**PROMOTION AND TENURE POLICIES**

**TENURE-TRACK/TENURED FACULTY (RESEARCH TRACK)**

Candidates for tenure and promotion should organize material for review in accordance with the current Office of the Provost’s Call Letter. The policies below explain unit-level and field-appropriate criteria and the unit-level process of review.

**1. Guiding principles**

1.1 The School of Journalism enjoys an international reputation for excellence. Accordingly, its tenure-track/tenured (hereafter “tenure-track” for tenured and untenured tenure-track) faculty are expected to demonstrate a level of excellence across the categories of research, teaching, and service befitting a permanent member of the faculty.

1.1.1 The School of Journalism expects its tenure-track faculty to be excellent scholars who will produce intellectual products of the quality and quantity that make a substantial and sustained contribution to knowledge about journalism and strategic communication. Faculty are expected to meet the highest levels of academic honesty and transparency.

1.1.2 The School of Journalism expects its tenure-track faculty to be excellent teachers and advisors who will continually strive to improve their professional knowledge and the education offered to its students.

1.1.3 The School of Journalism expects its tenure-track faculty to make a positive impact on the culture of the School and contribute excellent service to their faculty group, the School, the University of Missouri, the state, region, and nation, and the journalism and strategic communication fields.

1.1.4 Candidates for the rank of Assistant Professor must have a doctorate in Journalism, Communication, or a related field with a record of accepted works in refereed conferences and/or peer-reviewed publications.

1.1.5 Candidates for the rank of Associate Professor must have, in addition to the qualifications of Assistant Professors, a sustained record of merit in the areas of teaching, research, and service. Their research and scholarship must be substantiated according to acceptable indicators of quality, and demonstrate a national or international reputation for research/scholarship.

1.1.6 Candidates for the rank of Professor must have, in addition to the qualifications of Associate Professors, a national or international reputation based on excellence in their research/scholarly activities. Teaching should be consistently strong and relevant. Service to the School and field should be exemplary and surpass their accomplishments as an Associate Professor.

**2. Criteria for tenure and promotion from assistant to associate professor**

2.1. Research/Scholarship

Per the Collected Rules and Regulations, “Productivity in research and other scholarly activities is the most distinguishing characteristic of the faculty of the University, setting it apart from all other public institutions in the state.” The School recognizes that the tenure-track faculty are a diverse group of scholars who demonstrate research/scholarly excellence in a variety of ways. The School expects its tenure-track faculty to establish an active research program based on a clear programmatic focus with demonstrably strong potential for significant impact on the field. Toward this overall goal, the School looks for impact, significance, scope, originality, quantity, continuity, coherence, and progression.

2.1.1 Types of research output

Greatest weight is given to articles and monographs in refereed journals and to refereed books from reputable university and academic presses.

Also important are archival conference proceedings, invited journal articles, academic book chapters, and law reviews.

Regional refereed journals appropriate to the faculty’s area of research, papers presented at refereed conferences, encyclopedia entries, and academic book reviews are given the least weight.

Publications in predatory journals or self-published outlets are not admissible in the tenure or promotion dossier.

2.1.2 Contribution

Candidates must demonstrate their ability to conduct independent research, examples of which include sole authorship, sole conceptualization and coordination of published research, and primary responsibility for leading a productive research center.

Expectations for sole authorship versus co-authorship in our subfields will be taken into account and should be explained in the candidate’s overview of research contributions. Lead authorship often demonstrates idea conception and research coordination. Joint authorship will be assessed according to the nature of the candidate’s contribution. Authoring conventions should be explained if they differ from the idea that order of authorship implies level of contribution.

Candidates must document objectively their specific contribution to collaborative research projects and describe how that contribution resulted in recognition within the discipline.

2.1.3 Indicators of quality and impact

For all publications, the candidate needs to indicate the quality, reviewing process, and reputation of the publishing outlet. For each publication, include indicators of quality as indicated in the Provost’s Call.

Other evidence of scholarly reputation includes: citations by other scholars and receipt of research awards or fellowships. Candidates must explain citations by others relative to publishing/citation norms in their field.

Disclose any payments made for publication and provide a rationale.

2.1.4 Grants/funding

Funding is an indication of the quality of scholarship and scholarly activities. Opportunities for research funding vary according to research specialties. Funding may consist of grants, fellowships or other forms of funding. Funding may be internal to the University system (e.g., Research Council) or external to the University system (e.g., state or federal grants). The committee will place greater weight on funding that is external to the University system. Evidence of earnest effort to seek and secure any research funding should be included.

Grant information should include the candidate’s title with regard to the grant, the principal investigator (if someone other than the candidate), the grant title, the grant’s timespan, the granting agency, the granted amount, and the tasks undertaken by the candidate in the grant-writing and grant-execution.

2.2 Teaching, Advising, and Scholarship of Teaching

The School recognizes that its tenure-track faculty demonstrate teaching excellence in a variety of ways:

2.2.1 Demonstrated quality and rigor of course materials, including but not limited to syllabi, assignments, rubrics, and examinations.

2.2.2 Demonstrated understanding of how the candidate’s courses support the curricular mission of the School.

2.2.3 Demonstrated teaching effectiveness, based on the assessment of students.

2.2.4 Demonstrated teaching effectiveness, based on two to four reviews by senior faculty members, representing different semesters and different courses.

2.2.5 Demonstrated teaching and mentoring effectiveness, based on awards or grants for teaching-related activities.

2.2.6 Demonstrated efforts to enhance teaching effectiveness, such as participation in seminars, workshops, and teaching improvement programs.

2.2.7 Demonstrated teaching innovation in the development of new courses or revision and enrichment of established courses.

2.2.8 Demonstrated commitment to graduate education through advising, chairing of, and membership on graduate student committees.

2.2.9 Demonstrated commitment to undergraduate education through academic advising (e.g., Walter Williams Scholars, Discovery Fellows, Freshman Interest Groups).

2.2.10 Demonstrated commitment to student excellence through mentorship of students to achieve authorship and/or awards.

2.2.11 Demonstrated commitment to teaching through guest or off-site teaching or designing curricula for external education.

2.2.12 Demonstrated commitment to scholarship of teaching by authorship of textbooks, textbook chapters, or open-use educational material. Textbooks are defined as books whose primary use is as a teaching tool in a classroom. They are written primarily to facilitate learning and improve understanding of extant research and knowledge in the field.

2.3 Service and/or Administration

The School recognizes that service is an important part of faculty citizenship. The School expects that tenure-track faculty have service requirements and demonstrate their commitment and contributions to the unit, campus and the field in a variety of ways.

A case should be made for the impact and quality of the candidate’s contributions to the following non-exhaustive list:

2.3.1 Participation on School standing committees.

2.3.2 Participation on School *ad hoc* committees.

2.3.3 Participation on campus or system committees.

2.3.4 Service to scholarly and professional associations.

2.3.5 Editorial and refereeing work.

2.3.6 Receiving awards for service

**3. Procedures for promotion from assistant to associate professor**

3.1 Mid-probation review

3.1.1 Faculty group chairs and the School Promotion and Tenure Committee will each conduct an especially intensive review of tenure-track faculty members at the mid-point of their probationary periods (e.g., in the third year of a six-year probationary period).

3.1.2 While annual reviews inform mid-probationary reviews, the recommendation in the mid-probationary review can differ from annual reviews.

3.1.3 The mid-probationary review represents the separate assessments of the candidate by the faculty group chair and Promotion and Tenure Committee concerning progress toward tenure. Each evaluation shall conclude with a written recommendation either that the member be retained on the tenure track, with suggestions for continuing activities that will strengthen the faculty member’s tenure dossier, or that the member not be retained, with reasons for that recommendation.

3.1.4 The evaluation from the faculty group chair will be reviewed by the School Promotion and Tenure Committee, which shall make its own written recommendation to the Dean with reasons for that recommendation.

3.1.5 A recommendation that the member be retained does not constitute a guarantee that tenure will be granted. Rather, it reflects the committee’s and the faculty group chair’s best judgment as to whether the member has a good possibility, with additional activities, of achieving tenure at the end of the probationary period.

3.1.6 The chair of the School Promotion and Tenure Committee will immediately share the Committee’s mid-probationary recommendation but not the tally.

3.2 Procedures for tenure recommendations

3.2.1 No later than the spring semester prior to the academic year of the tenure recommendation, the faculty group chair shall begin an intensive review of the candidate’s qualifications.

3.2.2 In the spring semester prior to the academic year of the tenure recommendation, the process for “Selection of and Communication with External Reviewers” shall commence per the Provost’s Tenure Call Letter. External letters remain confidential.

3.2.3 The faculty group chair will add the “Recommendation letter from the Chair” to the dossier before the School’s Promotion and Tenure Committee review as outlined in the Provost’s Call for the dossier.

3.2.4 Prior to the deliberations of the Promotion and Tenure Committee, all tenured members of the School shall be given the opportunity to provide written comments to the Committee regarding the candidate being considered, per University bylaws. Comments will remain confidential within the Committee.

3.2.5 The Promotion and Tenure Committee will evaluate the candidate’s research, teaching, and service. This review will consider the external evaluations and the evaluation written by the faculty group chair. The subsequent Promotion & Tenure letter will serve as the “departmental promotion and tenure committee” recommendation letter as outlined in the Provost’s Call.

3.2.6 The chair of the School Promotion and Tenure Committee will inform the candidate immediately of the outcome of the vote, but not the tally.

3.2.7 The Dean shall forward to the campus level the recommendations of the faculty group chair, and the Promotion and Tenure Committee along with his or her recommendations and comments. Copies of the School’s promotion and tenure policies shall accompany the recommendations of the Dean.

3.3 Request for Reconsideration

3.3.1 A candidate who receives a negative recommendation may follow the “Request for Reconsideration” process, as outlined in the Provost’s Call.

3.4 Once appointed to the rank of Associate Professor, the faculty member must undergo five-year post-tenure reviews as outlined in Collected Rules and Regulations Chapter 310.

**4. Criteria for promotion from associate professor to professor**

4.1 The position of professor is the highest academic rank. This rank must be earned by demonstrating sustained and excellent achievement. Promotion to professor shall be granted only to those who have achieved national and/or international reputation based on their excellence in research/scholarly activities. Further, candidates should have demonstrated that they are excellent teachers and should have demonstrated exemplary service.

4.1.1 Research/Scholarship

In addition to the list above (2.1), promotion to full professor will also recognize:

Conducting research with broader impacts. Especially encouraged are areas emphasizing diversity, and inclusivity (race, ethnicity, class, gender, sexuality, ability, religion, etc.).

Initiating, building and/or maintaining a research center.

Developing tools to aid in research activities in the field.

Secondary considerations include:

Authoring books in the popular press about issues related to journalism and/or strategic communication.

Authoring analyses on professional subjects in the trade press.

Developing a reputation as an expert media source based on an area of personal research expertise.

4.1.2 Teaching, Advising, and Scholarship of Teaching

In addition to the list above (2.2) post-tenure reviews will also recognize:

Efforts to improve others’ teaching in the unit, campus, or discipline.

Efforts to improve others’ teaching through scholarship of teaching, such as authoring and editing a textbook (see 2.2.12)

4.1.3 Service

In addition to the list above (2.3), post-tenure reviews will also recognize:

Service to non-academic professional organizations (e.g., judging competitions, developing conferences, or contributing to workshops).

Journalistic or strategic communication efforts that benefit the general public.

Reviewing external tenure dossiers.

Service on an accrediting team.

**5. Procedures for promotion from associate professor to professor**

5.1 Procedures for promotion to full recommendations

5.1.1 In the spring semester prior to the academic year of the promotion recommendation, the faculty member seeking promotion notifies the faculty group chair and the Dean’s office. At that point, the faculty group chair shall begin an intensive review of the candidate’s qualifications.

5.1.2 In the spring semester prior to the academic year of the promotion recommendation, the process for “Selection of and Communication with External Reviewers” per the Provost’s Tenure Call Letter shall commence. External letters remain confidential.

5.1.3 The faculty group chair will provide the “Recommendation letter from the Chair” to the dossier before the School’s Promotion and Tenure Committee review as outlined in the Provost’s Call for the dossier.

5.1.4 Prior to the deliberations of the Promotion and Tenure Committee, all tenured members of the School shall be given the opportunity to provide written comments to the Promotion and Tenure Committee regarding the candidate being considered, per the University bylaws. Comments will remain confidential within the Committee.

5.1.5 The School Promotion and Tenure Committee will evaluate the candidate’s research, teaching, and service. The same procedures shall be used to develop a recommendation on an application for promotion from associate professor to full professor, except that only committee members holding the rank of tenured full professor may vote. Five tenured full professors are required for this vote. This review will consider the external evaluations and the evaluation written by the faculty group chair. This letter will serve as the “departmental promotion and tenure committee” recommendation letter as outlined in the Provost’s Call.

5.1.6 The chair of the School Promotion and Tenure Committee will inform the candidate immediately of the outcome of the vote, but not the tally.

5.1.7 The Dean shall forward to the campus level the recommendations of the faculty group chair, and the Promotion and Tenure Committee along with his or her recommendations and comments. Copies of the School’s promotion and tenure policies shall accompany the recommendations of the Dean.

5.1.8 If the candidate for promotion to full professor is serving as a faculty group chair then the following substitutions shall be made. The Associate Dean for Graduate Affairs will recruit letters from external reviewers and provide the “Recommendation letter from the Chair” as outlined in the Provost’s Call for the dossier.

5.1.9 If the candidate for promotion to full professor is serving as an Associate Dean, then the following substitutions shall be made. The Dean will recruit letters from external reviewers and provide the “Recommendation letter from the Chair” as outlined in the Provost’s Call for the dossier.

5.2 Request for Reconsideration

5.2.1 A candidate who receives a negative recommendation may follow the “Request for Reconsideration” process, as outlined in the Provost’s Call.

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