

MISSOURI STATE UNIVERSITY

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

DEPARTMENT:

Economics

COLLEGE:

CHPA

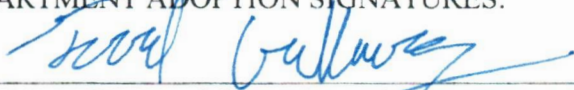
SEMESTER/YEAR OF CURRENT REVIEW:

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F 2022

DEPARTMENT ADOPTION SIGNATURES:



7-28

Department Personnel Committee Chair

Date

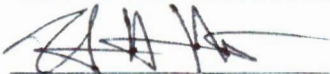


8/3/20

Department Head

Date

APPROVAL SIGNATURES:



8/18/2020

Dean

Date



8-18-2020

Provost

Date

THIS PLAN IS IN EFFECT FROM FALL 2020, THROUGH SPRING 2023.

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DEPARTMENT OF ECONOMICS

GUIDELINES FOR REAPPOINTMENT, TENURE, and PROMOTION (Revised Summer 2020; Next Revision Due in Summer 2023)

5

1. PURPOSE

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

11

2. PROCEDURE

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

14

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

15 2.1.1 The purpose of the RPT Committee is to gather data and make recommendations
16 to the administration regarding (a) reappointment of probationary faculty and (b)
17 applications for tenure and promotion in the Economics Department.

18 2.1.2 The RPT Committee consists of all tenured members of the Department of
19 Economics, excluding the Department Head or acting Department Head. The
20 full RPT committee will elect the initial Chair. Thereafter, each year's Chair will
21 be determined by seniority (contingent upon his/her willingness to serve), as
22 compared to the previous year's Chair. In any given year, the Chair will be the
23 committee member who is the next most senior below the previous year's Chair
24 seniority. Seniority will be determined first by rank, with the most seniority
25 accorded to full professors, then associates, and then assistants. Within the same
26 rank, seniority will be determined by time in that rank, with faculty with more
27 time in rank having more seniority.

28 2.1.3 Recommendations for reappointment and tenure will be made by the full RPT
29 Committee. However, when evaluating promotion applications, any RPT
30 member holding a rank below that for which the candidate is being considered
31 will be excused from the committee. Excused members retain their duties for
32 other activities during the year. Should the Chair of the committee be excused
33 for this reason or any other (e.g., faculty member is on sabbatical), the full RPT
34 committee, including any excused members, will elect a pro-tem Chair from the
35 remaining members of the committee. A pro-tem Chair selected because the
36 actual chair is ineligible to serve as a member will serve only for the single
37 promotion decision for which he/she was originally elected. If fewer than three
38 tenured faculty members are eligible to serve on the RPT Committee, the Dean
39 will appoint others to bring the RPT's membership to three.

40 2.1.4 The RPT Committee will meet at the beginning of every fall semester to discuss
 41 tasks for the year and to elect subcommittees. All RPT meetings will be called
 42 and conducted by the RPT chair. Only RPT members may attend such meetings.
 43 RPT members should not discuss the results of meetings discussing personnel
 44 matters with other individuals, including the Department Head and the candidate.

45 2.1.5 In the fall semester of every third academic year, the RPT committee will assess
 46 department personnel documents to ensure that they are in compliance with
 47 university and college guidelines. Recommended changes will be based on a
 48 majority vote of the full RPT committee.

49 **2.2 Duties of the RPT Committee in Evaluating Reappointment, Tenure, and Promotion** 50 **Applications**

51 2.2.1 Each year the Provost's Office sets the deadlines for evaluating reappointment,
 52 tenure and promotion applications. However, the RPT Committee may establish
 53 its own deadlines for receiving reappointment, tenure and promotion applications
 54 and supporting materials (provided that these deadlines do not violate those set
 55 by the Provost's Office). In such instances the RPT Committee Chair will
 56 inform applicants of the departmental deadlines in a written memo and provide
 57 other information to the applicants as requested.

58 2.2.2 Evaluation of probationary faculty for reappointment will be conducted every
 59 year.

60 2.2.3 The RPT Committee will inform potential tenure applicants of their eligibility to
 61 apply for tenure. A faculty member initially appointed as an Assistant Professor
 62 must apply for tenure no later than the fall of his/her sixth year of probationary
 63 status. If a faculty member has been hired with credit towards tenure, this period
 64 will be reduced by the number of years of credit granted. An individual whose
 65 initial appointment is as an Associate Professor must apply for tenure by his/her
 66 fourth year of probationary status. Full Professors are normally hired with tenure.
 67 However, a Professor who is hired without tenure must apply for tenure no later
 68 than the second year of probationary status. (See sections 3.3.1, 3.3.2, 3.3.3 and
 69 4.6 of the Faculty Handbook for details). Under certain circumstances individuals
 70 may apply for early tenure. See section 3.2.1 of this document for details.

71 2.2.4 The application for tenure by an Assistant Professor must be accompanied by an
 72 application for promotion to Associate Professor. Associate Professors are
 73 eligible to apply for promotion to Professor during their fifth year of academic
 74 service but those with exceptional records may apply sooner. (See section 3.2.1
 75 of this document). In all cases it is each faculty member's responsibility to
 76 become informed about University eligibility requirements and promotion
 77 deadlines.

78 2.2.5 Applications and supporting materials for reappointment, tenure, or promotion
 79 are initially submitted to the Department Head, who will then submit this
 80 material, including external reviews if applicable, to the Chair of the RPT
 81 Committee. The RPT Chair will make the material available for review by
 82 committee members. However, as noted above, for promotion decisions any RPT
 83 member holding a rank below the rank for which the candidate is being

84 considered will be excused from the committee. The RPT Chair will also gather
 85 and review information from other internal sources regarding the candidate's
 86 suitability for promotion. This material will also be shared with other committee
 87 members.

88 2.2.6 The Chair of the RPT Committee will arrange meetings in order to discuss each
 89 application for reappointment, tenure, or promotion. Only members of the RPT
 90 Committee will attend the meeting(s). After discussion, a vote of the RPT
 91 Committee will be held to either accept or reject the faculty member's
 92 application. All decisions must be made upon documented evidence of job
 93 performance (see section 3 below) and cannot be based upon life-style,
 94 philosophical outlook, divergent beliefs, and collegiality unless they can be
 95 documented as affecting quality or quantity of job performance.

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

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

109 2.2.7 Disagreement may exist between members of the committee about the
 110 candidate's eligibility for reappointment, tenure, or promotion. Nonetheless, the
 111 Department recommendation will be based on the majority vote of the entire RPT
 112 Committee. However, consistent with the Faculty Handbook, minority views
 113 may be forwarded to the Department Head, other academic administrators, and
 114 the candidate.

115 2.2.8 At each stage of evaluation, the candidate will be given a copy of the
 116 recommendation and the written rationale for the recommendation. The
 117 candidate may provide rebuttal or comments, and these will become part of the
 118 documentation considered in the remaining review(s). In accordance with
 119 Section 4.7 of the Faculty Handbook, an applicant may appeal a negative
 120 decision by the Provost by notifying the Associate Provost for Faculty Affairs
 121 and subsequently submitting a formal appeal to the Provost's Committee on
 122 Tenure and Promotion. For details of the appeals procedure, the candidate
 123 should review Section 4.7 of the Faculty Handbook.

124 3. CRITERIA FOR REAPPOINTMENT, TENURE, AND PROMOTION

125 3.1 Reappointment

126 Annual reappointment decisions are intended to assess, and provide feedback to,
127 probationary faculty regarding their progress toward tenure and/or promotion.

128 As discussed above, the yearly evaluations for reappointment of probationary faculty
129 result in yearly evaluation letters, which will assess a candidate's progress towards tenure
130 in each of the three areas of teaching, research and service. The evaluation of the
131 candidate must assess his/her performance based upon the criteria detailed below. The
132 letters should also identify strengths and weaknesses and specifically identify areas in
133 which improvement is necessary. Hence, the yearly evaluation letters will constitute a
134 formal record as to whether progress towards tenure is occurring at an acceptable pace.

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

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

152 3.2 Tenure and Promotion

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

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

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

167 For both tenure and promotion, effective performance in all three areas is a necessary
 168 prerequisite for a successful application for tenure. The candidate should be aware that
 169 some substitutability exists between these different areas. For example, an outstanding
 170 teacher would be held to a somewhat lower standard in the scholarship or services areas.
 171 Being minimally qualified in all areas (in terms of quality and quantity) is insufficient to
 172 be tenured and/or promoted.

173 Assessment measures are given below for teaching, research, and service. Specific
 174 criteria for tenure and promotion are discussed below. Faculty should not assume that
 175 meritorious ratings in annual reviews suffice to fulfill the requirements for tenure. As
 176 outlined in section 3.7.2 of the Faculty Handbook, basic competence in the areas of
 177 Teaching, Scholarship, and Service is not sufficient to grant tenure.

178 3.2.1 Early Promotion and Tenure

179 The Faculty Handbook notes that “individuals with exceptional records of
 180 accomplishments” may apply for early tenure or promotion. For the Economics
 181 Department, a candidate with an “exceptional record of accomplishments” will
 182 generally be considered to be one who has double the minimum requirements for
 183 research and service. In addition, the candidate must have exceptional teaching
 184 as assessed by the RPT Committee (e.g., evaluations that consistently exceed
 185 department means.) Assistant Professors may apply for tenure in their fourth or
 186 fifth year, adjusted downward to account for credit towards tenure granted at the
 187 time of hire. However, Assistant Professors may not apply for tenure earlier than
 188 the third year of probationary status, regardless of any prior credit towards
 189 tenure. While Associate Professors are typically eligible to apply for promotion
 190 to Professor during their fifth year of service to MSU in the rank of Associate
 191 Professor, individuals with exceptional records may apply sooner.
 192

193 3.3 Assessment Measures: Teaching

194 A candidate for tenure and/or promotion should maintain a *portfolio* to document the
 195 effectiveness of his or her teaching performance, including but not limited to the items
 196 listed below. These items represent broad assessment measures; the specific criteria for
 197 promotion are listed separately in section 3.6.
 198

199 3.3.1 Course and student weighted teaching evaluations by students (the weight for this
 200 item cannot exceed fifty percent of the total teaching performance evaluation).

201 3.3.2 Teaching awards received while an MSU faculty member.

202 3.3.3 Teaching load per semester (credit hours).

203 3.3.4 Number of new classes or preparations taught by the candidate.

204 3.3.5 Average number of preparations per semester.

205 3.3.6 Nature of courses taught. *Ceteris paribus*, upper-division courses are given
 206 greater weight than principles courses. Courses that serve special departmental
 207 needs or “hardship” courses are given greater weight than other courses.
 208 Candidates must make a case for courses to be included in the latter category.

209 3.3.7 Being on time to class, having class covered or a suitable activity assigned during
 210 anticipated absences, and covering classes or informing students of class
 211 cancellations in the case of emergency absences.

- 212 3.3.8 Availability to students—including, but not limited to, meeting office hours.
- 213 3.3.9 Innovative methods used in the classroom—use of technology in the classroom,
214 field trips, student use of new technology, new and interesting class assignments,
215 etc.
- 216 3.3.10 A responsible grading policy—one that rewards student achievement and
217 provides an incentive to poor and mediocre students to improve.
- 218 3.3.11 Provision of ancillary materials intended to improve learning outcomes, such as
219 handouts, practice assignments, maintenance of a Blackboard website, etc.
- 220 3.3.12 Administration of teaching assessment instruments, a written plan for
221 improvement, execution of the plan, and evaluation of results achieved.
- 222 3.3.13 Author of textbooks, workbooks, etc. used only on-campus.
- 223 3.3.14 Author of textbooks, workbooks, etc. used off-campus.
- 224 3.3.15 Guest lectures in ECO or non-ECO classes—lectures that emphasize the
225 member’s professional expertise, not including substitute teaching.
- 226 3.3.16 Courses taught in different modalities, including Evening, Online, Blended,
227 iCourse, etc.
- 228 3.3.17 New course development (not including service on the ECO Department
229 Curriculum Committee), including alternative modalities.
- 230 3.3.18 Grants received for course development or innovative teaching method
231 development.
- 232 3.3.19 Student advising (ECO majors and minors).
- 233 3.3.20 Attendance at meetings, conferences, workshops, or seminars whose purpose is
234 to improve teaching or to present research about teaching.
- 235 3.3.21 Peer evaluation of candidate’s teaching ability (including, but not limited to,
236 classroom observations by tenured faculty).
- 237 3.3.22 Additional information about classroom performance.
- 238 3.3.22.1 Course (section) and student weighted grade distributions by Lower
239 Division, Upper Division, and Graduate courses as compared to
240 Department means.
- 241 3.3.22.2 A candidate’s self-evaluation of teaching results, practices, and
242 philosophy.

243 3.4 Assessment Measures: Scholarship

- 244 The candidate should maintain a *portfolio* to document his or her scholarly
245 accomplishments including but not limited to the items listed below.
- 246 3.4.1 Articles published in professional academic journals—both quality and quantity
247 will be considered, as will the number of co-authors. Publication in journals
248 listed in ECONLIT or other similar indices are acceptable.
- 249 3.4.2 Chapters authored in books edited by others—peer reviewed.
- 250 3.4.3 Chapters authored in books edited by others—editor-selected.
- 251 3.4.4 Citations of candidate’s research.

- 252 3.4.5 External Fellowships and Grants.
- 253 3.4.6 Internal Fellowships and Grants.
- 254 3.4.7 Research and Sabbatical Leaves granted.
- 255 3.4.8 Research Awards received while an MSU faculty member
- 256 3.4.9 Scholarly books or texts published—either for an academic or nonacademic
257 audience.
- 258 3.4.10 Articles of a scholarly nature published in nonacademic, high-circulation
259 magazines, newspapers, or commercial websites.
- 260 3.4.11 Presentations of scholarly work at professional meetings—both quality and
261 quantity count, as does the number of co-authors.
- 262 3.4.12 Work on articles and books in progress. Progress must be documented.
- 263 3.4.13 Inclusion of previously published work in a compendium of readings, etc.
- 264 3.4.14 Development of a clear research agenda for the future. The agenda should
265 include a well-defined theme(s) and a specific plan of action building on past
266 accomplishments. Evidence of a well-defined research agenda includes research
267 within the identified theme(s) that is in progress as evidenced by identified
268 research activities already taken such as data gathering and analysis, working
269 papers, submitted papers (including those rejected), and presentations of work in
270 progress.

271 **3.5 Assessment Measures: Service**

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

278 The candidate for reappointment, tenure or promotion should maintain a portfolio to
279 document his or her service accomplishments including but not limited to the items listed
280 below. These items represent broad assessment measures; the specific criteria for
281 reappointment, tenure and promotion are listed separately in section 3.6.

- 282 3.5.1 Service on Economics Department committees.
- 283 3.5.2 Service on College committees.
- 284 3.5.3 Service on University committees.
- 285 3.5.4 Service Awards received while an MSU faculty member
- 286 3.5.5 Individual services performed on behalf of the Department, College, or
287 University.
- 288 3.5.6 Service on a Graduate Thesis committee.
- 289 3.5.7 Public service to the community. Greater weight will be given to activities that
290 require the application of professional skills.
- 291 3.5.8 Service to the profession—membership on the board of a professional
292 association, responsibility for arranging professional meetings, etc.

- 293 3.5.9 Service on editorial board of a professional journal. (Consideration will be given
294 to the quality of the journal and responsibilities to the journal.)
- 295 3.5.10 Reviewer of articles for academic journals. (Consideration will be given to the
296 quality of the journal and the number of articles reviewed.)
- 297 3.5.11 Membership on other boards or advisory councils that make significant use of the
298 faculty member's economics expertise.
- 299 3.5.12 Attendance at meetings, conferences, or seminars related to faculty service
300 activities.

301 **3.6 Promotion and Tenure Criteria by Rank**

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

317

318 **3.6.1 Senior Instructor**

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

327

328 **3.6.1.1 Teaching**

- 329 • Teaching evaluations by students are required to be administered in each
330 section of each class taught by faculty members in the department.
331 Candidates will present evidence on the results of these teaching
332 evaluations for the entire period since their appointment, as evidence of
333 their teaching effectiveness. Candidates will also present evidence
334 comparing the means of their evaluations by semester and course (ECO
335 155, ECO 165, and upper division/graduate courses) to departmental
336 means. A successful candidate for promotion to senior instructor will
337 have performed effectively in this area. Effective performance will
338 typically require that the candidate's performance is at least in the

- 339 neighborhood of the departmental mean, but does not require that it
 340 consistently outperform the departmental mean. More weight will be
 341 placed on performance in this area in later semesters during a candidate's
 342 service as an instructor than earlier semesters.
- 343 • According to the Faculty Handbook, teaching evaluations cannot be
 344 weighted more than fifty percent in the evaluation of a candidate's
 345 teaching record. As noted above no single method exists that will be used
 346 to solely evaluate a candidate's teaching performance. Nor must
 347 candidates have performed in all of the areas listed as possible measures
 348 in section 3.3. Candidates must, however, provide evidence that they
 349 have performed effectively as teachers in a number of such areas to be
 350 qualified for promotion.
 - 351 • No candidate can be qualified for promotion if he/she consistently violates
 352 university policy on classroom attendance or on availability of the faculty
 353 member to students outside of the classroom.

354
 355

3.6.1.2 Service

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

363
 364

3.6.1.3 Research

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

370
 371

3.6.2 Associate Professor

372

3.6.2.1 Research

- 373 • Completion of the Ph.D. in Economics
 374 Tenure eligible probationary faculty may initially be appointed as
 375 Assistant Professor without completion of a Ph.D. in economics.
- 376 • Publication of scholarly work.
 377 To be considered for promotion the candidate must have published or
 378 have accepted for publication any one of the following minimums:
 - 379 ○ four refereed journal articles in quality journals, at least one of
 380 which must be sole-authored,
 - 381 ○ five refereed journal articles in quality journals

- 382 ○ two refereed journal articles in quality journals, at least one of
383 which must be sole-authored and one quality, academic book.
- 384 ○ Three refereed journal articles in quality journals and one quality,
385 academic book.
- 386 For economics journals, a minimum indicator of quality is that the journal
387 is indexed by EconLit, the *Journal of Economic Literature* database.
388 However, applicants are encouraged to submit additional indicators of
389 quality such as number of citations, rankings published in the *American*
390 *Economic Review* or other widely used ranking schemes (see AEA Web,
391 Resources for Economists,
392 [http://ese.rfe.org/results.html?cx=018123512344280340302%3Atqa4kiqu](http://ese.rfe.org/results.html?cx=018123512344280340302%3Atqa4kiqukzs&q=journal+rankings&sa=Search&cof=FORID%3A11&siteurl=ese.rfe.org)
393 [kzs&q=journal+rankings&sa=Search&cof=FORID%3A11&siteurl=ese.rfe.org](http://ese.rfe.org/results.html?cx=018123512344280340302%3Atqa4kiqukzs&q=journal+rankings&sa=Search&cof=FORID%3A11&siteurl=ese.rfe.org)
394 for a list of ranking schemes). For non-economics journals, the RPT
395 Committee will determine the quality of the publication based on
396 evidence submitted by the applicant as well as the Committee's own
397 evaluation.
- 398 Original, both refereed and non-refereed, chapters in scholarly books as
399 well as the funding of large external grants may reduce the above
400 minimum.
- 401 To be considered the equivalent of a refereed journal article, the candidate
402 must be formally identified as having played a significant role (e.g. as a
403 PI, a co-PI, or some other clearly specified role) in obtaining a large
404 external grant. A benchmark value for such a grant is approximately
405 \$100,000. A number of smaller external grants whose total value sums to
406 the benchmark will be considered the equivalent of one large external
407 grant.
- 408 The RPT committee will assess the quality and contribution of original,
409 both refereed and non-refereed, chapters in scholarly books.
- 410 In the case that a candidate has a number of chapters or grants, the
411 candidate must also have at least three refereed journal articles that meet
412 the above quality standards.
- 413 The RPT committee will assess the quality and contribution of refereed
414 journal articles. All refereed journal articles that meet the above quality
415 standards will count toward the minimums. The contribution of notes and
416 comments will be assessed by the RPT committee. Publications that are
417 assessed by the RPT committee to be of a particularly high quality can
418 reduce the minimum numbers required for promotion. Likewise,
419 publications that are assessed by the RPT committee to be of a
420 particularly low quality may indicate that the candidate is not qualified for
421 promotion. This would be especially true if multiple publications were of
422 low quality.
- 423 • Presentations at academic conferences
- 424 The successful candidate must have a minimum of three presentations of
425 scholarly work at academic conferences.
- 426 • The RPT committee will also take into account the assessment of the
427 faculty member's scholarship provided by external reviewers. External

- 428 reviews will be obtained following the procedure laid out in
 429 <http://www.missouristate.edu/assets/provost/MemorandumAnnualTenure>
 430 [Review.pdf](http://www.missouristate.edu/assets/provost/MemorandumAnnualTenure) .
- 431 • Other evidence of research accomplishments
- 432 Candidates must also demonstrate that they are active in other types of
 433 research activities as listed in Section 3.4 above. Candidates are not
 434 required to have evidence of all of the different types of research activity
 435 listed, but must have evidence of some types to be considered minimally
 436 qualified for promotion. Evidence that the candidate has an active
 437 research agenda that can be expected to continue into the future, and that
 438 will result in publications in quality refereed journals, is especially
 439 important in assessing suitability for tenure and promotion. Publication in
 440 local or state publications serves as evidence of other research
 441 accomplishments. Such publications would not, however, be considered
 442 in assessing whether or not a candidate has met the minimums for
 443 publication of scholarly work discussed above required for consideration
 444 of promotion.
- 445
- 446 3.6.2.2 Teaching
- 447 • Teaching evaluations by students are required to be administered in each
 448 section of each class taught by faculty members in the department.
 449 Candidates will present evidence on the results of these teaching
 450 evaluations for the entire period since their appointment as evidence of
 451 their teaching effectiveness. Candidates will also present evidence
 452 comparing the means of their evaluations by semester and course (ECO
 453 155, ECO 165, and upper division/graduate courses) to departmental
 454 means. A successful candidate for promotion to associate professor will
 455 have performed effectively in this area. Effective performance will
 456 typically require that the candidate's performance is, at least, in the
 457 neighborhood of the departmental mean, but does not require that it
 458 consistently outperform the departmental mean. More weight will be
 459 placed on performance in this area in later semesters during a candidate's
 460 tenure as an assistant professor than earlier semesters.
- 461 • According to the Faculty Handbook, teaching evaluations cannot be
 462 weighted more than fifty percent in the evaluation of a candidate's
 463 teaching record. As noted above no single method exists that will be used
 464 to solely evaluate a candidate's teaching performance. Nor must
 465 candidates have performed in all of the areas listed as possible measures
 466 in section 3.3. Candidates must, however, provide evidence that they
 467 have performed effectively as teachers in a number of such areas to be
 468 qualified for promotion.
- 469 No candidate can be qualified for promotion if he/she consistently violates
 470 university policy on classroom attendance or on availability of the faculty
 471 member to students outside of the classroom.
- 472 • Grade Distributions will be used as an assessment instrument and should
 473 be broadly consistent with Department means.
- 474

475 3.6.2.3 Service

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

483

484 3.6.3 Tenure for Individuals Hired as Associate Professors

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

493

494 3.6.4 Full Professor

495 3.6.4.1 Research

- 496 • Publication of scholarly work. Minimum requirements are placed both on
 497 the *total* number of publications as well as on the *number of publications*
 498 *obtained while an Associate Professor*. The candidate for promotion to
 499 Professor must meet *both* of these requirements.
- 500 ○ The *total* number of publications or acceptances must meet any one of
 501 the following minimums:
- 502 ▪ Eight refereed journal articles in quality journals, at least two of
 503 which must be sole-authored.
- 504 ▪ Ten refereed journal articles in quality journals.
- 505 ▪ A quality academic book may be counted as two journal
 506 articles. However, books cannot be substituted for more than six
 507 articles.
- 508 ○ In addition, publication or acceptance of at least one of the following
 509 minimums *must occur while at the rank of Associate Professor*.
 510 Moreover, these publications/acceptances should generally occur within
 511 a period of 8 consecutive years.
- 512 ▪ Four refereed journal articles in quality journals, at least one of
 513 which must be sole-authored,
- 514 ▪ Five refereed journal articles in quality journals
- 515 ▪ Two refereed journal articles in quality journals, at least one of
 516 which must be sole-authored, and one quality academic book.
- 517 ▪ Three refereed journal articles in quality journals and one
 518 quality, academic book.

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

526 For economics journals, a minimum indicator of quality is that the
 527 journal is indexed by EconLit, the *Journal of Economic Literature*
 528 database. However, applicants are encouraged to submit additional
 529 indicators of quality such as number of citations, rankings published in
 530 the *American Economic Review* or other widely used ranking schemes
 531 (see AEA Web, Resources for Economists,
 532 <http://ese.rfe.org/results.html?cx=018123512344280340302%3Atqa4kiqkzs&q=journal+rankings&sa=Search&cof=FORID%3A11&siteurl=ese.rfe.org>
 533 for a list of ranking schemes). For non-economics journals,
 534 the RPT Committee will determine the quality of the publication based
 535 on evidence submitted by the applicant as well as the Committee's own
 536 evaluation.
 537

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

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

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

553 The RPT committee will assess the quality and contribution of refereed
 554 journal articles. All refereed journal articles that meet the above
 555 quality standards will count toward the minimums. The contribution of
 556 notes and comments will be assessed by the RPT committee.
 557 Publications that are assessed by the RPT committee to be of a
 558 particularly high quality can reduce the minimum numbers

559 required for promotion. Likewise, publications that are assessed by the
 560 RPT committee to be of a particularly low quality may indicate that the
 561 candidate is not qualified for promotion. This would be especially true
 562 if multiple publications were of low quality.

563 • The RPT committee will also take into account the assessment of the
 564 faculty member's scholarship provided by external reviewers. External
 565 reviews will be obtained following the procedure laid out in

566 <http://www.missouristate.edu/assets/provost/MemorandumAnnualTenu>
 567 [reReview.pdf](http://www.missouristate.edu/assets/provost/MemorandumAnnualTenu).

- 568 • Presentations at academic conferences

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

- 572 • Other evidence of research accomplishments.

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

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

590
 591

3.6.4.2 Teaching

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

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

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

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

617
 618

3.6.4.3 Service

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

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

632

633 4. APPLICABILITY OF THIS DOCUMENT

634

- 635 • Assistant Professors applying for tenure and promotion concurrently have the option of
 636 using the promotion policy in effect at the time of their hiring, or a more recent version.
- 637 • Associate Professors applying for promotion have the option of using
 - 638 ○ the most current version of promotion criteria, or
 - 639 ○ an earlier version that has been in effect since their promotion to Associate
 640 Professor but is not older than seven years at the time that they apply for promotion
 641 to Professor.
- 642 • The present document takes effect in Fall 2020 and will be in effect until Spring 2023,
 643 so it will be the “policy in effect” during this time period.

644

645 5. AMENDMENTS

646

647 The RPT document will be reviewed every three years by the RPT Committee and may be
 648 amended by a majority vote of the RPT committee members. The next revision is due to
 649 commence in the fall of 2022 and will take effect in the fall of 2023.

650

REVISIONS COMPLETED ON JULY 27, 2020.