MISSOURI STATE UNIVERSITY

PERIODIC REVIEW OF REAPPOINTMENT (OR RENEWAL OF CONTRACT),
TENURE, PROMOTION GUIDELINES

DEPARTMENT: Economics

COLLEGE: Humanities and Public Affairs

SEMESTER/YEAR OF CURRENT REVIEW: Fall 2016

SEMESTER/YEAR OF NEXT REQUIRED REVIEW: Summer 2019

DEPARTMENT ADOPTION SIGNATURES:

[Signature]
Department Personnel Committee Chair
Date 9-28-16

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Department Head
Date 9-28-16

APPROVAL SIGNATURES:

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Dean
Date 9-29-16

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Provost
Date 10-4-16

THIS PLAN IS IN EFFECT FROM 2016, THROUGH 2019.
DEPARTMENT OF ECONOMICS

GUIDELINES FOR REAPPOINTMENT, TENURE, and PROMOTION
(Revised Fall 2016; Next Revision Due in Summer 2019)

1. PURPOSE

Consistent with the Faculty Handbook, this document describes the procedure and the criteria by which reappointment, tenure and promotion applications will be assessed. This material is contained primarily in sections 3 and 4 of the Faculty handbook. However, the applicant is strongly encouraged to review the entire Faculty Handbook for other potentially relevant material.

2. PROCEDURE

This section details the procedure to be used in making recommendations for reappointment of probationary faculty and in evaluating applications for tenure and promotion.

2.1 The Reappointment, Promotion, and Tenure (RPT) Committee

2.1.1 The purpose of the RPT Committee is to gather data and make recommendations to the administration regarding (a) reappointment of probationary faculty and (b) applications for tenure and promotion in the Economics Department.

2.1.2 The RPT Committee consists of all tenured members of the Department of Economics, excluding the Department Head or acting Department Head. The full RPT committee will elect the initial Chair. Thereafter, each year’s Chair will be determined by seniority (contingent upon his/her willingness to serve), as compared to the previous year’s Chair. In any given year, the Chair will be the committee member who is the next most senior below the previous year’s Chair seniority. Seniority will be determined first by rank, with the most seniority accorded to full professors, then associates, and then assistants. Within the same rank, seniority will be determined by time in that rank, with faculty with more time in rank having more seniority.

2.1.3 Recommendations for reappointment and tenure will be made by the full RPT Committee. However, when evaluating promotion applications, any RPT member holding a rank below that for which the candidate is being considered will be excused from the committee. Excused members retain their duties for other activities during the year. Should the Chair of the committee be excused for this reason or any other (e.g., faculty member is on sabbatical), the full RPT committee, including any excused members, will elect a pro-tem Chair from the remaining members of the committee. A pro-tem Chair selected because the actual chair is ineligible to serve as a member will serve only for the single promotion decision for which he/she was originally elected. If fewer than three tenured faculty members are eligible to serve on the RPT Committee, the Dean will appoint others to bring the RPT’s membership to three.

2.1.4 The RPT Committee will meet at the beginning of every fall semester to discuss tasks for the year and to elect subcommittees. All RPT meetings will be called and conducted by the RPT chair. Only RPT members may attend such meetings.
RPT members should not discuss the results of meetings discussing personnel matters with other individuals, including the Department Head and the candidate.

2.1.5 In the fall semester of every third academic year, the RPT committee will assess department personnel documents to ensure that they are in compliance with university and college guidelines. Recommended changes will be based on a majority vote of the full RPT committee.

2.2 Duties of the RPT Committee in Evaluating Reappointment, Tenure, and Promotion Applications

2.2.1 Each year the Provost’s Office sets the deadlines for evaluating reappointment, tenure and promotion applications. However, the RPT Committee may establish its own deadlines for receiving reappointment, tenure and promotion applications and supporting materials (provided that these deadlines do not violate those set by the Provost’s Office). In such instances the RPT Committee Chair will inform applicants of the departmental deadlines in a written memo and provide other information to the applicants as requested.

2.2.2 Evaluation of probationary faculty for reappointment will be conducted every year.

2.2.3 The RPT Committee will inform potential tenure applicants of their eligibility to apply for tenure. A faculty member initially appointed as an Assistant Professor must apply for tenure no later than the fall of his/her sixth year of probationary status. If a faculty member has been hired with credit towards tenure, this period will be reduced by the number of years of credit granted. An individual whose initial appointment is as an Associate Professor must apply for tenure by his/her fourth year of probationary status. Full Professors are normally hired with tenure. However, a Professor who is hired without tenure must apply for tenure no later than the second year of probationary status. (See sections 3.3.1, 3.3.2, 3.3.3 and 4.6 of the Faculty Handbook for details). Under certain circumstances individuals may apply for early tenure. See section 3.2.1 of this document for details.

2.2.4 The application for tenure by an Assistant Professor must be accompanied by an application for promotion to Associate Professor. Associate Professors are eligible to apply for promotion to Professor during their fifth year of academic service but those with exceptional records may apply sooner. (See section 3.2.1 of this document). In all cases it is each faculty member’s responsibility to become informed about University eligibility requirements and promotion deadlines.

2.2.5 Applications and supporting materials for reappointment, tenure, or promotion are initially submitted to the Department Head, who will then submit this material, including external reviews if applicable, to the Chair of the RPT Committee. The RPT Chair will make the material available for review by committee members. However, as noted above, for promotion decisions any RPT member holding a rank below the rank for which the candidate is being considered will be excused from the committee. The RPT Chair will also gather and review information from other internal sources regarding the candidate’s
suitability for promotion. This material will also be shared with other committee members.

2.2.6 The Chair of the RPT Committee will arrange meetings in order to discuss each application for reappointment, tenure, or promotion. Only members of the RPT Committee will attend the meeting(s). After discussion, a vote of the RPT Committee will be held to either accept or reject the faculty member’s application. All decisions must be made upon documented evidence of job performance (see section 3 below) and cannot be based upon life-style, philosophical outlook, divergent beliefs, and collegiality unless they can be documented as affecting quality or quantity of job performance.

Following such a vote, the Committee will write a letter, signed by all members of the committee, which either approves or does not approve the candidate’s application. The letter will summarize the Committee’s evaluation of the candidate and must be approved by a majority vote of the RPT Committee. The letter must include evaluations of the candidate based upon the criteria detailed in section 3 of this document and consistent with the Faculty Handbook. In addition to written comments, the letter will specify the breakdown of the vote cast by RPT committee members, i.e., the number of votes in favor of or against approval, as well as the number of abstentions.

The final version of the RPT Committee’s recommendation letter will be sent to the candidate and copies will be forwarded to the Head and Dean. The Head will make an independent evaluation and recommendation which will be forwarded to the Dean.

2.2.7 Disagreement may exist between members of the committee about the candidate’s eligibility for reappointment, tenure, or promotion. Nonetheless, the Department recommendation will be based on the majority vote of the entire RPT Committee. However, consistent with the Faculty Handbook, minority views may be forwarded to the Department Head, other academic administrators, and the candidate.

2.2.8 At each stage of evaluation, the candidate will be given a copy of the recommendation and the written rationale for the recommendation. The candidate may provide rebuttal or comments, and these will become part of the documentation considered in the remaining review(s). In accordance with Section 4.7 of the Faculty Handbook, an applicant may appeal a negative decision by the Provost by notifying the Associate Provost for Faculty Affairs and subsequently submitting a formal appeal to the Provost’s Committee on Tenure and Promotion. For details of the appeals procedure, the candidate should review Section 4.7 of the Faculty Handbook.

3. CRITERIA FOR REAPPOINTMENT, TENURE, AND PROMOTION

3.1 Reappointment

Annual reappointment decisions are intended to assess, and provide feedback to, probationary faculty regarding their progress toward tenure and/or promotion.
As discussed above, the yearly evaluations for reappointment of probationary faculty result in yearly evaluation letters, which will assess a candidate’s progress towards tenure in each of the three areas of teaching, research and service. The evaluation of the candidate must assess his/her performance based upon the criteria detailed below. The letters should also identify strengths and weaknesses and specifically identify areas in which improvement is necessary. Hence, the yearly evaluation letters will constitute a formal record as to whether progress towards tenure is occurring at an acceptable pace.

Assessment measures for reappointment are given below for all three areas of faculty activity: teaching, research, and service. Adequate performance towards tenure in all three areas is necessary to obtain reappointment, although some substitutability exists between these different areas. In measuring the performance of probationary faculty, *ceteris paribus*, those with more years of experience at this university will be expected to perform at a higher level in all areas (teaching, research and service) than will be expected of those with lesser experience. While reappointment may be recommended in any year, even with deficiencies in some or all of these areas, such deficiencies must be addressed in subsequent years. Hence, previous reappointment letters serve as a gauge of whether the candidate is making acceptable progress. A candidate who, over several years, does not address areas of concern identified in earlier letters has a much weaker case for reappointment.

Reappointment decisions are inherently subjective, though the purpose of this document is to decrease such subjectivity. The candidate is encouraged to visit with senior faculty and the Department Head for direction and clarification of the criteria listed below. Faculty should not assume that meritorious ratings in annual reviews suffice to fulfill the requirements for reappointment.

### 3.2 Tenure and Promotion

Tenure establishes an ongoing relationship between the faculty member and the Economics Department. Tenure will therefore be granted to members whose accumulated record at MSU predicts significant ongoing contributions to the Department’s teaching, research, and service missions.

Tenure eligible, probationary faculty are evaluated each year by the Department Head and the RPT Committee. All of these prior evaluations will be considered in the tenure decision. For a faculty member hired as an Assistant Professor, the criteria for tenure are the same as the criteria for promotion to Associate Professor. For a faculty member hired as an Associate Professor or Professor, the criteria for tenure are the same as those for promotion to those ranks, respectively.

Promotion rewards professional growth and accomplishment. Promotion will therefore be granted to candidates whose accumulated record in rank reveals a level of performance appropriate to the higher rank. The candidate’s performance will be judged as it relates to the Department’s teaching, research, and service missions.

For both tenure and promotion, effective performance in all three areas is a necessary prerequisite for a successful application for tenure. The candidate should be aware that some substitutability exists between these different areas. For example, an outstanding teacher would be held to a somewhat lower standard in the scholarship or services areas. Being minimally qualified in all areas (in terms of quality and quantity) is insufficient to be tenured and/or promoted.
Assessment measures are given below for teaching, research, and service. Specific criteria for tenure and promotion are discussed below. Faculty should not assume that meritorious ratings in annual reviews suffice to fulfill the requirements for tenure. As outlined in section 3.7.2 of the Faculty Handbook, basic competence in the areas of Teaching, Scholarship, and Service is not sufficient to grant tenure.

3.2.1 Early Promotion and Tenure

The Faculty Handbook notes that “individuals with exceptional records of accomplishments” may apply for early tenure or promotion. For the Economics Department, a candidate with an “exceptional record of accomplishments” will generally be considered to be one who has double the minimum requirements for research and service. In addition, the candidate must have exceptional teaching as assessed by the RPT Committee (e.g., evaluations that consistently exceed department means.) Assistant Professors may apply for tenure in their fourth or fifth year, adjusted downward to account for credit towards tenure granted at the time of hire. However, Assistant Professors may not apply for tenure earlier than the third year of probationary status, regardless of any prior credit towards tenure. While Associate Professors are typically eligible to apply for promotion to Professor during their fifth year of service to MSU in the rank of Associate Professor, individuals with exceptional records may apply sooner.

3.3 Assessment Measures: Teaching

A candidate for tenure and/or promotion should maintain a portfolio to document the effectiveness of his or her teaching performance, including but not limited to the items listed below. These items represent broad assessment measures; the specific criteria for promotion are listed separately in section 3.6.

3.3.1 Course and student weighted teaching evaluations by students (the weight for this item cannot exceed fifty percent of the total teaching performance evaluation).

3.3.2 Teaching awards received while an MSU faculty member.

3.3.3 Teaching load per semester (credit hours).

3.3.4 Number of new classes or preparations taught by the candidate.

3.3.5 Average number of preparations per semester.

3.3.6 Nature of courses taught. *Ceteris paribus*, upper-division courses are given greater weight than principles courses. Courses that serve special departmental needs or “hardship” courses are given greater weight than other courses. Candidates must make a case for courses to be included in the latter category.

3.3.7 Being on time to class, having class covered or a suitable activity assigned during anticipated absences, and covering classes or informing students of class cancellations in the case of emergency absences.

3.3.8 Availability to students—including, but not limited to, meeting office hours.

3.3.9 Innovative methods used in the classroom—use of technology in the classroom, field trips, student use of new technology, new and interesting class assignments, etc.
3.3.10 A responsible grading policy—one that rewards student achievement and provides an incentive to poor and mediocre students to improve.

3.3.11 Provision of ancillary materials intended to improve learning outcomes, such as handouts, practice assignments, maintenance of a Blackboard website, etc.

3.3.12 Administration of teaching assessment instruments, a written plan for improvement, execution of the plan, and evaluation of results achieved.

3.3.13 Author of textbooks, workbooks, etc. used only on-campus.

3.3.14 Author of textbooks, workbooks, etc. used off-campus.

3.3.15 Guest lectures in ECO or non-ECO classes—lectures that emphasize the member’s professional expertise, not including substitute teaching.

3.3.16 Courses taught in different modalities, including Evening, Online, Blended, iCourse, etc.

3.3.17 New course development (not including service on the ECO Department Curriculum Committee), including alternative modalities.

3.3.18 Grants received for course development or innovative teaching method development.

3.3.19 Student advising (ECO majors and minors).

3.3.20 Attendance at meetings, conferences, workshops, or seminars whose purpose is to improve teaching or to present research about teaching.

3.3.21 Peer evaluation of candidate’s teaching ability (including, but not limited to, classroom observations by tenured faculty).

3.3.22 Additional information about classroom performance.

3.3.22.1 Course (section) and student weighted grade distributions by Lower Division, Upper Division, and Graduate courses as compared to Department means.

3.3.22.2 A candidate’s self-evaluation of teaching results, practices, and philosophy.

3.4 Assessment Measures: Scholarship

The candidate should maintain a portfolio to document his or her scholarly accomplishments including but not limited to the items listed below.

3.4.1 Articles published in professional academic journals—both quality and quantity will be considered, as will the number of co-authors. Publication in journals listed in ECONLIT or other similar indices are acceptable.

3.4.2 Chapters authored in books edited by others—peer reviewed.

3.4.3 Chapters authored in books edited by others—editor-selected.

3.4.4 Citations of candidate’s research.

3.4.5 External Fellowships and Grants.

3.4.6 Internal Fellowships and Grants.

3.4.7 Research and Sabbatical Leaves granted.
3.4.8 Research Awards received while an MSU faculty member
3.4.9 Scholarly books or texts published—either for an academic or nonacademic audience.
3.4.10 Articles of a scholarly nature published in nonacademic, high-circulation magazines, newspapers, or commercial websites.
3.4.11 Presentations of scholarly work at professional meetings—both quality and quantity count, as does the number of co-authors.
3.4.12 Work on articles and books in progress. Progress must be documented.
3.4.13 Inclusion of previously published work in a compendium of readings, etc.
3.4.14 Development of a clear research agenda for the future. The agenda should include a well-defined theme(s) and a specific plan of action building on past accomplishments. Evidence of a well-defined research agenda includes research within the identified theme(s) that is in progress as evidenced by identified research activities already taken such as data gathering and analysis, working papers, submitted papers (including those rejected), and presentations of work in progress.

3.5 Assessment Measures: Service
Economics Department faculty members are partners in a joint enterprise whose success depends, in part, on the shared contributions of all. The MSU Economics Department encourages and expects faculty members to share departmental work—chiefly by serving on committees, participating in University governance, contributing to the economics discipline, and using their professional skills to serve one or more constituent groups of the community.

The candidate for reappointment, tenure or promotion should maintain a portfolio to document his or her service accomplishments including but not limited to the items listed below. These items represent broad assessment measures; the specific criteria for reappointment, tenure and promotion are listed separately in section 3.6.
3.5.1 Service on Economics Department committees.
3.5.2 Service on College committees.
3.5.3 Service on University committees.
3.5.4 Service Awards received while an MSU faculty member
3.5.5 Individual services performed on behalf of the Department, College, or University.
3.5.6 Service on a Graduate Thesis committee.
3.5.7 Public service to the community. Greater weight will be given to activities that require the application of professional skills.
3.5.8 Service to the profession—membership on the board of a professional association, responsibility for arranging professional meetings, etc.
3.5.9 Service on editorial board of a professional journal. (Consideration will be given to the quality of the journal and responsibilities to the journal.)
3.5.10 Reviewer of articles for academic journals. (Consideration will be given to the quality of the journal and the number of articles reviewed.)
3.5.11 Membership on other boards or advisory councils that make significant use of the faculty member’s economics expertise.

3.5.12 Attendance at meetings, conferences, or seminars related to faculty service activities.

3.6 Promotion and Tenure Criteria by Rank

The promotion and tenure criteria listed in this section will focus on those achievements in research, teaching, and service needed to achieve tenure and/or promotion at a specific rank. Tenure requirements for Assistant Professors are the same as those for promotion to the rank of Associate Professor. (Tenure requirements for non-tenured faculty hired at the rank of Associate Professor differ slightly and are spelled out later in this document). Effective performance in all three areas is a necessary prerequisite for a successful application for tenure and/or promotion, except for promotion from instructor to senior instructor (for which research is not a requirement). The candidate should be aware that some substitutability exists between these different areas. For example, an outstanding teacher would be held to a somewhat lower standard in the scholarship or services areas. Minimum requirements listed below are necessary requirements for consideration for tenure and/or promotion to the given rank but do not guarantee a successful application. Faculty should not assume that meritorious ratings in annual reviews are sufficient to be awarded tenure or promotion.

3.6.1 Senior Instructor

An Instructor is minimally qualified for consideration for promotion to the Senior Instructor rank at the end of five years of full time teaching experience at MSU, and may apply for promotion in the fall of the fifth year of service. Such service need not be continuous. In addition to meeting years-of-service requirements, those seeking promotion must have demonstrated sustained effectiveness in teaching and service during their years as an Instructor. The criteria listed below for promotion to senior instructor are based on a 12-hour teaching load per semester.

3.6.1.1 Teaching

- Teaching evaluations by students are required to be administered in each section of each class taught by faculty members in the department. Candidates will present evidence on the results of these teaching evaluations for the entire period since their appointment, as evidence of their teaching effectiveness. Candidates will also present evidence comparing the means of their evaluations by semester and course (ECO 155, ECO 165, and upper division/graduate courses) to departmental means. A successful candidate for promotion to senior instructor will have performed effectively in this area. Effective performance will typically require that the candidate’s performance is at least in the neighborhood of the departmental mean, but does not require that it consistently outperform the departmental mean. More weight will be placed on performance in this area in later semesters during a candidate’s service as an instructor than earlier semesters.
According to the Faculty Handbook, teaching evaluations cannot be weighted more than fifty percent in the evaluation of a candidate’s teaching record. As noted above no single method exists that will be used to solely evaluate a candidate’s teaching performance. Nor must candidates have performed in all of the areas listed as possible measures in section 3.3. Candidates must, however, provide evidence that they have performed effectively as teachers in a number of such areas to be qualified for promotion.

No candidate can be qualified for promotion if he/she consistently violates university policy on classroom attendance or on availability of the faculty member to students outside of the classroom.

3.6.1.2 Service

Candidates are expected to have provided service to the university. Initial expectations regarding service are typically lighter for instructors than for tenure track faculty, but do rise over time. To be minimally qualified for promotion to Senior Instructor, the candidate must have served on at least two committees, either departmental, college, or university, per academic year. Service of other types (see 3.5) will be substitutable for committee service.

3.6.1.3 Research

Research is not required of Instructors. However, the presence of research will be taken as a positive indicator of the instructor’s success at MSU. Candidates with research outcomes should include those in their application for promotion. Section 3.4 contains the list of relevant assessment measures of scholarship.

3.6.2 Associate Professor

3.6.2.1 Research

Completion of the Ph.D. in Economics

Tenure eligible probationary faculty may initially be appointed as Assistant Professor without completion of a Ph.D. in economics.

Publication of scholarly work.

To be considered for promotion the candidate must have published or have accepted for publication any one of the following minimums:

- four refereed journal articles in quality journals, at least one of which must be sole-authored,
- five refereed journal articles in quality journals
- two refereed journal articles in quality journals, at least one of which must be sole-authored and one quality, academic book.
- Three refereed journal articles in quality journals and one quality, academic book.
For economics journals, a minimum indicator of quality is that the journal is indexed by EconLit, the Journal of Economic Literature database. However, applicants are encouraged to submit additional indicators of quality such as number of citations, rankings published in the American Economic Review or other widely used ranking schemes (see AEA Web Resources for Economists, http://ese.rfe.org/results.html?cx=0181235123428034032%3Atqa4kiqukzs&q=journal+rankings&sa=Search&cof=FORID%3A11&siteurl=ese.rfe.org for a list of ranking schemes). For non-economics journals, the RPT Committee will determine the quality of the publication based on evidence submitted by the applicant as well as the Committee’s own evaluation.

Original, both refereed and non-refereed, chapters in scholarly books as well as the funding of large external grants may reduce the above minimum. To be considered the equivalent of a refereed journal article, the candidate must be formally identified as having played a significant role (e.g. as a PI, a co-PI, or some other clearly specified role) in obtaining a large external grant. A benchmark value for such a grant is approximately $100,000. A number of smaller external grants whose total value sums to the benchmark will be considered the equivalent of one large external grant.

The RPT committee will assess the quality and contribution of original, both refereed and non-refereed, chapters in scholarly books. In the case that a candidate has a number of chapters or grants, the candidate must also have at least three refereed journal articles that meet the above quality standards.

The RPT committee will assess the quality and contribution of refereed journal articles. All refereed journal articles that meet the above quality standards will count toward the minimums. The contribution of notes and comments will be assessed by the RPT committee. Publications that are assessed by the RPT committee to be of a particularly high quality can reduce the minimum numbers required for promotion. Likewise, publications that are assessed by the RPT committee to be of a particularly low quality may indicate that the candidate is not qualified for promotion. This would be especially true if multiple publications were of low quality.

- Presentations at academic conferences

The successful candidate must have a minimum of three presentations of scholarly work at academic conferences.

- The RPT committee will also take into account the assessment of the faculty member’s scholarship provided by external reviewers. External reviews will be obtained following the procedure laid out in http://www.missouristate.edu/assets/provost/MemorandumAnnualTenureReview.pdf.

- Other evidence of research accomplishments
Candidates must also demonstrate that they are active in other types of research activities as listed in Section 3.4 above. Candidates are not required to have evidence of all of the different types of research activity listed, but must have evidence of some types to be considered minimally qualified for promotion. Evidence that the candidate has an active research agenda that can be expected to continue into the future, and that will result in publications in quality refereed journals, is especially important in assessing suitability for tenure and promotion. Publication in local or state publications serves as evidence of other research accomplishments. Such publications would not, however, be considered in assessing whether or not a candidate has met the minimums for publication of scholarly work discussed above required for consideration of promotion.

3.6.2.2 Teaching

- Teaching evaluations by students are required to be administered in each section of each class taught by faculty members in the department. Candidates will present evidence on the results of these teaching evaluations for the entire period since their appointment as evidence of their teaching effectiveness. Candidates will also present evidence comparing the means of their evaluations by semester and course (ECO 155, ECO 165, and upper division/graduate courses) to departmental means. A successful candidate for promotion to associate professor will have performed effectively in this area. Effective performance will typically require that the candidate’s performance is, at least, in the neighborhood of the departmental mean, but does not require that it consistently outperform the departmental mean. More weight will be placed on performance in this area in later semesters during a candidate’s tenure as an assistant professor than earlier semesters.

- According to the Faculty Handbook, teaching evaluations cannot be weighted more than fifty percent in the evaluation of a candidate’s teaching record. As noted above no single method exists that will be used to solely evaluate a candidate’s teaching performance. Nor must candidates have performed in all of the areas listed as possible measures in section 3.3. Candidates must, however, provide evidence that they have performed effectively as teachers in a number of such areas to be qualified for promotion.

No candidate can be qualified for promotion if he/she consistently violates university policy on classroom attendance or on availability of the faculty member to students outside of the classroom.

- Grade Distributions will be used as an assessment instrument and should be broadly consistent with Department means.

3.6.2.3 Service

- Candidates are expected to have provided service to the university. Initial expectations regarding service are typically lighter for non-tenured faculty, but do rise over time. To be minimally qualified for promotion to Associate Professor, the candidate must have been willing to serve on at
least two committees, either departmental, college, or university, per academic year. Service of other types (see 3.5) will be substitutable for committee service.

3.6.3 Tenure for Individuals Hired as Associate Professors

- As noted earlier such individuals must apply for tenure by their fourth year, but may apply sooner if they have an exceptional record of accomplishment.
- Tenure requirements are essentially the same as those specified in 3.6.2, with the addition of the following important requirement.
  - In addition to the stated publication requirements in 3.6.2.1, the candidate for tenure must have publication or acceptance of at least two additional refereed articles in quality economics journals during the time spent as an Associate Professor at MSU.

3.6.4 Full Professor

3.6.4.1 Research

- Publication of scholarly work. Minimum requirements are placed both on the total number of publications as well as on the number of publications obtained while an Associate Professor. The candidate for promotion to Professor must meet both of these requirements.
  - The total number of publications or acceptances must meet any one of the following minimums:
    - Eight refereed journal articles in quality journals, at least two of which must be sole-authored.
    - Ten refereed journal articles in quality journals.
    - A quality academic book may be counted as two journal articles. However, books cannot be substituted for more than six articles.
  - In addition, publication or acceptance of at least one of the following minimums must occur while at the rank of Associate Professor. Moreover, these publications/acceptances should generally occur within a period of 8 consecutive years.
    - Four refereed journal articles in quality journals, at least one of which must be sole-authored.
    - Five refereed journal articles in quality journals
    - Two refereed journal articles in quality journals, at least one of which must be sole-authored, and one quality academic book.
    - Three refereed journal articles in quality journals and one quality, academic book.

Thus, a candidate who has 10 publications or acceptances, only two of which were obtained while an Associate Professor, would meet the first requirement (total publications) but not the second (publications obtained while an Associate professor) and would not qualify for promotion. However, if five of the ten publications were obtained
Within 8 consecutive years while an Associate Professor, the candidate would meet the minimum publication requirements.

For economics journals, a minimum indicator of quality is that the journal is indexed by EconLit, the *Journal of Economic Literature* database. However, applicants are encouraged to submit additional indicators of quality such as number of citations, rankings published in the *American Economic Review* or other widely used ranking schemes (see AEA Web, Resources for Economists, http://ese.rfe.org/results.html?cx=018123512344280340302%3Atqa4ki qukzs&q=journal+rankings&sa=Search&cof=FORID%3A11&siteurl=ese.rfe.org for a list of ranking schemes). For non-economics journals, the RPT Committee will determine the quality of the publication based on evidence submitted by the applicant as well as the Committee’s own evaluation.

Original, both refereed and non-refereed, chapters in scholarly books as well as the funding of large external grants may reduce the above minimums.

To be considered the equivalent of a refereed journal article, the candidate must be formally identified as having played a significant role (e.g. as a PI, a co-PI, or some other clearly specified role) in obtaining a large external grant. A benchmark value for such a grant is approximately $100,000. A number of smaller external grants whose total value sums to the benchmark will be considered the equivalent of one large external grant.

The RPT committee will assess the quality and contribution of original, both refereed and non-refereed, chapters in scholarly books. In the case that a candidate has a number of non-refereed chapters, the candidate must also have at least four refereed journal publications or equivalent.

The RPT committee will assess the quality and contribution of refereed journal articles. All refereed journal articles that meet the above quality standards will count toward the minimums. The contribution of notes and comments will be assessed by the RPT committee. Publications that are assessed by the RPT committee to be of a particularly high quality can reduce the minimum numbers required for promotion. Likewise, publications that are assessed by the RPT committee to be of a particularly low quality may indicate that the candidate is not qualified for promotion. This would be especially true if multiple publications were of low quality.

- The RPT committee will also take into account the assessment of the faculty member’s scholarship provided by external reviewers. External reviews will be obtained following the procedure laid out in http://www.missouristate.edu/assets/provost/MemorandumAnnualTenu reReview.pdf.

- Presentations at academic conferences

The successful candidate must have a minimum of three presentations
of scholarly work at academic conferences while at the rank of Associate Professor.

- Other evidence of research accomplishments.

The candidate must also demonstrate that they are active in other types of research activities as listed in Section 3.4 above. Candidates are not required to have evidence of all of the different types of research activity listed, but must have evidence of some types to be considered minimally qualified for promotion. Evidence that the candidate has an active research agenda that can be expected to continue into the future, and that will result in publications in quality refereed journals, is especially important in assessing suitability for promotion. Publication in local or state publications serves as evidence of other research accomplishments. Such publications would not, however, be considered in assessing whether or not a candidate has met the minimums for publication of scholarly work discussed above required for consideration of promotion.

A higher number of scholarly publications will lessen requirements in this area. The reverse is also true; more evidence of other research accomplishments will lessen publication expectations, although not below the minimums listed above.

3.6.4.2 Teaching

- Teaching evaluations by students are required to be administered in each section of each class taught by faculty members in the department. Candidates will present evidence on the results of these teaching evaluations for the entire period since their appointment as evidence of their teaching effectiveness. Candidates will also present evidence comparing the means of their evaluations by semester and course (ECO 155, ECO 165, and upper division/graduate courses) to departmental means. A successful candidate for promotion to professor will have performed effectively in this area. Effective performance will typically require that the candidate’s performance is, at least, in the neighborhood of the departmental mean, but does not require that it consistently outperform the departmental mean.

- According to the Faculty Handbook, teaching evaluations cannot be weighted more than fifty percent in the evaluation of a candidate’s teaching record. As noted above no single method exists that will be used to solely evaluate a candidate’s teaching performance. Nor must candidates have performed in all of the areas listed as possible measures in section 3.3. Candidates must, however, provide evidence that they have performed effectively as teachers in a number of such areas to be qualified for promotion.

No candidate can be qualified for promotion if he/she consistently violates university policy on classroom attendance or on availability of the faculty member to students outside of the classroom.

- Grade Distributions will be used as an assessment instrument and should be broadly consistent with Department means.
3.6.4.3 Service

- Candidates are expected to have provided service to the university. Expectations regarding service are typically higher for faculty at the rank of Associate Professor or higher. To be minimally qualified for promotion to Professor, the candidate must have been willing to serve on at least two committees, either departmental, college, or university, per academic year. Service of other types (see 3.5) will be substitutable for committee service.

The Faculty Handbook (3.3.3) requires that a Professor be a “recognized leader.” Hence, evidence of leadership in the service area is required for promotion to Professor. Evidence of Leadership would include active and meaningful service on important university committees, especially as chair, or serving as chair of departmental or college committees.

4. APPLICABILITY OF THIS DOCUMENT

- Assistant Professors applying for tenure and promotion concurrently have the option of using the promotion policy in effect at the time of their hiring, or a more recent version.
- Associate Professors applying for promotion have the option of using
  - the most current version of promotion criteria, or
  - an earlier version that has been in effect since their promotion to Associate Professor but is not older than seven years at the time that they apply for promotion to Professor.
- The present document takes effect in Fall 2013 and will be in effect until Spring 2016, so it will be the “policy in effect” during this time period.

5. AMENDMENTS

The RPT document will be reviewed every three years by the RPT Committee and may be amended by a majority vote of the RPT committee members. The next revision is due to commence in the fall of 2015 and will take effect in the fall of 2016.

REVISIONS COMPLETED ON FEBRUARY 28, 2013.