OVERVIEW

In 2006-07 the UMKC Provost’s Office mandated that each unit create a collection of ranked positions for Non-Tenure Track (hereinafter abbreviated as NTT) Faculty members who are full-time (.75 FTE or higher). These positions are designed to (a) provide promotion opportunities for long-standing full-time faculty with non-regular appointments; (b) provide more permanent positions for long-standing Visiting faculty members; and (c) provide a mechanism for hiring new full-time faculty members for positions that do not involve tenure. These appointments are made with one-, two-, or three-year contracts at the discretion of the Dean.

The Conservatory Promotion and Tenure Committee has prepared this preliminary draft of procedural guidelines, including the description of these NTT ranked positions, a set of annual evaluation policies, and a set of procedures for promotion of NTT faculty.

The campus has provided a mechanism for converting current faculty members who qualify for these positions without instituting a search process. Current non-regular, full-time faculty may apply for these positions at times of their own choosing. Entirely new positions that do not involve a conversion process with an existing faculty member must be filled via a search.

Once these procedural guidelines are finalized, it will remain for the Dean to create pay scales, incorporating individual histories as well as across-the-board salary ranges, that are appropriate for these positions, and provide a possible mechanism for internal equivalents of salary increases for promotion (the system guidelines state that such rewards should not be automatic, but the Conservatory should develop a policy if possible). In addition, the Dean’s Office should create an inventory of faculty members who could qualify for a change to NTT (includes current FT Adjunct Professors and Visiting Professors). For those who are required to apply for the conversion (Visiting Professors who have been in their positions for 6 years or longer), and for those who elect to do so, the Conservatory Promotion and Tenure Committee will review the dossiers this year and make recommendations to the Dean. Successful applicants will start their new positions in Fall Semester 2009. Those who choose not to apply for conversion this year may elect to do so in subsequent years. If sufficient numbers of faculty successfully convert this year, their contracts should begin with staggered terms (1, 2 & 3-years). Finally, the Dean, in cooperation with Conservatory Division Chairs and other appropriate individuals in their divisions, should create and approve a set of search guidelines for new positions that is consistent with University requirements. See the UMKC website: (http://www.umkc.edu/provost/fac_affairs/hiring/index.asp).
DESCRIPTION OF POSITIONS

Proposed NTT Ranks and Duties

There will be three ranks of full-time NTT 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 from semester to semester, 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. Because the Conservatory is a teaching-oriented environment, it is assumed that there will be a minimum of 33% assigned to teaching-related duties in all contracts. It is conceivable that some NTT faculty members may have 100% of their duties devoted to teaching-related activities, while others could have as much as 67% devoted to research. Some, but not necessarily all, may include a service component.

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 (see note below), it is more likely that other teaching-related duties will also be part of the teaching portion of the load. These will be listed on the contract and may vary from term to term. Examples include, but are by no means limited to:

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

Determination of FTE equivalents for these duties is made by comparing the number of hours devoted to an activity with the standard time commitment for studio or classroom teaching.
These equivalents will be specified for each individual in the contract negotiated between the NTT faculty member and the Dean. Again, as mentioned above, a typical 1.0 FTE load would usually include other teaching-related duties, or some amount of service or research/creative activity.

ANNUAL REVIEW OF NTT FACULTY

- See guidelines for Annual Review of Faculty
- See also Guidelines and Procedures for Promotion of Tenured and Tenure-Track Faculty at: [http://www.umkc.edu/provost/fac_affairs/hiring/index.asp](http://www.umkc.edu/provost/fac_affairs/hiring/index.asp)
GUIDELINES FOR CONVERTING CURRENT NON-REGULAR FACULTY TO NTT POSITIONS

REQUIRED DOCUMENTS:

1. Portfolio review (of the scope of a tenure dossier, focusing on the previous five years of effort at the Conservatory)
2. Evaluative comments from the Division via the Chair and other internal and external support letters
3. Proposed initial contract presented by the appropriate Conservatory administrator

CREATION OF THE PORTFOLIO:


CONVERSION PROCESS OVERVIEW:

1. For 2008-09, a special deadline will be announced by the Conservatory Promotion and Tenure Committee when these guidelines are formalized. This will be in lieu of the CONS-PAR, but the UM-FAS must be completed as usual. Beginning in the 2009-2010 year, the timeline will be the middle of the fall semester, as per the standard P&T process.

2. The Committee will review all documentation in the dossier and provide a recommendation to the applicant. The primary question the Committee will address in the conversion process is “has the applicant been fulfilling the duties of a non-tenure track faculty member over a period of five years or more?” 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.

3. The Dean reviews all documentation in the dossier, including the Promotion and Tenure Committee’s recommendation and the applicant’s response if submitted. A negative determination by the Dean ends the process, and a letter to this effect is sent to the applicant, with a copy to the Division Chair and/or the Associate/Assistant Dean. A positive determination by the Dean moves the process forward. The Dean sends a formal letter to the Provost that outlines the reasons for the recommendation, and the terms for the initial appointment (1, 2, or 3-year contract at the Dean’s discretion). The complete dossier should be available for forwarding to the Provost’s Office upon request.

4. A negative determination by the Provost ends the process, and a letter to this effect is sent to the Dean and the applicant. A positive determination by the Provost constitutes final approval, and the contract takes effect for the following academic year.
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. 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 Division Chair or Associate/Assistant Dean will complete a Part 2 form and forward his/her evaluation to the Promotion and Tenure Committee. The Chair will provide a copy of her/his evaluation to the applicant. If desired, the applicant has two weeks to provide a written response to the Committee’s evaluation. 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 “be comprised of NTT faculty members at the promotable rank or higher, tenure-track faculty members, and tenured faculty members if such NTT members, tenure track members, or tenured
members exist.” For the Conservatory, the Non-Tenure Track Review (NTTR) Committee will consist of the existing Promotion & Tenure Committee, plus two NTT faculty holding the promotable rank or higher. The last two are elected by the 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 a copy is placed in the dossier. If desired, the applicant has two weeks to provide a written response to the Dean’s letter. If submitted, this response is placed in the dossier, and all documentation is forwarded to the Campus NTTR Committee.

6. Campus-level Review
The provost will assist the chancellor by conducting a thorough review of the candidate files and providing his/her recommendation to the chancellor, along with the recommendation of the campus-level review committee. It is to be clearly understood by all persons involved in the promotion process that recommendations at the department and school levels are only recommendations and that the final decision is made only by the Chancellor.

If the candidate’s final appeal is successful, the University will award promotion. Unsuccessful candidates for promotion will have the opportunity to apply again at a later date.

**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 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 one and one-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 Conservatory of Music and Dance 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 Conservatory of Music and Dance 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 international venue.

4. Commercial or non-profit recording (CD, DVD, etc.) as composer, choreographer, or performer.

5. Adjudication of a national or international 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.

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.