

UMKC Guidelines on the Promotion of Ranked Non Tenure-Track (RNTT) Faculty
Effective September 1, 2024

1. Introduction

UMKC values the contributions of our ranked non-tenure-track (RNTT) faculty and the critical role they play in carrying out our academic mission. This document provides the UMKC-specific guidelines and procedures for promotion of RNTT faculty that extend the more general University of Missouri system-wide policy, [CRR310.035](#).

These UMKC-specific guidelines specify the campus-level promotion review process, timeline, and required components of RNTT promotion applications. Unit-level processes and specific criteria for promotion by rank and NTT category are the purview of the unit faculty within the parameters of [CRR310.035](#).

2. Unit guidelines on ranked NTT faculty

Each UMKC academic unit that employs ranked RNTT faculty must have written unit-specific guidelines for each category of RNTT faculty the unit employs. The six categories defined in [CRR310.035](#) Section B are Research, Teaching, Clinical/Professional Practice, Extension, Librarian, and Clinical Department Faculty. The unit guidelines must address minimum qualifications for appointment, assignment of workload, annual evaluation, and promotion, in alignment with CRR.310.035 and the UMKC campus-specific expectations below.

The unit's RNTT guidelines must be provided in either a stand-alone document, or, if contained within the unit's bylaws, must be extractable such that the relevant RNTT promotion criteria can be included in a faculty member's promotion application separate from the full bylaws document. The RNTT promotion criteria should be clearly distinct from the unit's promotion criteria for tenure-track and tenured faculty (e.g., the unit's criteria for promotion of tenure-track and tenured faculty should not be included or referenced within the unit's criteria for RNTT promotion).

Unit criteria for promotion of ranked NTT faculty

Unit guidelines should include unit-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 school, college or academic unit and approved by the provost 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/unit, subject to approval by a dean or director [5] 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, clinical/professional practice, extension or library – 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 school, college or academic unit over a sustained period of time should be taken into consideration.

3. Unit process for promotion of ranked NTT faculty

Each academic unit may determine its own unit-specific process for RNTT promotion as long as the process is aligned with CRR310.035 Section K, and the expectations provided within this document¹.

The unit's procedures for RNTT promotion must involve evaluation by the candidate's department or division chair and a faculty committee (the RNTT Promotion Committee). This committee should be composed of one or more RNTT faculty members and one or more tenured faculty members. To participate in the evaluation of a promotion application, all members of the RNTT Promotion Committee must hold a rank higher than the rank of the applicant. If there are too few appropriately ranked faculty on the RNTT Promotion Committee to evaluate an application, the unit dean may appoint additional committee members for the case either from within the unit or the university.

RNTT Promotion Committee members should be elected, and unit procedures for RNTT promotion consistent with the expectations in this document should be decided upon, through the standard unit processes.

Each academic unit should produce a set of guidelines indicating how a candidate initiates an application for promotion, the different steps in the process at the unit level, and the timeline for completing these steps. All academic units must complete their internal reviews of promotion candidates 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.

4. 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 myVITA faculty accomplishment system (Assistance with creating the Promotion CV is available from the Faculty Affairs Specialist (Chris Popoola))
- A copy of the candidate's professional CV
- A letter of evaluation and recommendation from the unit's RNTT Promotion Committee
- A letter of evaluation and recommendation from the candidate's department/division chair, if unit has a department/division structure
- A letter of evaluation and recommendation from the candidate's Dean

¹ RNTT Extension and Librarian procedures may vary with Dean/Provost approval.

5. Additional Requirements based on RNTT category. Units may require additional information.

Teaching

- 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 CAFE events, teaching conferences, participating in peer observation, etc.)

Research

- Research statement that describes the applicant’s role and contributions
- Documentation of Scholarly contributions and creative activities from myVITA including Publications, presentations, etc.
- Summary of internal and external funding activity, generated by myVITA

Clinical/Professional Practice, Extension, Librarian, or Clinical Department 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

6. Timeline for promotion of ranked NTT faculty

At UMKC, the promotion of ranked NTT faculty will consist of both a unit-level review and a campus-level review process. Each academic unit may establish its own timeline for the unit-level review, but all unit-related documents must be submitted by the deadline noted below, and the process will then follow the remaining steps of the process as noted.

June 1	Completed unit-level reviews submitted in RPT system
June-July	Chancellor’s designee (Provost) reviews all cases
July 31	Candidates receive notice of final decision
September 1	Effective date if promotion approved