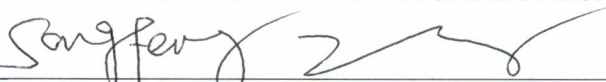
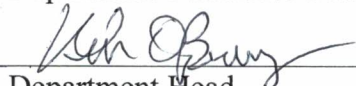


MISSOURI STATE UNIVERSITY

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

DEPARTMENT: Mathematics  
COLLEGE: CNAS  
SEMESTER/YEAR OF CURRENT REVIEW: Fall 2019  
SEMESTER/YEAR OF NEXT REQUIRED REVIEW: Fall 2022

DEPARTMENT ADOPTION SIGNATURES:

 03/12/2020  
Department Personnel Committee Chair Date  
 3/12/2020  
Department Head Date

APPROVAL SIGNATURES:

 3/16/2020  
Dean Date  
 3-23-2020  
Provost Date

**THIS PLAN IS IN EFFECT FROM 2020, THROUGH 2023.**

1 **Department of Mathematics**

2 **Promotion, Tenure, Annual Review, and Reappointment Policy Statement**

3 **Revised March 10, 2020**

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14  
15 This policy document supplements the Academic Personnel Policies of the Faculty  
16 Handbook approved in June 2016.

17 The faculty shall be provided with a statement of expectations for reappointment, tenure,  
18 and promotion, upon employment. Evaluations will be based upon this statement, regular  
19 reviews, and documentation presented by the candidate. Furthermore, evaluations are  
20 based on performance in accumulated assignments since employment.

21 The criteria and procedures by which new faculty are to be evaluated for promotion and  
22 tenure shall be stated in writing as specifically as possible in the initial appointment  
23 contract letter (see Faculty Handbook, Section 3.2.2).

24 **Regular Performance Review**

25 Each year in early spring, each tenure-track faculty member will discuss with the  
26 department head (1) the results of prior performance as reflected in the annual “Faculty

27 Performance Review” and (2) objectives of the forthcoming performance. Where  
28 progressive performance expectations are pertinent, these will be specifically addressed.  
29 The results of this meeting will be summarized in writing and placed in the departmental  
30 personnel file, with copies provided to the faculty member and to the departmental tenure,  
31 promotion, and reappointment committee for use during their deliberations. A copy will  
32 also be forwarded to the dean. See the appendix for the Mathematics Department  
33 Performance Review document.

#### 34 **Criteria for Tenure and Reappointment**

35 While tenure is based on previous performance in the areas of teaching, research, and  
36 service, the granting of tenure involves some subjective judgement by the department  
37 faculty. Section 3.7.2 of the Faculty Handbook elaborates this point and is quoted here.  
38 “Basic competence in itself is not sufficient to justify granting tenure, for such competence  
39 is a prerequisite for the initial appointment. The decision to grant tenure is inherently and  
40 inescapably judgmental and is a deliberate action indicating the person has been selected  
41 as a member of the permanent faculty because of demonstrated high-quality performance  
42 and relative merit.”

#### 43 **Teaching:**

44 Teaching effectiveness is documented based on several factors, including student  
45 evaluations, peer observation reports requested by the applicant or by the department head,  
46 course materials submitted to the committee or reviewed by a tenured faculty member,  
47 developed curriculum materials, and the over-all contributions to the department in  
48 teaching. Course materials for review could include but are not limited to syllabi/policy  
49 statements, Blackboard and online materials, as well as assignments, exams, and other  
50 course materials authored by the applicant. Student evaluations of teaching shall be  
51 collected according to CNAS guidelines. Student evaluations are not meant to be the  
52 primary or sole factor in documenting teaching effectiveness. The rest of the teaching  
53 evaluation will be based on other contributions in teaching which include, but are not  
54 limited to: seminar presentations to students; involvement in special reading courses; use  
55 of computers and other needed technology; manuals and textbooks published\*\*;  
56 involvement in service learning activities; master’s theses directed\*\*; master’s seminar

57 papers supervised\*\*; honors components supervised; guidance of students making  
58 presentations at meetings and seminars; innovative teaching techniques adopted\*\*;  
59 teaching awards received; students advised; new course development\*\*, course materials  
60 developed to promote student learning; equipment and teaching grants received\*\*. Items  
61 designated with a double asterisk are highly valued teaching activities, and evidence  
62 documenting student success is also highly valued. The Departmental Performance Review  
63 document details teaching activities and teaching outcomes relevant to the evaluation of  
64 teaching effectiveness, including required or basic expectations. See the appendix for the  
65 Mathematics Department Performance Review document. Tenure-track faculty members  
66 are expected to participate in several, but not necessarily all, of the above mentioned  
67 activities.

#### 68 **Research and Scholarly Productivity:**

69 Research and scholarly productivity are expected to be in the faculty member's discipline  
70 or to be interdisciplinary work that draws from, or contributes to, the faculty member's  
71 discipline. A record of consistent, sustained scholarly activities and productivity will be  
72 needed for tenure and reappointment. The minimal expectations for consideration for  
73 tenure are 2 major publications of original work or major grants, and submission of at least  
74 one external or internal grant proposal. Specific modes of research include Discovery,  
75 Application, Synthesis, Criticism, and Creation; see section 4.2.2.1 of the Faculty  
76 Handbook.

77 Research achievements may include, but not be limited to, publications in refereed  
78 journals\*\*. The relative prestige of each journal, based on recognition by discipline-  
79 specific professional organizations, will be considered. Other scholarly activities include  
80 research grants funded\*\*; publication of a book\*\*; presentations of scholarly work at  
81 professional meetings; and seminars and colloquiums given. In evaluating the grants  
82 funded, the source of grants (internal or external) will be taken into consideration. In  
83 evaluating the presentations, the relative prestige of the meeting, based on recognition by  
84 discipline-specific professional organizations, and the nature of the presentations (whether  
85 invited or not), will be taken into consideration. Items designated with a double asterisk  
86 are highly valued scholarly activities. The Departmental Performance Review document  
87 details research activities and research outcomes relevant to the evaluation of scholarly

88 productivity, including required or basic expectations. See the appendix for the  
89 Mathematics Department Performance Review document.

90 Evidence of original scholarship/research will be expected for reappointment in later years  
91 (after three years). The quantity of scholarly productivity may include presentations, but  
92 those alone are not sufficient for reappointment in later years. The quantity of scholarly  
93 productivity needed for tenure should include external grants or publications (published or  
94 accepted) in refereed journals on research beyond the doctoral dissertation. External grants  
95 and publications should be consistent with the description of scholarship/research  
96 described in section 4.2.2.2 of the Faculty Handbook. For faculty with prior experience, a  
97 record of research and scholarly productivity at Missouri State University will be needed  
98 for tenure. Positive external reviews of research and scholarly productivity will be one of  
99 the factors in tenure consideration.

100

101

102 **Service:**

103 Faculty shall at minimum serve on departmental, college, and university committees asked  
104 of them, and participate in departmental faculty meetings.

105 Other activities, such as service to professional organizations, participation in Pummill  
106 Math Relays, student organizations, consulting, and community service, will be taken into  
107 consideration. The Departmental Performance Review document details service activities  
108 and service outcomes relevant to the evaluation of service contributions, including  
109 required, or basic expectations. See the appendix for the Mathematics Department  
110 Performance Review document.

111 **Criteria for Promotion to Professor**

112 For promotion to Professor a faculty member must have a sustained record of teaching  
113 effectiveness, of scholarly productivity, and of substantial service.

114 **Teaching:**

115 Teaching effectiveness is measured based on several factors, including student evaluations,  
116 course materials submitted to the committee, developed curriculum materials, and the over-  
117 all contributions to the department in teaching. Student evaluations of teaching\*\* shall be  
118 collected according to CNAS guidelines. Student evaluations will be weighted up to a

119 maximum of fifty percent in measuring teaching effectiveness. The rest of the weighting  
120 will be based on other contributions in teaching which include, but are not limited to:  
121 seminar presentations to students; involvement in special reading courses; use of computers  
122 and other needed technology; manuals and textbooks published\*\*; involvement in service  
123 learning activities; master's theses directed\*\*; master's seminar papers supervised\*\*;  
124 honors components supervised; guidance of students making presentations at meetings and  
125 seminars; innovative teaching techniques adopted\*\*; teaching awards received; students  
126 advised; new course development\*\*, course materials developed to promote student  
127 learning; equipment and teaching grants received\*\*. Items designated with a double  
128 asterisk are highly valued teaching activities, and evidence documenting student success is  
129 also highly valued. The Departmental Performance Review document details teaching  
130 activities and teaching outcomes relevant to the evaluation of teaching effectiveness,  
131 including required or basic expectations. See the appendix for the Mathematics  
132 Department Performance Review document. For promotion to Professor, faculty members  
133 are expected to participate in many, but not necessarily all, of the above-mentioned  
134 activities.

135 **Research and Scholarly Productivity:**

136 Research and scholarly productivity are expected to be in the faculty member's discipline  
137 or to be interdisciplinary work that draws from, or contributes to, the faculty member's  
138 discipline. Consistent, sustained scholarly activities and productivity as an Associate  
139 Professor at Missouri State University will be needed for promotion to Professor. The  
140 minimal expectations for consideration for promotion to Professor are 2 major publications  
141 of original work or major grants as an Associate Professor. Specific modes of research  
142 included Discovery, Application, Synthesis, Criticism, and Creation; see section 4.2.2.1 of  
143 the Faculty Handbook. Research achievements may include, but not be limited to,  
144 publications in refereed journals\*\*. The relative prestige of each journal, based on  
145 recognition by discipline-specific professional organizations, will be taken into account.  
146 Other scholarly activities include research grants funded\*\*; publication of a book\*\*;  
147 presentations of scholarly work at professional meetings; and seminars and colloquiums  
148 given. In evaluating the grants funded, the source of grants (internal or external) will be  
149 taken into consideration. In evaluating the presentations, the relative prestige of the

150 meeting, based on recognition by discipline-specific professional organizations, and the  
151 nature of the presentations (whether invited or not), will be taken into consideration. Items  
152 designated with a double asterisk are highly valued scholarly activities. The Departmental  
153 Performance Review form details research activities and research outcomes relevant to the  
154 evaluation of scholarly productivity, including required or basic expectations. See the  
155 appendix for the Mathematics Department Performance Review document. Positive  
156 external reviews of original research and scholarly productivity will be one of the factors  
157 in promotion consideration.

158 **Service:**

159 For promotion to Professor a faculty member must demonstrate leadership in some area of  
160 service. This may include department, college, university, professional, or community  
161 service. Expectations of leadership in service include, but are not limited to, chairing at  
162 least one major committee, serving as faculty sponsor for a student organization, or taking  
163 a leadership role in professional organizations or community service. The Departmental  
164 Performance Review document details service activities and service outcomes relevant to  
165 the evaluation of service contributions, including required, or basic expectations. See the  
166 appendix for the Mathematics Department Performance Review document.

167 **Criteria for Promotion to Associate Professor**

168 For promotion to Associate Professor a faculty member must have a sustained record of  
169 teaching effectiveness, of scholarly productivity, and of service.

170 **Teaching:**

171 Teaching effectiveness is measured based on several factors, including student evaluations,  
172 course materials submitted to the committee, developed curriculum materials, and the over-  
173 all contributions to the department in teaching. Student evaluations of teaching\*\* shall be  
174 collected according to CNAS guidelines. Student evaluations will be weighted up to a  
175 maximum of fifty percent in measuring teaching effectiveness. The rest of the weighting  
176 will be based on other contributions in teaching which include, but are not limited to:  
177 seminar presentations to students; involvement in special reading courses; use of computers  
178 and other needed technology; manuals and textbooks published\*\*; involvement in service  
179 learning activities; master's theses directed\*\*; master's seminar papers supervised\*\*;  
180 honors components supervised; guidance of students making presentations at meetings and

181 seminars; innovative teaching techniques adopted\*\*; teaching awards received; students  
182 advised; new course development\*\*, course materials developed to promote student  
183 learning; equipment and teaching grants received\*\*. Items designated with a double  
184 asterisk are highly valued teaching activities, and evidence documenting student success is  
185 also highly valued. The Departmental Performance Review document details teaching  
186 activities and teaching outcomes relevant to the evaluation of teaching effectiveness,  
187 including required or basic expectations. See the appendix for the Mathematics  
188 Department Performance Review document. For promotion to Associate Professor,  
189 faculty members are expected to participate in several, but not necessarily all, of the above-  
190 mentioned activities.

191

192

### 193 **Research and Scholarly Productivity:**

194 Research and scholarly productivity are expected to be in the faculty member's discipline  
195 or to be interdisciplinary work that draws from, or contributes to, the faculty member's  
196 discipline. A record of consistent, sustained scholarly activities and productivity at  
197 Missouri State University will be needed for promotion to Associate Professor. The  
198 minimal expectations for promotion to associate professor are 2 major publications of  
199 original work or major grants and submission of at least one grant proposal. Specific modes  
200 of research included Discovery, Application, Synthesis, Criticism, and Creation; see  
201 section 4.2.2.1 of the Faculty Handbook. For promotion to Associate Professor, the faculty  
202 member must have demonstrated sustained peer-reviewed scholarly productivity.

203 Research achievements may include, but not be limited to, publications in refereed  
204 journals\*\*. The relative prestige of each journal, based on recognition by discipline-  
205 specific professional organizations, will be considered. Other scholarly activities include  
206 research grants funded\*\*; publication of a book\*\*; presentations of scholarly work at  
207 professional meetings; and seminars and colloquiums given. In evaluating the grants  
208 funded, the source of grants (internal or external) will be taken into consideration. In  
209 evaluating the presentations, the relative prestige of the meeting, based on recognition by  
210 discipline-specific professional organizations, and the nature of the presentations (whether  
211 invited or not), will be taken into consideration. Items designated with a double asterisk



212 are highly valued scholarly activities. The Departmental Performance Review form details  
213 research activities and research outcomes relevant to the evaluation of scholarly  
214 productivity, including required or basic expectations. See the appendix for the  
215 Mathematics Department Performance Review document.

216 Positive external reviews of original research and scholarly productivity will be one of the  
217 factors in promotion consideration.

218 **Service:**

219 For promotion to Associate Professor, faculty members shall at minimum serve on  
220 departmental, college, and university committees asked of them, and participate in  
221 departmental faculty meetings. Other activities, such as service to professional  
222 organizations, participation in Pummill Math Relays, student organizations, consulting,  
223 and community service, will be taken into consideration. Expectations of leadership in  
224 service include, but are not limited to, chairing at least one committee, serving as faculty  
225 sponsor for a student organization, or taking a leadership role in professional organizations  
226 or community service. The Departmental Performance Review document details service  
227 activities and service outcomes relevant to the evaluation of service contributions,  
228 including required, or basic expectations. See the appendix for the Mathematics  
229 Department Performance Review document.

230 **Guidelines for Annual Review of Probationary Faculty**

231 A review of probationary faculty will take place annually. The possible outcomes of this  
232 review will be one of the following.

233 **(i) Progress toward Tenure is Satisfactory.**

234 This is possible if a satisfactory level of performance has been achieved in at least the areas  
235 of both teaching and research, as described below.

236

237 ***Satisfactory Teaching:***

238 In the area of teaching, less weight will be attached to the first-year teaching evaluations;  
239 however, consistently good teaching evaluations (no consistent problems indicated by the  
240 teaching evaluations) or evidence of significantly improved teaching effectiveness is  
241 necessary. Also, it is expected that there be substantial involvement in other teaching

242 activities such as: seminar presentations to students; involvement in special reading  
243 courses; use of computers and other needed technology; manuals and textbooks  
244 published\*\*; involvement in service learning activities; master's theses directed\*\*;  
245 master's seminar papers supervised\*\*; honors components supervised; guidance of  
246 students making presentations at meetings and seminars; innovative teaching techniques  
247 adopted\*\*; teaching awards received; students advised; new course development\*\*, course  
248 materials developed to promote student learning; equipment and teaching grants  
249 received\*\*. Items designated with a double asterisk are highly valued teaching activities.  
250 See the Departmental Performance Review document for details regarding the evaluation  
251 of teaching.

252 ***Satisfactory Research and Scholarly Productivity:***

253 In the area of research and scholarly productivity, a significant record of articles published  
254 or accepted for publication in refereed journals, and research grants funded will be  
255 considered evidence of satisfactory research. Other scholarly activities that will be  
256 considered favorably include grant proposals submitted; presentations of scholarly work at  
257 professional meetings; seminars and colloquiums given, and work in progress for  
258 publishable research beyond the dissertation. See the Departmental Performance Review  
259 document for details regarding the evaluation of research.

260 ***Satisfactory Service:***

261 Faculty shall have a significant record of service that includes departmental, college, and/or  
262 university committees. Other activities such as service to professional organizations,  
263 participation in Pummill Math Relays, student organizations, consulting and community  
264 service will be taken into consideration. See the Departmental Performance Review  
265 document for details regarding the evaluation of service.

266 **(ii) Progress toward Tenure is Questionable.**

267 This is possible if a questionable level of performance has been achieved in at least two of  
268 the areas of teaching, research, and service, as described below.

269 ***Questionable Teaching:***

270 In the area of teaching, less weight will be attached to the first-year teaching evaluations;  
271 however, consistently satisfactory teaching evaluations (no consistent problems indicated  
272 by the teaching evaluations) or evidence of improved teaching effectiveness is necessary.

273 Also, favorable consideration will be given for involvement in other teaching activities  
274 such as: seminar presentations to students; involvement in special reading courses; use of  
275 computers and other needed technology; manuals and textbooks published\*\*; involvement  
276 in service learning activities; master's theses directed\*\*; master's seminar papers  
277 supervised\*\*; honors components supervised; guidance of students making presentations  
278 at meetings and seminars; innovative teaching techniques adopted\*\*; teaching awards  
279 received; students advised; new course development\*\*, course materials developed to  
280 promote student learning; equipment and teaching grants received\*\*. Items designated  
281 with a double asterisk are highly valued teaching activities. See the Departmental  
282 Performance Review document for details regarding the evaluation of teaching.

283 ***Questionable Research and Scholarly Productivity:***

284 In the area of research and scholarly productivity, articles published or accepted for  
285 publication in refereed journals, and research grants funded will be considered sufficient  
286 evidence of satisfactory research. Other scholarly activities that will be considered  
287 favorably include grant proposals submitted; presentations of scholarly work at  
288 professional meetings; seminars and colloquiums given; and work in progress for  
289 publishable research beyond the dissertation. See the Departmental Performance Review  
290 document for details regarding the evaluation of research.

291 ***Questionable Service:***

292 In the area of service, faculty shall at minimum serve on the departmental, college, and  
293 university committees asked of them, and participate in departmental faculty meetings.  
294 Other activities such as service to professional organizations, participation in Pummill  
295 Math Relays, student organizations, consulting and community service will be taken into  
296 consideration. See the Departmental Performance Review document for details regarding  
297 the evaluation of service.

298 **(iii) Progress Toward Tenure is Unsatisfactory.**

299 This is possible if an unsatisfactory level of performance has been achieved in at least two  
300 of the areas of teaching, research, and service, as described below.

301 ***Unsatisfactory Teaching:***

302 Teaching is unsatisfactory if the faculty member is receiving consistently poor teaching  
303 evaluations and there is little or no evidence of improved teaching effectiveness through

304 measures as peer review reports, peer mentor feedback or other external measures of  
305 teaching effectiveness. See the Departmental Performance Review document for details  
306 regarding the evaluation of teaching.

307 ***Unsatisfactory Research and Scholarly Productivity:***

308 Progress toward tenure is unsatisfactory if there is limited or no evidence of research. See  
309 the Departmental Performance Review document for details regarding the evaluation of  
310 research.

311 ***Unsatisfactory Service:***

312 Service is unsatisfactory if the faculty member has limited or no involvement in  
313 departmental activities. See the Departmental Performance Review document for details  
314 regarding the evaluation of service.

315 **Early Tenure and Promotion:**

316 Except under extraordinary circumstances, early tenure and promotion will not be  
317 considered. For example, a faculty member may be considered for early tenure if, while at  
318 Missouri State University, multiple highly-valued teaching activities and outcomes have  
319 been documented, three papers in refereed journals were published, an external grant was  
320 awarded, and leadership roles for internal and external service activities are documented.

321 **Documentation**

322 The faculty member and the department head shall maintain complete documentation for  
323 all aspects of that faculty member's annual reappointment, tenure and promotion. This  
324 requirement shall begin at the date of employment. This documentation is a professional  
325 portfolio which shall include, but not be limited to: letters of understanding at the time of  
326 hire; annual reports from the departmental evaluation committee; annual performance  
327 evaluation letters from the department head; all prior recommendations made by the  
328 departmental Tenure, Promotion and Reappointment Committee; all prior  
329 recommendations made by the department head; summaries of all student evaluations;  
330 copies of publications in refereed journals and other scholarly activities; copies of  
331 proposals submitted and grants received; list of committee assignments; and participation  
332 in faculty developmental activities.

333 At the time of annual review, tenure, or promotion consideration, the faculty member  
334 should refer to the Provost's website for procedures and details regarding required

335 supporting documentation. The department head may request additional supporting  
336 materials be submitted.

337 For tenure and/or promotion consideration, external reviews of research and scholarly  
338 productivity will be solicited and conform to the guidelines from the Office of the Provost.  
339 The external reviewer will be instructed to review the curriculum vitae and samples of  
340 work. Information on the candidate's teaching load should be provided to the reviewer.  
341 Only work that is eligible for consideration under the terms of appointment should be  
342 submitted to reviewers.

### 343 **Procedure for Tenure, Promotion, Annual Review, and Reappointment Decisions**

344 The entire body of tenured faculty shall serve as the committee on tenure and  
345 reappointment. For a promotion to a given rank, the tenured faculty at that rank or higher  
346 shall serve as the committee on promotion to that rank.

347 In accordance with the Faculty Handbook, Section 4.8.3, "Tenured faculty members who  
348 have administrative assignments that require them to participate in personnel review at a  
349 higher level shall not participate in personnel decisions within his or her home department.  
350 A faculty member with a potential conflict of interest (usually evaluating a spouse) should  
351 not participate in the evaluation process for annual appointment, tenure, or promotion.  
352 Inappropriate actions by individuals on the committee should be addressed by the  
353 committee chair and/or members of the personnel committee."

354 As soon as feasible after the beginning of the fall semester, the department head shall call  
355 a meeting of the tenured faculty to elect its chairperson. At the meeting, the tenured faculty  
356 committee shall elect a person from the tenured Professors to serve as the chairperson of  
357 departmental committee on tenure, promotion, and reappointment for the current academic  
358 year.

359 As soon as possible, the chair of the committee will distribute copies of the current  
360 procedures and the relevant portion of the Academic Work Calendar to all faculty.

361 All votes concerning tenure, promotion, reappointment, or annual review decisions shall  
362 be conducted by secret ballot, and the department head shall not vote. Numbered ballots  
363 shall be used, which the faculty will draw at random, and the ballots shall be returned to a  
364 designated place or box within the time period designated by the committee chairperson.

365 The ballots will be counted at a meeting of the committee. Each committee member shall  
366 have the right to participate in the voting.

367 For tenure, promotion, or reappointment each ballot will offer two options: YES or NO.  
368 Ballots not returned shall simply be reported as “not returned.” The number of YES votes  
369 must exceed the number of NO votes for an affirmative recommendation to be reported;  
370 otherwise, a negative recommendation will be reported.

371 For annual review of probationary faculty, there will be three options on the ballot: progress  
372 toward tenure is satisfactory, progress toward tenure is questionable, and progress toward  
373 tenure is unsatisfactory. To be classified into the outcome “progress toward tenure is  
374 satisfactory”, at least two-thirds of the votes should be in that group; if more than fifty  
375 percent of the votes are in favor of “unsatisfactory”, the faculty member will be classified  
376 into the group “progress toward tenure is unsatisfactory”; otherwise the outcome will be  
377 classified as “progress toward tenure is questionable”.

378 All available committee members shall sign the report. Faculty members are free to file  
379 minority reports.

380 The committee shall, when possible, meet at least three weeks prior to the deadline for  
381 forwarding the recommendations to the department head. Copies of all reviews will be  
382 provided to the faculty member and the department head. The department head will  
383 forward a copy to the dean along with the department head’s review.

384 When external reviews of research and scholarly productivity are solicited, the department  
385 will follow the guidelines posted on the Provost’s website:

386 <http://www.missouristate.edu/provost/extreviewerguidelines.htm>

387 Specifically, following the guidelines regarding qualifications of reviews given at the  
388 above site, the faculty candidate submits a list of four names of potential reviewers and the  
389 Department Head in consultation with the Department Personnel Committee submits a list  
390 of four names. Together, the faculty candidate, Department Head, and Personnel  
391 Committee select two names from each list and reviews will be solicited from these four  
392 individuals by the Department Head.

393 A file will be established for each candidate. The file will contain all materials submitted  
394 by the candidate, and the materials collected by the department head for this purpose. The  
395 file will be available for inspection in the department head’s office by all eligible voters.

396 **Policy for Appointment to Senior Instructor**

397 The following process outlines the steps which lead to the appointment to Senior Instructor  
398 as presented in the revised *Faculty Handbook* (see relevant section below):

399         Instructors are eligible to apply for appointment to Senior Instructor in the fall  
400         semester of their 5th year of continuous employment with the university. Number  
401         of years is not an entitlement for this promotion and judgments will be made at all  
402         levels based on the standards for excellence in teaching as measured by  
403         departmental criteria developed in accord with the faculty handbook and  
404         university parameters.

- 405         1. The criteria for reviewing applications for promotion to the rank of Senior  
406         Instructor must include three elements: (1) evidence of successful student learning  
407         outcomes; (2) use of effective modalities (active learning, inquiry learning,  
408         collaborative learning, etc.); and (3) leadership in curriculum development,  
409         advising, and/or other areas of service.
- 410         2. The teaching portfolio will be submitted to the departmental personnel committee  
411         for review in accord with the dates specified in the tenure and promotion  
412         calendar. The portfolio should include supporting documentation of sustained  
413         excellence in teaching. The evidence may include, but not be limited to, student  
414         course evaluations, peer evaluations, artifacts of curricular development, student  
415         learning outcomes, and other supporting documentation included as part of the  
416         written summary detailing rationale for the appointment in accord with  
417         departmental criteria. External review is not a requirement of this application  
418         process.
- 419         3. The departmental personnel committee will submit recommendations to the  
420         Department Head in accord with the timelines specified in the Tenure and  
421         Promotion Calendar. The Department Head will review all relevant information  
422         and make a recommendation to the Dean, who will also conduct a review and  
423         forward recommendations to the Provost. The Provost will notify the candidate for  
424         the appointment to Senior Instructor in writing of approval or non-approval of the  
425         appointment.

426

427 (Excerpt from the *Faculty Handbook*, Section 3.5.2 Senior Instructor:  
428 An Instructor who has demonstrated excellence in teaching and service at Missouri State  
429 University for at least five years may be appointed as a Senior Instructor. Senior Instructors  
430 are expected to provide leadership in teaching, contribute to course and curriculum  
431 development and provide appropriate university service. Senior Instructors may participate  
432 in research or creative activities. A Senior Instructor shall be appointed to a specific term  
433 not to exceed five years and may be reappointed to one or more additional terms, contingent  
434 upon satisfactory performance reviews, educational needs and continued funding. If a  
435 Senior Instructor applies for and is appointed to a tenure-track faculty position, the time  
436 spent as Senior Instructor at Missouri State University will not count toward the  
437 probationary period for tenure and promotion. Senior Instructors on 9-month appointments  
438 will receive benefits for 12-months.)

439 **Procedure for Annual Review of this Document**

440 As soon as feasible after a chair is elected, the tenured faculty will elect a standing  
441 committee of three tenured faculty members. This committee will propose amendments to  
442 the policy statement and report to the tenured faculty before the end of the Spring Semester  
443 of each year.