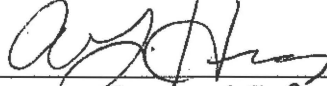



MISSOURI STATE UNIVERSITY

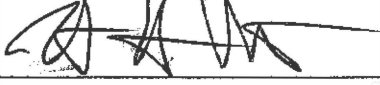

PERIODIC REVIEW OF REAPPOINTMENT (OR RENEWAL OF CONTRACT),
TENURE, PROMOTION GUIDELINES

DEPARTMENT: Criminology and Criminal Justice
COLLEGE: CHPA
SEMESTER/YEAR OF CURRENT REVIEW: Spring 22
SEMESTER/YEAR OF NEXT REQUIRED REVIEW: Spring 25

DEPARTMENT ADOPTION SIGNATURES:

 9/26/22
Department Personnel Committee Chair Date
 9/26/22
Department Head Date

APPROVAL SIGNATURES:

 9-26-2022
Dean Date
 09.27.2022
Provost Date

THIS PLAN IS IN EFFECT FROM Spring 22 , THROUGH Spring 25 .

Department of Criminology and Criminal Justice
Missouri State University

Reappointment, Tenure, and Promotion Guidelines

Approved April 11, 2022

The policies and procedures utilized by the Department for faculty evaluation are guided by, and consistent with, relevant aspects of the *Missouri State University Faculty Handbook* and policies distributed by the College of Humanities and Public Affairs (CHPA) Dean's Office and the Missouri State Provost's Office. These policies also reflect the mission and goals of the Department of Criminology and Criminal Justice. For detailed information on various timetables, procedures involved after personnel evaluation decisions are made at the department level, and appeals, consult the *Faculty Handbook*, the *Academic Work Calendar*, or policies distributed by the CHPA Dean's Office and the Provost's Office. The Department policies and procedures operate within these established guidelines and describe the processes involved in making personnel evaluation decisions within our unit that will be forwarded to the CHPA Dean's Office.

A. General Principles and Procedures

1. Faculty at Missouri State University are expected to engage in professional activities that encompass three areas: teaching, research/scholarship, and service. As noted in the *Faculty Handbook*, "professionalism and collegiality are essential to Teaching, Research, and Service activities, and are evidenced in at least two important ways: maintaining high standards of professional ethics and performing as a responsible member of the University community."
2. Each faculty member is responsible for assembling evidentiary documentation and submitting materials according to established deadlines. Departmental deadlines will be announced at least 30 days prior and distributed via e-mail by the Department Head.
3. Instructors and professors applying for promotion have the option of using either the most current version of promotion criteria or an earlier version of promotion criteria that has been in effect within seven years of the application.
4. Faculty applying for reappointment, tenure and/or promotion must submit an application portfolio. The following materials should be included:
 - a. For tenure and/or promotion, the standard, approved *cover* sheet for the application distributed by the Provost's Office.
 - b. A cover letter or statement briefly explaining accomplishments in teaching, research/scholarship, and service during the review period.
 - c. An updated curriculum vita.
 - d. Documentation in support of teaching activities organized according to guidelines distributed by the CHPA Dean's Office.

e. Documentation in support of research/scholarship organized according to guidelines distributed by the CHPA Dean's Office.

f. Documentation supporting service activities organized according to guidelines distributed by the CHPA Dean's Office.

5. Missouri State University requires all candidates for tenure and promotion (with the exception of faculty applying for promotion to the rank of Senior Instructor) to have their materials examined by external reviewers following the timelines and guidelines established by the Provost's Office. The external reviewer primarily focuses on the candidate's scholarship. Written statements from external reviewers are included in the applicant's portfolio.

6. Faculty Evaluation Committees (FEC) reviewing reappointment and tenure applications are comprised of tenured faculty in the candidate's department. The FEC considering promotion applications will be comprised of the Faculty in that program at or above the rank for which the candidate is applying. In case a program cannot assemble a FEC with at least three members, the Department Head will locate qualified Faculty outside the candidate's program willing to serve on the FEC for that particular case.

7. Candidates should submit their portfolio for reappointment, tenure, and/or promotion to the Department Office according to a deadline established by the Provost's Office and announced by the Department Head prior to September 1 of each academic year.

8. The FEC also shall have access to the department permanent file for each candidate. This file includes:

a. Annual letters of review by the Department Head.

b. Previous recommendations by the FEC.

c. Any negotiated changes in normal expectations or individualized goals and objectives.

Individual faculty members may examine their own file and make appropriate copies. Under no circumstances may documents be removed from the file or the Department Office. No document may be added or removed from the permanent file without the knowledge of the affected faculty member. The Department Head and Department Administrative Assistant are responsible for maintaining the security of the permanent files.

9. Candidates may add materials to their application file, such as a research article accepted for publication, as the review process is ongoing.

10. The FEC will craft a statement and make a recommendation for each reappointment, tenure, and promotion decision, using the prescribed form distributed by the Provost's Office. The form will be signed by each member of the FEC. After completion, the FEC Chair will forward the committee recommendation to the Department Head according to the deadline established by the Provost's Office. The Department Head then will forward a copy of this recommendation to the candidate.

11. After making his or her recommendation to the CHPA Dean on a candidate's application for reappointment, tenure, or promotion, the Department Head will meet with each candidate for the purpose of discussing his or her application and informing her or him of the Department Head's recommendation to the Dean. Each candidate also will receive a written statement from the Department Head by the date established by the Provost's Office.

12. Pre-Tenure Reviews: Each year during the probationary period, the Department Head and FEC shall conduct a pre-tenure review. All tenured faculty members in the applicant's program will be consulted for this process. The FEC and Department Head will specify in writing to the probationary faculty member one of the following outcomes, with detailed support:

- a. Progress towards tenure is satisfactory.
- b. Progress towards tenure is questionable, identifying areas for improvement and providing specific suggestions.
- c. Progress towards tenure is unsatisfactory, providing specific rationale.

B. Reappointment Criteria

Decisions for annual reappointment of tenure-track faculty during the probationary period are based on demonstrated high quality performance beyond the basic competencies required for initial appointment. Successful candidates for reappointment will have documented achievements indicating developing competencies in teaching, research/scholarship, and service appropriate for the point in their career when the review occurs. The candidate must be making satisfactory progress toward the awarding of tenure. Each review of probationary faculty includes a detailed account of strengths and weaknesses in the candidate's record.

'I. Teaching: Tenure-track faculty shall submit a portfolio to the FEC containing a brief statement of intent for each course along with the syllabus, sample tests, and any other relevant course materials. Documentation of teaching effectiveness should include such items as descriptions of innovative methods used in the classroom, a record of advising, and evidence of faculty development in teaching. Issues such as prior teaching experience, teaching load, class size and level, and the nature of the courses taught will be taken into consideration.

2. Research/Scholarly Activity: Tenure-track faculty must demonstrate a scholarly agenda for recognizable outcomes. In subsequent reviews, these faculty must demonstrate meeting their scholarship agenda. Tenure-track faculty are expected to produce scholarly publications, or the equivalent.

3. Service: Faculty must demonstrate service contributions through a combination of department, college, university, professional, or community organizations. In addition, faculty are expected to demonstrate increased initiative in taking on service responsibilities as they gain experience in the Department and across the University.

C. Criteria for Recommending Tenure

Decisions to grant tenure are based on evidence of strong performance in the areas of teaching, research/scholarship, and service. In particular, there must be evidence of effective teaching, a successful research/scholarly agenda demonstrated by scholarly outcomes, and service consistent with the mission of the Department, College, and University.

1. Teaching: Faculty must demonstrate a record of effective teaching performance as defined by department policy. Teaching is a central responsibility of the University and effectiveness in teaching is required for tenure. Faculty must show continual effort to improve their teaching. The tenure portfolio should include a statement of the faculty member's philosophy of teaching and how this is incorporated into the classroom. Teaching intensive activities, such as written assignments, essay exams, and experiential learning exercises, especially when applied in upper-division courses, will be viewed positively.

2. Research/Scholarly Activity: Faculty generally and typically are expected to demonstrate achievements equivalent to four scholarly peer-reviewed publications, some of which may be in press at the time of tenure consideration. The FEC and Department Head have the discretion to decide what constitutes the equivalent of four scholarly peer-reviewed publications, taking into consideration the quality of the work and publication sources, and must support this decision in writing. Although paper presentations at academic and professional conferences are strongly encouraged, the Department does not impose a presentation requirement for tenure consideration. In the judgment of the FEC and Department Head, an academic book can be considered equivalent to several of these scholarly products if it was completed and received final acceptance for publication during the applicant's probationary period. Applicants also must indicate evidence of taking a lead role in the production of scholarly outcomes and, if the tenure-track faculty member comes to Missouri State with previous scholarly outcomes, that faculty member must demonstrate a sustained scholarly agenda during the probationary period.

3. Service: Faculty must demonstrate significant service contributions through a combination of department, college, university, professional, or community organizations. In addition, faculty are expected to demonstrate increased initiative in taking on service responsibilities as they gain experience in the Department and across the University.

D. Criteria for Recommending Promotion

1. Promotion from Instructor to Senior Instructor:

The rank of Senior Instructor involves a demonstrated record of excellence in teaching and service activities. In order to be eligible for the rank of Senior Instructor, a faculty member is expected to provide leadership in teaching, contribute to course and curriculum development, and provide appropriate university and community service.

Instructors are eligible to apply for appointment to Senior Instructor in the Fall Semester of their fifth year of employment with the University. Number of years is not an entitlement for this promotion and judgments will be made at all levels based on the standards for excellence in teaching as measured by departmental criteria developed in accord with the *Faculty Handbook* and University parameters.

a. Teaching: Promotion to Senior Instructor requires faculty to demonstrate a record of effective teaching performance in accordance with the Department's standards. A determination of effective teaching is based on the department's teaching performance policy. Teaching is a central responsibility of the University and effectiveness in teaching is a fundamental requirement for promotion to Senior Instructor. Faculty must show continual effort to improve their teaching and this effort must be documented in the teaching

effectiveness portfolio. The application portfolio should include a statement of the faculty member's philosophy of teaching, how this is incorporated into the classroom, along with a record of student advising. Teaching intensive activities, such as written assignments, essay exams, and experiential learning exercises, especially when applied in upper-division courses, will be viewed positively.

b. Service: Promotion to Senior Instructor requires a consistent and significant record of service contributions through a combination of department, college, university, professional, or community organizations.

2. Promotion from Assistant Professor to Associate Professor:

The status of Associate Professor indicates a demonstrated and enhanced record of effectiveness in the areas of teaching, research/scholarship, and service. A tenure-track faculty member successfully meeting requirements for tenure in teaching, research/scholarship, and service, also meets requirements for promotion to Associate Professor.

a. Teaching: Teaching is a central responsibility of the University and effectiveness in teaching is required for promotion to Associate Professor. Faculty must show continual effort to improve their teaching. Faculty must demonstrate a record of effective teaching performance according to department standards. The promotion portfolio should include a statement of the faculty member's philosophy of teaching and how this is incorporated into the classroom. Teaching intensive activities, such as written assignments, essay exams, and experiential learning exercises, especially when applied in upper-division courses, will be viewed positively.

b. Research/Scholarly Activity: Faculty generally and typically are expected to demonstrate achievements equivalent to four scholarly peer-reviewed publications, some of which may be in-press at the time of tenure consideration. The FEC and Department Head have the discretion to decide what constitutes the equivalent of four scholarly peer-reviewed publications, taking into consideration the quality of the work and publication sources, and must support this decision in writing. Although paper presentations at academic and professional conferences are strongly encouraged, the Department does not impose a presentation requirement for promotion consideration. In the judgment of the FEC and Department Head, an academic book can be considered equivalent to several of these scholarly products if it was completed and received final acceptance for publication during the applicant's probationary period. Applicants also must indicate evidence of taking a lead role in the production of scholarly outcomes and, if the tenure-track faculty member comes to Missouri State with previous scholarly outcomes, that faculty member must demonstrate a sustained scholarly agenda during the probationary period.

c. Service: Faculty must demonstrate significant service contributions through a combination of department, college, university, professional, or community organizations. In addition, faculty are expected to demonstrate increased initiative in taking on service responsibilities as they gain experience in the Department and across the University.

3. Promotion from Associate Professor to Professor:

The status of Professor is the highest, most prestigious, academic rank indicating a strong and cumulative record of accomplishment and effectiveness in teaching, scholarly activity, and service. Further, the rank of Professor requires demonstrated leadership in academic endeavors, including the ability to initiate activities and take on responsibilities based on the expertise and wisdom accumulated through sustained academic experience.

a. Teaching: Promotion to Professor requires a documented strong record of sustained teaching effectiveness according to the department standards. Contributions are expected to extend beyond normal teaching responsibilities and include efforts such as planning new courses and/or curricula, innovative teaching techniques, interdisciplinary teaching, educational work with student or community groups, and effective academic advising or mentoring, to name just a few examples. Teaching awards, grants, and applying principles in the scholarship of teaching and learning obviously strengthen the application.

b. Research/Scholarly Activity: At a minimum each faculty member is expected to demonstrate outcomes including eight scholarly publications, some of which may be in-press at the time of promotion consideration. The FEC and Department Head have the discretion to decide what constitutes the equivalent of eight scholarly peer-reviewed publications, taking into consideration the quality of the work and publication sources, and must support this decision in writing. These requirements represent accomplishments over the entire career of the faculty member. In the judgment of the FEC and Department Head, a published book can be considered equivalent to several scholarly products if it was completed and received final acceptance for publication since the applicant's last promotion. However, it is essential candidates requesting promotion to Professor demonstrate a sustained and consistent scholarship record since their promotion to Associate Professor. Additional scholarly activities strengthen a candidate's application for promotion to Professor. Candidates for Professor must have a clearly defined research agenda, solid evidence of success accomplishing this agenda, and demonstrated ability to operate as an autonomous, or lead, scholar.

c. Service: Promotion to Professor requires a documented record of sustained service both within and outside of the Department demonstrating leadership and initiative. Service activities directly related to the University/College/Department or the use of expertise from one's discipline will be given the greatest emphasis. Service awards, grants, and various other service-related activities strengthen this application.

E. Criteria for Recommending Early Promotion

Individuals who have exhibited sustained performance **in** teaching, service, and scholarship in rank for a minimum of 5 years and who, while employed at Missouri State University, have had extraordinary accomplishments in each performance area may apply for early promotion. According to the Faculty Handbook, early promotion requires performance that *significantly exceeds* the normal expectations for tenure or promotion. Factors that may help determine extraordinary accomplishments for each performance area are listed below:

Scholarship: In addition to meeting standard requirements for scholarship, the individual has a record of sustained achievements and publication as a lead author in a top-tier peer-reviewed journal and/or a significant quantity of publications in mid to upper tier journals, has a sustained pattern of publication with collaboration in top-tier journals, or a substantial research grant from a competitive source.

Teaching: In addition to meeting standard requirements for teaching, the applicant has received recognition for outstanding teaching, employed innovative curriculum development, or engaged in substantial mentoring activities with students.

Service: In addition to meeting standard requirements for service, the applicant has taken on chairing an active campaign and shepherded a new and significant initiative/project to completion.