

UMKC Conservatory Procedural Guidelines for Non-Tenure Track Faculty

OVERVIEW

There are two types of faculty in the Conservatory: regular and non-regular. This document covers the appointment, faculty load, annual review, and promotion procedures for all non-regular, ranked full-time faculty in the UMKC Conservatory. All regulations in this document are pursuant to the Collected Rules and Regulations of the University of Missouri, 310.035.

DESCRIPTION OF POSITIONS

NTT Ranks and Duties

There are three ranks of non-regular, ranked full-time faculty at the Conservatory.

- Teaching Professor - or - Research Professor
- Associate Teaching Professor - or - Associate Research Professor
- Assistant Teaching Professor - or - Assistant Research Professor

Faculty Loads (Percentages of Teaching, Research, and/or Service)

Contracts will reflect both what is in the best interest of the Conservatory as well as the interests and expertise of the faculty member. Loads for each NTT faculty member will be created in cooperation with, and monitored by, the Dean, the Assistant/Associate Dean, and/or the Division Chair. Contracts must be full-time (.75 FTE or higher) every year, and can consist of a wide variety of duties related to the areas of teaching, research, and/or service. The percentages of effort assigned to each of these areas can vary according to contract, though the inclusion of "Teaching" in the position title implies that a minimum of 50% of duties will be teaching-related. Similarly, the inclusion of "Research" in the position title implies that a minimum of 50% of duties will be related to research/creative activity.

Teaching and Teaching-related Duties

Whereas it is conceivable that the entirety of the teaching duties will consist of classroom, ensemble and/or studio teaching, it is more likely that other teaching-related duties will also be part of the teaching portion of the load. These will be specified on the contract

and may vary from term to term. Examples include, but are by no means limited to:

advising (academic/career)	advising for student groups	auditioning
coaching	course materials development	new course preparation
other recruiting activities	other teaching enhancement	recital/jury grading
service on student committees	tutoring/mentoring	workshop attendance

HIRING OF NTT FACULTY

Initial searches for NTT faculty should be conducted on a regional or national basis as appropriate with the involvement of a faculty-based search committee. NTT faculty should be selected using a process somewhat similar to one used for tenure track faculty members with interviews/presentations to division faculty, staff and students, and a full review of candidates' dossiers. Student feedback is particularly important for all NTT teaching faculty. The committee makes recommendations for hiring to the Dean, though hiring decisions remain under the purview of the Conservatory Dean.

ANNUAL REVIEW OF NTT FACULTY

All NTT faculty will be evaluated yearly based on the primary responsibility of their appointment as well as service and professional activities related to that primary responsibility. While the University recognizes that many NTT faculty will be involved in multiple duties related to research, teaching, or service, decisions regarding the continuation of employment of NTT faculty performance should relate to the primary purpose of their appointment.

All NTT faculty will compile a report of their activities for the preceding calendar year (January 1 – December 31) using MyVita. The MyVita system includes sections to report on teaching, research/creative activities, and service, but NTT faculty will only be required to complete those sections directly related to the primary purpose of their appointment. The Promotion and Tenure Committee will provide notification of the due date for upcoming report submission at the end of the fall semester and again at the beginning of the new calendar year. The MyVita report will be submitted directly to the appropriate Division Chair for review. In cases of missing or late submissions, the Division Chair will not be able to complete a review and report to the Dean. Reports submitted after the due date will be forwarded directly to the Dean, and failure to submit a report will be interpreted as a waiver of opportunity for merit raise consideration. In addition, NTT faculty who do not submit the report will not be eligible to be considered for a Kauffman Award.

The Division Chair will review the MyVita report and submit a report to the Dean with an evaluation of satisfactory or unsatisfactory along with written comments. The Dean will review this report and provide a letter to each NTT faculty member indicating her/his evaluation for the year reviewed. The Division Chair and Dean base the decision to reappoint on successful

performance of expectations communicated at the time of appointment. NTT faculty who will not receive a reappointment should be informed in writing at least three months in advance of the appointment end date unless extenuating circumstances exist.

GENERAL GUIDELINES AND PROCEDURES FOR PROMOTION OF FULL-TIME NTT FACULTY

- A. Full-time NTT appointments have specified inception and termination dates of one to three academic years. An individual may be reappointed any number of times, but no number of appointments shall create any presumption of additional appointments or right to tenure. Faculty holding these appointments will have a terminal degree from a recognized academic program appropriate to their area(s) of designated responsibilities, or the equivalent in professional experience as determined by the Dean with appropriate faculty consultation.
- B. Guidelines for Initial Appointments above Assistant Professor: At initial appointment, faculty may be recommended at any level above Assistant Professor if they already meet the minimal guidelines for those ranks. Thus, an individual with experience, credentials and accomplishments may be ranked at Associate Professor or Professor if her/his background is consistent with promotion guidelines to either of those ranks.
- C. The decision to apply for promotion is one the NTT faculty member can choose to elect; there is no mandatory timeframe for application for promotion. Annual evaluations should be valuable indicators of the applicant's readiness for promotion. The decision on a promotion application of a NTT academic appointment carries a change of title as well as a salary increase. There are no penalties from the Conservatory related to a negative decision on promotion and NTT faculty can apply for promotion again at a later date.
- D. Procedures for Promotion of Full-time NTT Faculty
 - 1. Initiation of Applications: An application to be considered for promotion in academic rank shall be initiated by the faculty member. The Part 1 and Part 2 forms are used for evaluation of the candidate's portfolio. Part 1, completed by the candidate, includes requisite information about teaching, research or service as appropriate to her/his position. The faculty member submits this form, along with supporting documentation, to his or her Division Chair. The faculty member's Division Chair or Associate/Assistant Dean will complete a Part 2 form and forward his/her evaluation along with the Part 1 form and appropriate documentation to the Non-Tenure Track Review (NTTR) Committee. Forms are available from the Dean's office or on-line at the Provost's Office website. While, this process is different from that for tenure track faculty, it may be useful to review the Conservatory Promotion and Tenure Recommendations as a guide.

Also, in that document, take note of the basic process timeline.

2. **Support Letters:** A formal review and letter of evaluation from one external reviewer is required for promotion of NTT faculty to Full Professor. The solicitation process is similar to that for tenure-track faculty, except that the Dean's Office, rather than the Provost's Office, is responsible for vetting the suggested reviewers. External review is not required for promotion to Associate Professor. In general, however, it will be important for applicants to solicit support letters. These should represent local, regional, and national peers, in addition to Conservatory colleagues, students, and alumni. These letters should be included with the dossier at the time it is presented for review.
3. **Conservatory NTTR Committee Review:** The University of Missouri's Collected Rules and Regulations require that the Committees that evaluate NTT faculty involve "at least one faculty committee composed of one or more NTT faculty, at the promotable rank or above, and one or more tenured faculty, if such NTT faculty and tenured faculty exist." For the Conservatory, the Non-Tenure Track Review (NTTR) Committee will consist of one member of the existing Promotion & Tenure Committee, plus two NTT faculty holding the promotable rank or higher. The last two are elected by the NTT faculty specifically for this Committee. Until there are two eligible NTT faculty who are willing to serve, the Conservatory Promotion and Tenure Committee will constitute the NTTR Committee. The Committee will review all documentation in the dossier and provide a recommendation to the applicant. If desired, the applicant has ten days to provide a written response to the Committee's recommendation. This response is placed in the dossier along with the recommendation, which is then provided to the Dean.
4. **Conservatory Review Letters:** Once the dossier is complete, the Non-Tenure Track Review (NTTR) Committee requests evaluative letters from all Conservatory voting faculty commenting on the NTT faculty member being considered for promotion. These letters are not seen by the candidates and are part of the complete documentation that is reviewed by the NTTR Committee. The Dean and the NTTR Committee may solicit whatever additional information is deemed appropriate for making their evaluations and recommendations.
5. **Dean's Review:** The Dean will review all documentation in the dossier, including the NTTR Committee's evaluation and the applicant's response (if submitted). The Dean will provide a letter to the applicant indicating her/his recommendation, and place a copy in the dossier. If desired, the applicant has two weeks to provide a written response to the Dean's letter. If the candidate's final appeal is successful, the University will award promotion. Unsuccessful candidates will have the opportunity to apply for promotion again at a later date.

E. Timeline of Review

1. October 1: NTT faculty candidates for promotion will submit their dossier for review
2. November 15: NTT faculty candidates are informed of the NTTR Committee's recommendation
3. December 1: Candidates choosing to do so may provide the P&T Coordinator with a written rebuttal to the recommendation. Both the written recommendation and the written rebuttal go into the portfolio and are forwarded to the Dean for final evaluation.
4. January 15: The Dean provides her/his written recommendation.

CRITERIA FOR PROMOTION FROM ASSISTANT TO ASSOCIATE TEACHING PROFESSOR/ RESEARCH PROFESSOR

Satisfying the following minimal guidelines is essential for promotion to the academic rank of Associate Professor. Meeting these guidelines does not guarantee promotion. Quantity of activities in each area will depend on the percentage of time devoted to each, and hence will vary from applicant to applicant. Amounts listed are based on a 50% load for research/creative activity, and a 20% load for service.

A. Basic Requirements

1. Promotion to Associate Professor can be initiated after a minimum of 5 years at the Assistant Professor level.
2. Appropriate formal and/or informal learning and practical experience aimed at improving skills related to teaching, research/creative activity, and/or service - while not required - can be an important criterion in preparation for promotion.

B. Teaching Guidelines: The candidate will have demonstrated a high level of teaching competence. Evidence of teaching competence should reflect a commitment to student learning, and should be related to studio and/or classroom teaching, student mentoring, and supervision of students. Documentation must include, but is not limited to, reports from student evaluations, division chair, and deans. The quantity of teaching-related activities will vary depending on the percentage of the candidate's time that is devoted to teaching, and on the percent of FTE. Quality should not vary. Yearly contracts will include specifics about these duties. Examples of teaching-related success can include, but are not limited to:

1. Dissertation and thesis committee service and supervision

2. Comprehensive exam questions and grading (include numbers of students and hours)
3. Current student and alumni accomplishments, including significant accomplishments by ensembles
4. Tutoring/mentoring sessions; other out-of-class teaching
5. Guest teaching for UMKC classes (guest lectures at other schools should be listed under Research/Creative Activity)
6. Auditions, portfolio review, and other recruiting activities
7. Recital grading and attendance (beyond that listed in the classes)
8. Academic or career advising, or advising for student organizations
9. Private teaching or teaching at other area programs
10. New course development
11. Development of textbooks, handouts, web-based or other instructional materials

C. Research/Creative Activity Guidelines (if applicable): As with teaching, the quantity of researchf related activity will vary depending on the percentage of the candidate's time that is devoted to research, and on the percent of FTE. Yearly contracts will include specifics about these duties. For example, an acceptable level of expectation for a faculty member with a 1.0 FTE and a 50f 67% research component might require the candidate to fulfill an average of one and onef half of the following activities per year of employment at the previous rank at a high level of quality. Examples include, but are not limited to:

1. Publication (book chapter, article, composition, review, etc.) related to one's UMKC Conservatory responsibilities.
2. Presentation, performance of a composition or choreography, or poster session at a regional or national conference, or in a significant regional or national venue.
3. Performance at a national or significant regional venue.
4. Commercial or non-profit recording (CD, DVD, etc.) as composer, choreographer,

or performer.

5. Adjudication of a professional-level competition.
6. Honor or award for scholarly or artistic work from a significant organization in the field.
7. Receipt of a significant grant or foundation support for research/artistic activity.

D. Service Guidelines (if applicable): The quantity of service will also vary according to FTE and the percentage of devoted to service. Yearly contracts will include specifics about these duties. For example, an acceptable level of service for a faculty member with a 1.0 FTE and a 20% service component might require the candidate to demonstrate service to the school, university, community and/or profession by documenting participation in an average of at least one and one-half of the following during each year of employment at the previous rank at a high level of quality. Examples include, but are not limited to:

1. Active and effective participation on appropriate Conservatory or University committees. Documentation should be provided by committee chairperson describing candidate's level of participation in committee deliberations and on committee work beyond scheduled meetings.
2. Sharing of ongoing responsibilities within the division, plus active participation in events related to area of specialization, such as performance seminars, research seminars, and/or poster sessions.
3. Contribution to community educational or service programs. Candidate should itemize dates and content of programs.
4. Active membership and participation in relevant professional associations at the local, state or national level. Candidate must document activities of association for which there was a significant responsibility.
5. Service as a consultant where candidate can apply his/her professional expertise in other settings.

GENERAL CRITERIA FOR PROMOTION FROM ASSOCIATE TO TEACHING PROFESSOR/ RESEARCH PROFESSOR

Satisfying the following minimal guidelines is essential for promotion to the academic rank of Professor. Meeting these guidelines does not guarantee promotion. Quantity of activities in each area will depend on the percentage of time devoted to each, and hence will vary from applicant to applicant. Amounts listed are based on a 50% load for research/creative activity,

and a 20% load for service.

A. Basic Requirements

1. Promotion to Professor can be initiated after a minimum of 5 years at the Associate Professor level.
2. Appropriate formal and/or informal learning and practical experience aimed at improving skills related to teaching, research/creative activity, and/or service - while not required - can be an important criterion in preparation for promotion.

B. Teaching Guidelines: The candidate will have demonstrated the highest level of teaching competence. Evidence of teaching competence should reflect a commitment to student learning, and should be related to studio and/or classroom teaching, student mentoring, and supervision of students. Documentation must include, but is not limited to, reports from student evaluations, division chair, and deans. The quantity of teaching-related activities will vary depending on the percentage of the candidate's time that is devoted to teaching, and on the percent of FTE. Quality should not vary. Yearly contracts will include specifics about these duties. Examples of teaching-related success can include, but are not limited to:

1. Dissertation and thesis committee service and supervision
2. Comprehensive exam questions and grading (include numbers of students and hours)
3. Current student and alumni accomplishments, including significant accomplishments by ensembles
4. Tutoring/mentoring sessions; other out-of-class teaching
5. Guest teaching for UMKC classes (guest lectures at other schools should be listed under Research/Creative Activity)
6. Auditions, portfolio review, and other recruiting activities
7. Recital grading and attendance (beyond that listed in the classes)
8. Academic or career advising, or advising for student organizations
9. Private teaching or teaching at other area programs

10. New course development

11. Development of textbooks, handouts, web-based or other instructional materials

C. Research/Creative Activity Guidelines (if applicable): As with teaching, the quantity of research-related activity will vary depending on the percentage of the candidate's time that is devoted to research, and on the percent of FTE. Yearly contracts will include specifics about these duties. For example, an acceptable level of expectation for a faculty member with a 1.0 FTE and a 50-67% research component might require the candidate to fulfill an average of two of the following activities per year of employment at the previous rank at a high level of quality. Examples include, but are not limited to:

1. Publication (book chapter, article, composition, review, etc.) related to one's
2. UMKC Conservatory responsibilities.
3. Presentation, performance of a composition or choreography, or poster session at a regional or national conference, or in a significant regional or national venue.
4. Performance at a national or international venue.
5. Commercial or non-profit recording (CD, DVD, etc.) as composer, choreographer, or performer.
6. Adjudication of a national or international professional-level competition.
7. Honor or award for scholarly or artistic work from a significant organization in the field.
8. Receipt of a significant grant or foundation support for research/artistic activity.

E. Service Guidelines (if applicable): The quantity of service will also vary according to FTE and the percentage of devoted to service. Yearly contracts will include specifics about these duties. For example, an acceptable level of service for a faculty member with a 1.0 FTE and a 20% service component might require the candidate to demonstrate service to the school, university, community and/or profession by documenting participation in an average of at least two of the following during each year of employment at the previous rank at a high level of quality. Examples include, but are not limited to:

1. Active and effective participation on appropriate Conservatory or University committees. Documentation should be provided by committee chairperson

describing candidate's level of participation in committee deliberations and on committee work beyond scheduled meetings.

2. Sharing of ongoing responsibilities within the division, plus active participation in events related to area of specialization, such as performance seminars, research seminars, and/or poster sessions.
3. Contribution to community educational or service programs. Candidate should itemize dates and content of programs.
4. Active membership and participation in relevant professional associations at the local, state or national level. Candidate must document activities of association for which there was a significant responsibility.
5. Service as a consultant where candidate can apply his/her professional expertise in other settings.