

**Department of Psychological Sciences  
University of Missouri – Columbia**

**Excerpted from Departmental Bylaws**

**Regular Faculty**

**VI. Tenure, Promotion and Reappointment (amended October 23, 2001)**

**VI.A. Establishment of Committee on Review for Tenure**

Each non-tenured member on regular appointment will be reviewed by a Committee on Review composed of three tenured faculty members during the academic year preceding the one in which the tenure decision must be made. In the case of an assistant professor, the review would normally occur in the fifth academic year, and for an associate professor also in the fifth academic year, but this latter decision is not tied to a fixed timetable. In special circumstances the Personnel Committee may elect for an earlier review. However, given the amount of time that must be devoted to the review process, early review will be undertaken only if approved by a two-thirds majority of the Personnel Committee. For all other reviews for promotion and/or tenure, a simple majority affirmative vote by the eligible members of the Personnel Committee will be required to form a review committee and initiate a review.

**VI.A.1. Responsibilities of the Committee on Review and Subsequent Action by the Personnel Committee**

The responsibilities of the Committee on Review will include, but not be limited to:

- evaluation of the candidate's scholarly accomplishments;
- assessment of the candidate's role as a teacher and advisor, as determined by written evaluations and/or interviews with students and faculty, and;
- appraisal of his/her administrative and/or service contributions to the department, College, University, and nation.

The Committee on Review will transmit a written report in the Campus' Uniform Format to the full membership of the Personnel Committee in October of the following academic year. On the basis of this review, and any other information as may be gathered by the Personnel Committee, a vote on tenure will be taken by mail ballot. A recommendation to award tenure requires an affirmative vote by two-thirds of those casting ballots, excluding abstentions. Ballots on promotion and tenure may be cast only by faculty with voting privileges in the Department of Psychological Sciences as defined in Section III.A. of these bylaws.

The written report to the faculty will also be used by the Chair, as the basis for feedback to the faculty member under review and, where appropriate, as the basis for the departmental narrative that must accompany tenure recommendations submitted to the Dean's office. The Department Chair does not vote as a member of the Personnel Committee but does provide the Dean with a separate tenure and promotion recommendation concerning the faculty member under review. It is assumed that every tenure recommendation will automatically carry with it a recommendation for promotion to associate professor.

#### **VI.A.2. Composition of the Committee on Review**

Upon request by the Department Chair, each non-tenured faculty member will furnish a list of three names of tenured psychology faculty to serve on the Committee on Review. Whenever possible two of these should be from within the candidate's primary area (Clinical, Cognitive & Neuroscience, Developmental, Quantitative, or Social) and one from without. The Department Chair will then appoint, with the approval of the Personnel Committee, the Committee on Review that shall include at least one of the people suggested by the candidate. In no instance will a given individual serve on more than one review committee at the same time.

#### **VI.B. Promotion**

The procedure described above on tenure will also apply to promotions. The only difference will involve the composition of the Committee on Review and the peer group that is responsible for making the final recommendation. In the case of promotion to associate professor, the members of the Committee on Review may be associate professors, full professors, or both. The peer group will be comprised of all associate and full professors who are members of the Personnel Committee. In the case of promotion to full professor, both the members of the Committee on Review and the peer group will be full professors who are members of the Personnel Committee. Since promotion to associate and full professor is not tied to a fixed time schedule, initiation of the review process will rest with the appropriate peer group. As in the case of tenure, a two-thirds majority of eligible faculty (excluding abstentions), is required for a positive recommendation for promotion.

#### **VI.C. Reappointment of Untenured Faculty**

The Personnel Committee will meet on an annual basis to evaluate and make recommendations concerning the reappointment of non-tenured faculty members. These annual evaluations shall be completed during the second semester of each academic year. In spring semester, the Personnel Committee may vote to establish the Committee on Review if recommended by a simple majority of the membership; See also Non-regular promotion guidelines.

## **VI.D. Annual Review in the Third Year**

The College of Arts and Sciences Guidelines for Promotion and Tenure Recommendations adopted by the faculty of Arts and Sciences in October of 1989 mandate that each assistant professor have an annual review in the third year toward tenure. The specific passage in the above document reads as follows: "When the number of years between initial appointment and the mandatory year is greater than four, an especially extensive Annual Review must be made three years before the occurrence of the mandatory year. Although a department makes no commitment for or against a tenure recommendation now or later via this process at this stage, its review shall include, whenever possible, as part of the Annual Evaluation, an explicit statement of how well the candidate is meeting the department's expectations for progress toward tenure. In addition to providing the faculty member under review with a copy of his/her third-year Annual Evaluation, the department shall also forward a copy to the Dean, together with any written statement by the non-tenured faculty member pertaining to it. The department shall forward copies of all subsequent Annual Evaluations to the Dean, along with any written statements by the individual under review."

### **VI.D.1. Procedures for Third Year Review**

The Department of Psychological Sciences has adopted the following procedure for third-year review.

1. The third year faculty member will provide an updated curriculum vita, Annual Addition to the Cumulative Update, and Progress toward Promotion Summary as the first step in the process.
2. Since the faculty in the department must be involved in this process, a tenured faculty member will perform the write up of this candidate's Third Year Review. This tenured faculty member will be selected by the Chair from two nominations made by the third-year faculty member.
3. The tenured faculty member will review the materials submitted by the third-year faculty member (see (1.) above) and meet with all other tenured faculty members from the candidate's area to discuss the candidate's progress to date. The selected tenured faculty member will write an integrative report designed to review (separately) the scope and significance of the candidate's research, teaching, and service. In areas with fewer than three tenured faculty members, the faculty member performing the write-up will meet with at least two other tenured faculty from other areas and approved by the Personnel Committee.
4. A clear statement will be made regarding the third-year faculty member's (a) past productivity in all areas and (b) potential for promotion and tenure should the same level of growth continue. If there are problems, specific operational criteria should be laid out for improvement. This integrative

report and summary must be approved by the tenured faculty in the candidate's area (or the committee formed in (3.) above).

5. This report will then be reviewed by the Personnel Committee and must have a majority vote to accept it. Following acceptance of the report, it is forwarded on to the Chair.
6. A separate letter will be written by the Chair evaluating the third-year faculty member's progress toward tenure.
7. The third-year faculty member will be given a copy of the Third Year Review and the Chair's letter. A written response from the third-year faculty member will be solicited.
8. The Chair will forward to the Dean the updated curriculum vita, Annual Addition to the Cumulative Update, Progress Toward Promotion Summary , the Third Year Review, the Chair's report, and the third-year faculty member's written response. The above documents will be placed in the candidate's file.