

Department of Nursing
Guidelines for Academic Promotion and Tenure
(Last Revised March, 2013)

This document defines minimum expectations for Nursing Department faculty, (herein referred to “the Department.” Promotion and tenure decisions are qualitative in nature. The document serves to provide direction and guidance for faculty development in the process of academic excellence. Promotion and tenure decisions are recommended at the departmental level and forwarded to the College; final decisions for promotion and tenure are made by the Provost.

This document contains the following sections:

1. General Procedures for Promotion and Tenure
2. Promotion Guidelines
3. Tenure Guidelines

1. General Procedures for Promotion and Tenure

The Nursing Department Guidelines for promotion and tenure are based on the *University of Central Missouri (UCM) Faculty Guide* (Section III, B) and *CHST Promotion and Tenure Guidelines*. Candidates should also consult *Academic Procedures and Regulations* (AP&R 21) *Promotion and Tenure Documentation*. *Guiding Principles for the Preparation of Appendices Documentation*.

1.1 Nursing Department Promotion and Tenure Committee

1.1.1 Committee Terms and Member Selection

The Department’s Promotion and Tenure Committee will consist of all tenured full-time faculty members. Faculty who are applying for promotion in any given academic year will not be present for discussions related to their own application. The Committee will elect one of its members to serve as a Chair of the Committee. The Department chair is a non-voting member of this committee and will make a separate evaluation of each candidate.

1.1.2 Committee Meetings

The Committee will establish a meeting schedule each fall semester.

1.1.3 Committee Responsibilities and Duties

Departmental committee members will serve to ensure consistent application of departmental, college and university guidelines and policies. Departmental Promotion and Tenure guidelines will be reviewed and revised as needed annually, during each fall meeting.

- 1.1.3.1 The committee will consistently apply guidelines to all dossiers submitted for the Committee's review and evaluation. Guidelines will be evaluated in a fair, confidential and professional manner, and candidates will not be ranked at any level.
- 1.1.3.2 Faculty committee members need to be present in person or by telecommunications and hear the discussion in order to vote.
- 1.1.3.3 The committee will reach, by simple majority vote of those members in attendance, (at least a quorum) a recommendation on each candidate. The committee will then forward their recommendation to the Department chair. The chair of the Department will then forward both the committee's recommendation and the chair recommendation to the CHST Dean.

2. Departmental Operational Guidelines for Promotion and Tenure

The Department will review candidate documentation for promotion and tenure consideration. See *UCM Faculty Guide* (Section III) for promotion and/or tenure dossier guidelines. The candidate must document and demonstrate excellence in teaching, and achievements in both scholarship and service. The Department will validate the authenticity of dossier material, evaluate the faculty member fairly, confidentially and professionally, and forward recommendations based on the merit presented in the candidate's dossier and supporting documentation.

2.1 Establishment of Annual Performance Goals

Annual performance goals will be established during the Department chair's annual review of a tenure track or tenured faculty, in accordance with CHST guidelines.

2.2. Teaching

- 2.2.1 Faculty candidates will provide all documentation of evaluation by the Department chair. Faculty candidates will provide documentation of evaluations by students for all courses taught. A consistent pattern of excellence (or improvement) must be demonstrated. These results are an important factor in determining a candidate's qualifications for promotion and/or tenure.

2.2..2 Documentation of Teaching Excellence

Definitions, minimum requirements for tenure and promotion to each rank, and examples of documentation of teaching excellence are located in *CHST Promotion and Tenure Guidelines* and in the *UCM Faculty Guide* (Section III, Teaching).

2.3. Scholarship/Creative Activities

The Department will adhere to the definitions and minimum requirements for tenure and for promotion to each rank as outlined in the *CHST Promotion and Tenure Guidelines*. Additional examples are provided in the *UCM Faculty Guide* (See Section III). Work is to be based on the nursing discipline or a related field. A scholarly project that does not fall into categories of scholarship as defined in the CHST guidelines, must be approved in advance by the Department chair and CHST dean, and supporting documentation included in the dossier.

2.4. Faculty Service

Faculty must demonstrate internal and professional service. The Department will adhere to the definitions and minimum requirements for tenure and for promotion to each rank as outlined in the *CHST Promotion and Tenure Guideline*, and evidence of service as outlined in the *UCM Faculty Guide* (Section III).

3. Tenure Guidelines

The Department will adhere to the guidelines for the granting of tenure as outlined in the *UCM Faculty Guide* (Section III, B, Tenure Policy) and *CHST Promotion and Tenure Guidelines*. The granting of tenure represents a long-term commitment by the Department, so in addition to requirement of teaching, scholarship, and service, candidates will be evaluated with regard to collegiality expectations as outlined in CHST guidelines.