

College of Arts and Science  
NTT Faculty Guidelines  
Approved by A&S Executive Committee, November 18, 2020

1. Non-Tenure Track (NTT) Faculty in the College of Arts and Science provide essential contributions to the teaching, research, clinical service, extension activities, and service of the University of Missouri and the College of Arts and Science. NTT faculty include those with the titles below. These titles identify the primary responsibility of the NTT faculty member. Any additional responsibilities are necessarily secondary to these primary responsibilities:
  - Research faculty (Research Professor, Associate Research Professor, Assistant Research Professor)
  - Teaching Faculty (Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor)
  - Clinical faculty (Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor)
  - Extension faculty (Extension Professor, Associate Extension Professor, Assistant Extension Professor)
2. Collected Rules and Regulations 310.035 provides detailed information about NTT faculty, including appropriate academic appointments (e.g., length of contracts, searches), faculty evaluation, academic freedom, and other essential policies regarding NTT faculty. All chairs and directors in the College of Arts and Science are advised to consult CRR310.035 in matters related to NTT faculty. All NTT faculty are, by definition, ranked faculty. Faculty with other titles – e.g., instructor, visiting professor – are not ranked and not NTT faculty.
3. For matters related to promotion of NTT faculty, chairs and faculty are advised to consult the Provost Office’s Website which provides information about promotion dossiers, required forms, and timelines.
4. As outlined in the May 2, 2017 Memorandum from the MU Faculty Council Executive Committee, “ranked NTT faculty generally have the right to vote in the same manner as T/TT faculty on matters of university governance. This principle applies at the campus, college, and departmental level. Other than matters ‘specific to tenure or tenured/tenure track (T/TT) faculty,’ such as standards for awarding tenure, ranked NTT faculty should not be excluded from faculty votes.”
5. Chairs and directors, in consultation with the dean’s office, are responsible for assigning workloads of all faculty, including NTT faculty. Given the kinds of instruction delivered in the College of Arts and Science – e.g., individual music lessons, scientific laboratories, theatre productions, large lectures, graduate seminars, to name just a few – Arts and Science does not use a single formula for assigning workload. Still, two general

principles apply: (1) NTT faculty should have some portion of their workload dedicated to service. (2) A typical teaching load for NTT teaching faculty is four courses per semester, but other factors can influence that load, even significantly. Such factors include, but are not limited to, class size, credit hour, supervision/coordination responsibilities. All workloads should be documented in offer, renewal, and annual evaluation letters, and chairs/directors should explain any alterations to typical loads in promotion dossiers.

6. Hiring of NTT faculty: The criterion for hiring an NTT faculty member in the College of Arts and Science is excellence or demonstrated potential to achieve excellence in the primary area of responsibility. Those appointed to an NTT position in the College of Arts and Science should hold an earned doctoral degree or the appropriate terminal degree or have appropriate professional experience (i.e., teaching, research, clinical/professional practice, extension) as defined by the faculty of the academic unit. Hiring of NTT faculty is almost always based on a national search.
7. Promotion of NTT faculty: Assistant NTT faculty who have excelled in their primary responsibility for at least five years may be considered for promotion to the associate rank. Associate NTT faculty who have demonstrated extensive and sustained excellence for at least five years beyond the associate level may be considered for promotion to the rank of full NTT professor. Candidates for promotion to either the associate or full level may be considered with less than five years of experience, but these cases are rare and should be restricted to truly exceptional cases. Candidates for full NTT positions are expected to provide evidence of significant contribution to the campus or UM System and, when appropriate to the discipline, at the regional and/or national level. Examples include serving on campus-wide committees, presenting at campus or system level workshops or conferences, publishing a textbook, serving on regional or national accreditation teams, recognition by national professional organizations, etc.
8. Candidates for promotion are strongly encouraged to include within their dossier information about their contributions to inclusion, diversity and equity in research and creative activity, teaching (including individual instruction and mentoring), clinical practice, extension, and/or service. Such evidence could be provided in personal statements about research and creative activity, teaching, service, etc., and/or in additional materials provided. Examples of activity related to diversity, inclusion, and equity include research on race, ethnicity, sex, gender, class, LGBTQIA inclusion, disability, and other forms of social difference related to systems and patterns of exclusion and inequality; participating in professional development programs, workshops, or trainings to enhance skills and knowledge of inclusive pedagogies or to enhance cultural diversity awareness; teaching Diversity Intensive courses or developing/implementing diversity-related curricular initiatives; mentoring underrepresented and/or marginalized colleagues, students, teaching assistants, or postdocs; recruiting and/or retention efforts focused on underrepresented minorities;

service on departmental, college, and/or campus committees focused on inclusion, diversity, and equity.

9. When determining excellence in teaching, the College of Arts and Science requires that all dossiers include the following:
  - a. An updated CV
  - b. Student evaluations (both scores and written comments) conducted in accordance with departmental and campus policies
  - c. Peer evaluations of teaching that include observation and review of course materials. Peer evaluations should be conducted on a regular basis and should represent the range of courses taught.
  - d. Information regarding how one's teaching supports inclusion and diversity goals of the college and the university (e.g., curricular revision designed to be more inclusive, efforts to recruit and retain a diverse student body, implementation of inclusive pedagogy)
  - e. Evidence of teaching-related professional development
  - f. Statement of teaching philosophy
  - g. Other material that documents excellence in teaching should be included, if available. Examples include documentation of curriculum development, teaching or advising awards, information about individual instruction.
  
10. When determining excellence in clinical service, the College of Arts and Science requires that all dossiers include the following:
  - a. An updated CV
  - b. Evidence of effective clinical service (e.g., aggregate information on case load, client satisfaction, client outcome, etc.)
  - c. Peer evaluations
  - d. Statement of clinical practice philosophy
  - e. Other material that documents excellence in clinical service should be included, if available. Examples include evidence of effective clinical supervision, awards, publications related to clinical service.
  
11. When determining excellence for research NTT, the College of Arts and Science requires that all dossiers include the following:
  - a. An updated CV that includes detailed information about any publications, presentations, grants, patents, and other discipline-specific metrics of research accomplishment
  - b. Information about the candidate's contribution to multi-authored publications, grants, etc.
  - c. Evidence of the quality of publication venues, as appropriate to the discipline
  - d. Letters from external reviewers (number of which based on recommendations from the Provost's Office)
  - e. Research statement

- f. Other material that documents excellence in research should be included, if available. Examples include a list of students mentored, experience teaching research methodology courses, and service on national editorial boards or professional association activities.
12. When determining excellence for extension NTT, the College of Arts and Science requires that all dossiers include the following:
- a. An updated CV that includes a detailed listing of all reports, publications and other products based on applied research and evidence of impact
  - b. A description of outreach educational programs and measures of quality such as assessments of participants and evaluators, as well as evidence of the development of effective learning materials
  - c. Details of external funding, if expected within the discipline
  - d. Letters from community leaders, other extension professionals, or other stakeholders who can assess quality and impact of programming.
  - e. Other material that documents excellence in extension should be included, if available.
13. Regarding hiring and promotion of NTT faculty, individual departments may develop specific guidelines that explain how excellence in teaching, research, clinical service, extension, and service is defined and evaluated within that department.