

MISSOURI STATE UNIVERSITY


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

DEPARTMENT:	School of Nurse Anesthesia
COLLEGE:	MCHHS
SEMESTER/YEAR OF CURRENT REVIEW:	SU/2025
SEMESTER/YEAR OF NEXT REQUIRED REVIEW:	SU/2028

DEPARTMENT ADOPTION SIGNATURES:

Dr. Tracy Beckham DNAP CRNA	06/03/2025
Department Personnel Committee Chair	Date
Dr. Monika Feeney DNAP CRNA	06/03/2025
Department Head	Date

APPROVAL SIGNATURES:

	06/25/2025
Dean	Date
Kenneth Brown	6/23/2025
Provost	Date

THIS PLAN IS IN EFFECT FROM Fall 2025, THROUGH SP 2028 .

***Policies for Annual Review,
Reappointment, Tenure, and Promotion***

School of Nurse Anesthesia

Missouri State University

Date of Implementation: 2024

School of Anesthesia Faculty Mission

School Mission:

The primary purpose of the nurse anesthesia program is to prepare the Registered Professional Nurse to become an outstanding nurse anesthetist through critical thinking, creativity and excellence in practice. The Missouri State University School of Anesthesia guides the nurse anesthesia student to accomplish this goal via formal didactic teaching in the classroom, and clinical teaching in the operating room. The internally motivated student will gain increasing responsibility in anesthetic care through guidance as well as self-directed study. The curriculum offers the content needed to accomplish these goals.

The purpose and goal of the Nurse Anesthesia Program are congruent with the purpose of Missouri State University. To achieve its mission, the program is committed to fostering excellence in teaching. It provides an educational environment of inquiry and learning for the advanced practice registered nursing student. The learning environment fosters a commitment to care and service in the community while promoting personal integrity, professional responsibility, recognition of diversity, and ethical behavior of the highest caliber. The curriculum combines clinical practicum with a fundamental knowledge of research relating to anesthesia. It provides the scientific background and practical experience necessary to prepare qualified registered nurse anesthetists.

Faculty Mission:

School of Anesthesia (SOA) faculty educate students at or above national criteria of the profession of Certified Registered Nurse Anesthetists (CRNAs), consistent with the university mission. The faculty mission includes developing students to their full potential as individuals and as members of the community. To promote personal integrity, professional responsibility, and ethical behavior in themselves and students. SOA faculty engage in scholarship including scholarly work demonstrated by the ability to translate research findings into practice according to evidence based medicine. Scholarly work may be a publication, a presentation, design of an innovative clinical practice, pursuit of intramural or extramural funding. Consistent with the University's Public Affairs missions the faculty routinely interact with the community through clinical service.

Specific criteria, identified within the areas of teaching, scholarship, and service are described in the following sections providing a basis for development of precise goals and evaluation of performance.

Policies and Procedures for All School of Anesthesia Faculty

All Personnel policies are in accordance with Missouri State Human Resources for Faculty and Staff and can be seen in the Faculty and Employee Handbooks.

In addition, the School of Anesthesia will have the following policies:

- Clinical Shift Policy for CRNAs
- Travel / CEU /AANA dues
- Dress Code
- Professional Ethics
- External Review
- Tenure and Promotion Indicators

Clinical Shift Policy for CRNAs

1. The expectation for the School of Anesthesia Faculty is a minimum of 40 hours a week of faculty engaged time.
2. CRNA Faculty are granted reasonable time to complete clinical shifts, approved by the Department prior to completion. Up to 5 weekdays per month can be approved as long as the days do not interfere with Department assigned teaching load.

Travel money /CEU money/ AANA dues

Each fiscal year the anesthesia budget will be evaluated, faculty will receive funds for use in obtaining CEU's. Requests are approved by the School Director at faculty request. Travel arrangement can be made by the P-card coordinator, or reimbursed with appropriate receipts once approved. All reimbursements follow the MSU guidelines.

AANA dues will be paid in September, and will have budgetary priority over travel/CEU funds.

Dress Code:

All faculty and staff will maintain a business casual appearance due to the professional status of the program when students are present. Fridays are approved for BearWear and jeans to show University spirit.

Professional Ethics:

Faculty members are expected to adhere to the ethical conduct code adopted by the MSU Faculty Handbook as well as the professional ethics codes of the AANA. All CRNA's will maintain professional licensures and certifications as outlined by the State of Missouri and the National Board of Certification and Recertification of Nurse Anesthesiologists. (NBCRNA). Other non- CRNA faculty will be expected to maintain certifications and licensures as per their specialty.

External Review:

For tenure track actions, external reviews based on criteria provided in the school guidelines will be solicited by the School Director to aid each tenure/promotion or promotion decision. External reviewers will be selected from comparable institutions; however, individuals whose expertise make them specifically suitable to serve as reviewers may also be selected with approval of the Dean (see the Provost website for specific qualifications).

Four external reviewers will be identified collaboratively by the faculty member, the School Director and the School Personnel Committee. The list of reviewers will be submitted to the Dean who will assure the selection process has followed the reviewer guidelines. The School Director is responsible for obtaining a sufficient number of reviews. Contact should be made early in the process (Spring is suggested) The absence of review will not be allowed to prejudice the tenure or promotion candidacy of the faculty member. This policy is outlined in the Faculty Handbook, section 4.8.2.2.

Tenure and Promotion School of Anesthesia

A. Distribution and Review

1. A written copy of this plan will be made available to each new School of Anesthesia faculty member at the time of employment.

2. A written copy of this plan will be distributed to all members of the School of Anesthesia, the Dean of the McQueary College of Health and Human Services, and the Provost.
3. The School's Reappointment, Tenure, and Promotion Plan will be reviewed every three years by the appropriate departmental committee, with faculty input. Changes suggested by the document review committee will be distributed to the entire faculty for comment. The School will submit the revisions to the Dean for approval and then the changes will be forwarded to the Provost Office for final review.

If there is a conflict between guidelines or criteria in this document and the *MSU Faculty Handbook*, the *Faculty Handbook* will supersede this document. Faculty who seek reappointment, tenure, or promotion should be familiar with section 3 of the most recent edition of the *Handbook* or corresponding sections of subsequent revisions: ACADEMIC PERSONNEL POLICIES

<https://www.missouristate.edu/provost/facultyhandbook/>

B. Documentation

1. All faculty members are responsible for submitting an annual report that is to include information requested by the School Director. Information is to be kept up to date in Faculty Success. Each promotion criteria is to be addressed yearly with how it was met in the current year, or in past years, or the intentions/plan for the upcoming year.
2. Documentation for re-appointment, pre-tenure, tenure, assistant and associate professor and promotion reviews will be accomplished according to the criteria specified by the Office of the Provost.
3. The faculty member being reviewed is solely responsible for preparing appropriate forms, collecting prescribed documentation, and providing copies of the documentation as needed.

C. Performance Review

All Reviews will be completed as outlined in the Faculty Handbook section 4.FACULTY EVALUATION.

D. Personnel Committee

The SOA Personnel Committee will be approved by majority vote of the faculty and consist of a minimum of 3 members, 2 of which must be tenured. The committee is responsible for recommendations and feedback regarding reappointment, tenure and promotion for tenure and non-tenure track faculty to the School Director according to the Faculty Senate's Promotion, Tenure, and Annual Appointment Guidelines

E. Eligibility for Early Tenure

(Assistant Professor to Associate Professor. The applicant is strongly encouraged to consult with the School Director prior to applying for early promotion or tenure.

Individuals with exceptional records of accomplishments may apply for tenure or promotion in their fourth year of full time Faculty Success Evaluations. The School defines exceptional record as not only meeting required criteria but encouraged criteria as well in the areas of teaching, scholarship/intellectual contributions and service.

**Teaching
Tenure and Promotion Criteria
School of Anesthesia**

Required Criteria: (Watermark Location)

- A. (2C) Scheduled Teaching. Successful completion of teaching workload assigned by the School Director and appropriate to the College of Health and Human Services expectations. Supporting evidence Syllabus, banner course list.
- B. (2C) Demonstration of a pattern of satisfactory evaluation of teaching after second year of appointment. Departmental benchmark score on teaching evaluations of 3.5 on a 0 to 5 Likert scale with 5 being the highest.
Supporting evidence may include: Course evaluations.
- C. (1M) Fulfills assigned departmental workload. May include teaching of nonremunerated overload for the School of Anesthesia.
Supporting evidence may include: Assigned employee workload matrix.

Encouraged Criteria: (Watermark Location)

- D. (2B) Completion of directed student learning.
Supporting evidence may include: Syllabus, directed learning in the laboratory setting and simulation lab. (Example: Simulation schedules, check- off Simulation lists, evidence of hands-on teaching).
- E. (2D) Non-Credit instruction taught.
Supporting evidence may include: Workshops or lectures for external departments.

**The list of effort indicators above is not intended to be exhaustive. Applicants may make a case for inclusion of additional effort indicators*

Scholarship / Intellectual Contributions
Tenure and Promotion Criteria
School of Anesthesia

(Total of 7 products required for promotion to Associate Professor, and 7 products required for promotion to Full Professor and 8 to Distinguished Professor)

Required Criteria: (Watermark Location)

- A. (3C) Publishing, as author or co-author, a scholarly work in a refereed journal. (Journals approved by the department, including E-journal, ICU, Nursing and Anesthesia Surgery and professional journals etc., according to School recommendations).
Supporting evidence may include: Author(s), date published, current status, title of contribution, if part of a larger work, include book title and chapter name, issue number/edition/page numbers, publisher, and web/URL address.
- B. (3B) Contracts, Grants, and sponsored research. Submitting, as the principal investigator for an externally funded grant or submitting application.
Supporting evidence may include: HRSA NAT grant submission and amount funded.
- C. (1J/L) Professional Credentials. All state and national registrations, certifications, and licensures remain current. (Memberships 1L) This includes state nursing license, advanced practice license, national anesthesia certification, ACLS, PALS, and BCLS certifications.
Supporting evidence may include: Include title of licensure/certification, sponsoring organization, month/year obtained, expiration dates.
- D. (3G) Continuing Education. Participating in seminars and/or workshops to maintain *anesthesiology licensure*, learn current clinical evidence-based practices, skills, technology, and equipment.
Supporting evidence may include: Certificate of attendance or certificates of completion
- E. (3C) Actively advises DNAP students in Scholarly Work projects. Supporting evidence may include: Scholarly Work records and manuscripts.

Encouraged Criteria: (Watermark Location)

- F. (3C) Writing, editing or contributing a chapter or chapters to a discipline-related book, or writing a published review of information. Supporting evidence may include: Author(s), date published, current status, title of contribution, if part of a larger work, include book title and chapter name, issue number/edition/page numbers, publisher, and web/URL address.
- G. (3C) Instructional development publications. Writing ancillary content to enhance course, program or certification effectiveness accepted by an outside agency for testing,

evaluation or clinical competency. Supporting evidence may include: Study guides, test bank questions, NBCRNA questions etc.

- H. (3C) Writing a scholarly work for a non-refereed publication.
Supporting evidence may include: Author(s), date published, current status, title of contribution, if part of a larger work, include book title and chapter name, issue number/edition/page numbers, publisher, and web/URL address.
- I. (3C) Substantial contribution to the writing of an accreditation, re-accreditation or report for Council on Accreditation of Nurse Anesthesia Schools for program approval.
Supporting evidence may include: Contributions to a departmental Self Study, New Program Request, New Program Accreditation.
- J. (3E) Presenting Scholarly Work at state, regional, national or international professional meeting. Advisee presentation of scholarly work is included.
Supporting evidence may include: Poster presentations, lectures.
- K. (3E) Presenting scholarly activities in seminars within the department, college, university or local community. Advisee presentation of capstone research at 3 Minute Thesis (3MT) presentation. Supporting evidence may include: Poster presentations, lectures, or 3MT presentation.
- L. (1K) Media Contributions. Writing columns or newsletter articles for professional organization publications. Supporting evidence may include: Local, State or National newsletters.
- M. (1I) Faculty teaching and learning. Participating in seminars and/or workshops to enhance teaching effectiveness or skills. Attending Seminars, scholarly or scientific state, regional, or national programs, conferences or conventions. Faculty teaching and learning. Participating in seminars and/or workshops to enhance teaching effectiveness or skills. Supporting evidence may include: Certificate of attendance or completion.
- N. (3F) Publication in Works. Demonstrating a scholarly manuscript under revision, but not yet accepted for publication in a School Director approved professional journal.
Supporting evidence may include: Author(s), date published, current status, title of contribution, if part of a larger work, include book title and chapter name, issue number/edition/page numbers, publisher, and web/URL address.
- O. (3B) Grants, and sponsored research. Obtaining or applying for funding for intramural grants or projects as principal or co-principal investigator.
Supporting evidence may include: Assessment Grant, Graduate Recruitment Grant, other College or MSU funded grant.

(3) Narrative of Intellectual Contributions. Annual Faculty Activity Report.

**The list of effort indicators above is not intended to be exhaustive. Applicants may make a case for inclusion of additional effort indicators*

**Service
Tenure and Promotion Criteria
School of Anesthesia**

(Total of 2 performance indicators required for assistant professor, for further promotion 3 performance indicators are required)

Required Criteria: (Watermark Location)

- A. (4B) University general service. Serving as chair or member of departmental, college, or university committees or councils. Serving as a sponsor or co-sponsor for a recognized student organization. Supporting evidence may include: Position/role, explanation, organization/ committee/club, start month/year – end month/year, responsibilities/description.

Encouraged Criteria: (Watermark Location)

- B. (4B) Professional Service. Participation in professional organization leadership (Example: AANA, MOANA etc.) Serving as an officer in a professional or community organization. Serve on committees or board positions.
Supporting evidence may include: Position/role, explanation, organization/ committee/club, start month/year – end month/year, responsibilities/description.
- C. (4B) Public Service. Serving community organizations without remuneration in the spirit of Public Affairs mission of the University. Volunteering, elected board member or public committee office etc.
Supporting evidence may include: Position/role, explanation, organization/ committee/club, start month/year – end month/year, responsibilities/description.
- D. (1H). Consulting / Other.
Supporting evidence may include: Consulting type, position/role, explanation, organization, start month/year – end month/year, responsibilities/description.
- E. (4A) Editorial and review activities. Editing or being a peer reviewer for a journal, book chapter, or professional refereed book.
Supporting evidence may include: Author(s), date published, current status, title of contribution, if part of a larger work, include book title and chapter name, issue number/edition/page numbers, publisher, and web/URL address.

(4) Narrative of Service. Annual Faculty Activity Report.

**The list of effort indicators above is not intended to be exhaustive. Applicants may make a case for inclusion of additional effort indicators*

Watermark location	Departmental Criteria School of Anesthesia	Clinical Faculty			Tenure Faculty			Faculty Handbook Guiding Principles
		Clinical Assistant	Clinical Associate	Clinical Full	Reappointment tenure track	Assistant to Associate	Associate to Full	
2C	A. Scheduled Teaching. Successful completion of teaching workload assigned by the Department Head and appropriate to the College of Health and Human Services expectations.	R	R	R	R	R	R	4.2.1.2. Evaluation of Teaching
2C	B. Demonstration of a pattern of satisfactory evaluation of teaching after second year of appointment. Departmental benchmark score on teaching evaluations of 3.5 on a 0 to 5 Likert scale with 5 being the highest	R	R	R	R	R	R	4.2.1.2. Evaluation of Teaching

1M	C. Fulfills assigned departmental workload. May include teaching of nonremunerated overload for the School of Anesthesia	R	R	R	R	R	R	4.2.1.2. Evaluation of Teaching
2B	D. Completion of directed student learning	E	E	E	E	E	E	
2D	E. Non-credit instruction taught	E	E	E	E	E	E	

School of Anesthesia
Professional Productivity/Scholarship
Matrix

		Professional Productivity			Scholarship				
		Clinical Faculty			Tenure Faculty				
Watermark location	Departmental Criteria School of Anesthesia	Clinical Assistant	Clinical Associate	Clinical Full	Reappointment Tenure Track	Assistant to Associate	Associate to Full	Faculty Handbook Guiding Principles 8/1/2022	Mode of Faculty
3C	A. Publishing, as author or co-author, a scholarly work in a refereed journal.	E	E	E	R	R	R	4.2.2.2.1 Expand Knowledge and/or demonstrate Growth in the Area of Expertice	Discovery Application Synthesis
3B	B. Contracts, Grants, and sponsored research. Submitting, as the principal investigator for an externally funded grant	E	E	E	R	R	R	4.2.2.2.2 Application of Research to Benefit University Constituents	Discovery Synthesis
1J/L	C. Professional Credentials. All state and national registrations, certifications, and licensures remain current. Memberships 1-L	R	R	R	R	R	R	4.2.2.2.2 Application of Research to Benefit University Constituents	Discovery Synthesis

3G	D. Continuing Education. Participating in seminars and/or workshops to maintain anesthesiology licensure, learn current clinical evidence-based practices, skills, technology, and equipment.	R	R	R	R	R	R	4.2.2.2.3 Engaged Public Research	Synthesis Application
3C	E. Serves as a Primary Advisor on DNAP Student Scholarly Work projects	R	R	R	R	R	R	4.2.2.2.4 Involvement of Students Scholarly Activity	Synthesis Application
3C	F. Writing, editing or contributing a chapter or chapters to a discipline-related book, or writing a published review of information.	E	E	E	E	E	E	4.2.2.2.3 Engaged Public Research	Synthesis Application

3C	G. Instructional development publications. Writing ancillary content to enhance course, program or certification effectiveness accepted by an outside agency for testing, evaluation or clinical competency.	E	E	E	E	E	E	4.2.2.2.3 Engaged Public Research	Synthesis Application
3C	H. Writing a scholarly work for a non-refereed publication	E	E	E	E	E	E	4.2.2.2.3 Engaged Public Research	Synthesis Application
3C	I. Substantial contribution to the writing of an accreditation, re-accreditation for Council on Accreditation of Nurse Anesthesia Schools .	E	E	E	E	E	E	4.2.2.2.2 Application of Research to Benefit University Constituents	Discovery Synthesis
3E	J. Presenting Scholarly Work at state, regional, national or international professional meeting	E	E	E	E	E	E	4.2.2.2.1 Expand Knowledge and/or demonstrate Growth in the Area of Expertise	Discovery Application Synthesis
3E	K. Presenting scholarly activities in seminars within the department, college, university or local community.	E	E	E	E	E	E	4.2.2.2.1 Expand Knowledge and/or demonstrate Growth in the Area of Expertise	Discovery Application Synthesis

1K	L. Media Contributions. Writing columns or newsletter articles for professional organization publications	E	E	E	E	E	E	4.2.2.2.1 Expand Knowledge and/or demonstrate Growth in the Area of Expertise	Discovery Application Synthesis
1I	M. Faculty teaching and learning. Participating in seminars and/or workshops to enhance teaching effectiveness or skills. Attending Seminars, scholarly or scientific state, regional, or national programs, conferences or conventions.	E	E	E	E	E	E	4.2.2.2.1 Expand Knowledge and/or demonstrate Growth in the Area of Expertise	Discovery Application Synthesis
3F	N. Publication in Works. Demonstrating a scholarly manuscript under revision, but not yet accepted for publication in a Department Head approved professional journal.	E	E	E	E	E	E	4.2.2.2.1 Expand Knowledge and/or demonstrate Growth in the Area of Expertise	Discovery Application Synthesis

3B	O. Grants, and sponsored research. Obtaining or applying for funding for intramural grants or projects as principal or co-principal investigator.	E	E	E	E	E	E	4.2.2.2.2 Application of Research to Benefit University Constituents	Discovery Synthesis
	*The list of effort indicators above is not intended to be exhaustive. Applicants may make a case for inclusion of additional effort indicators								

Watermark location	Departmental Criteria School of Anesthesia	Clinical Faculty			Tenure Faculty			Faculty Handbook Guiding Principles 8/1/2022
		Clinical Assistant	Clinical Associate	Clinical Full	Reappointment Tenure Track	Assistant to Associate	Associate to Full	
4B	A. University general service. Serving as chair or member of departmental, college, or university committees or councils. Serving as a sponsor or co-sponsor for a recognized student organization.	R	R	R	R	R	R	4.2.3.1 Service Mission
4B	B. Professional Service. Participation in professional organization leadership (Example: AANA, MOANA etc.) Serving as an officer in a professional or community organization. Serve on committees or board positions.	E	E	E	E	E	E	4.2.3.1 Service Mission

4B	C. Public Service. Serving community organizations without remuneration in the spirit of Public Affairs mission of the University. Volunteering, elected board member or public committee office etc.	E	E	E	E	E	E	4.2.3.1 Service Mission
1H	D. Consulting / Other	E	E	E	E	E	E	4.2.3.1 Service Mission
4A	E. Editorial and review activities. Editing or being a peer reviewer for a journal, book chapter, or professional refereed book.	E	E	E	E	E	E	4.2.3.1 Service Mission
		*The list of effort indicators above is not intended to be exhaustive. Applicants may make a case for inclusion of additional effort indicators						

1 General

- A. Personal and Contact Information
- B. Administrative Data
 - Permanent Data
 - Yearly Data
- C. Academic, Government, Military and Professional Positions
- D. Administrative Assignments
- E. Awards and Honors
- F. Consulting
- G. Education
- H. External Connections and Partnerships
- I. Faculty Development Activities Attended
- J. Licensures and Certifications
- K. Media Contributions
- L. Professional Memberships
- M. Workload Information

2 Teaching

- A. Academic Advising
- B. Directed Student Learning
- C. Scheduled Teaching
- D. Non-Credit Instruction Taught
- E. Librarianship

3 Scholarship/Research

- A. Artistic and Professional Performances and Exhibits
- B. Contracts, Grants and Sponsored Research
- C. Intellectual Contributions
- D. Intellectual Property (e.g., copyrights, patents)
- E. Presentations
- F. Research Currently in Progress
- G. Professional Clinical Scholarship

4 Service

- A. Editorial and Review Activities
- B. General Service