the faculty member will have an opportunity to provide a written response to the Dean. The Dean will consider the response and in consultation with the Provost, will make a final decision regarding reappointment. In the event the faculty member is ultimately reappointed as a probationary tenure-track faculty member, the faculty member will undergo another MPP review the following year in accordance with this policy. If the decision is to not reappoint the faculty member to a

probationary tenure-track position, notice will be provided to the vice provost for faculty affairs, and a terminal one-year contract will be issued per guidance provided in CRR 310.020 F.2. The faculty member may file a written appeal of the Dean's decision with the Chancellor. Written appeals to the Chancellor must be submitted within 14 calendar days of receiving the terminal one-year contract.

5. Preparation of the MPP review documents/portfolio by the faculty member

All academic units must complete their MPP reviews using the Review Promotion and Tenure (RPT) module in myVITA. Requests for exceptions to using RPT must be approved by the vice provost for faculty affairs prior to the application cycle.

Within the myVITA system, the faculty member will create a "MPP Review CV" using a pre-defined template. The time period to be considered for the material to be included will be time served as a tenure-track faculty member at UMKC and any additional prior years agreed upon at the time of hire, which could include years linked to credit toward tenure and/or additional years specified in the letter of hire.

To appropriately populate the MPP Review CV, the faculty member must add the following to their myVITA record:

- **An up-to-date Professional Curriculum Vitae**
- **Research/Creativity Documentation** consisting of:
 - A Research/Creativity Statement describing the areas, objectives and details of research/creative accomplishments and plans for the remainder of the probationary period
 - Details of scholarly/creative activities such as peer-reviewed articles, published, in-press, under review and submitted, conference presentations, books, book chapters, performances, exhibitions, and other creative works as appropriate to the unit expectations. Activity related to funding should also be included as relevant to the unit expectations. This should include information on funding proposals to internal and external sources submitted and funded, with role clearly specified; UG/MS/MA/MFA/PhD/other categories of students currently supported/supervised; any other activity as required by the specific discipline or unit (CRR 320.035, Section B.2.b).
- **Teaching Documentation** consisting of:
 - A teaching Statement describing the faculty member's teaching philosophy, courses taught, and a summary of course evaluations,
 - Details of teaching-related activities including individual course syllabi, course evaluations, teaching-related achievements and awards, documentation of teaching-related professional development activities, any peer observation reports etc. (CRR 320.035, Section B.2.c).
- **Service Documentation** consisting of:
 - A Service Statement describing service goals
 - Details of service activities at the discipline, division, unit, university and professional levels as appropriate. (CRR 320.035, Section B.2.d)