

Guidelines for the Promotion of Non-Tenure Track Faculty
Department of Romance Languages and Literatures
(revised May 2010)

1. Currently, the Department of Romance Languages and Literatures employs non-tenure track faculty, and we are aware of the importance of our non-tenure track faculty in enabling us to fulfill our teaching obligations. We recognize that our non-regular faculty play a vital role in the teaching mission of our department, and we endeavor to establish clear guidelines for their promotion. All our NTT faculty members are entitled to the same privileges of academic freedom afforded to other faculty members in our department.
2. Currently, non-regular faculty members fall into two categories: 1. Full-time ranked, non-tenure track faculty (NTT) at the rank of assistant teaching professor; and 2. Full-time unranked faculty serving as Instructors, and Visiting Assistant Professors on temporary appointments usually for a period of three years. The following guidelines apply only to full-time ranked, non-tenure track faculty. In order to be considered for promotion, Instructors and Visiting Assistant Professors must be re-appointed into the NTT positions covered by the promotion guidelines. If in the future, the Department of Romance Languages and Literatures makes use of other NTT titles (research faculty, clinical faculty, or extension faculty), additional guidelines will be established.
3. The primary duties of non-tenure track (NTT) faculty are defined as teaching and the support of teaching (e.g., the supervision of graduate instructors and part-time outside teaching staff, overall coordination of the elementary/intermediate language programs, development of pedagogical materials, curricular innovation, undergraduate advising, or development and monitoring of study abroad programs). Any evaluation of the NTT faculty members will focus primarily on their teaching and support of teaching responsibilities, as well as service and professional activities related to their primary teaching responsibilities. NTT faculty members are appointed on a yearly basis at the discretion of the University.
4. All NTT faculty members should receive an annual evaluation written by the chair of the department, the associate chair, the director of undergraduate studies, or a regular faculty appointed by the chair. The annual reports are part of the faculty member's personnel file. Information from these annual evaluations is factored into decisions regarding annual raises and readiness for promotion.
5. Faculty who hold a M.A. degree in the Romance Language that they teach and who have a successful record of foreign language teaching at the time of appointment will be given the title of Instructor. Faculty who hold a Ph.D. in the romance language that they teach and who have a successful record of college teaching in foreign languages at the time of appointment will be given the title of Assistant Teaching Professor.

6. The title Instructor given to faculty who hold a M.A. degree at the time of appointment can be converted to Assistant Teaching Professor. Candidates for conversion to the rank of Assistant Teaching Professor will normally be expected to have been full-time faculty members at the rank of Instructor in the Department of Romance Languages and Literatures for no fewer than five years. They must have a documented record of teaching excellence, and demonstrate outstanding performance in their support of teaching and mentoring activities (e.g. the supervision of graduate instructors and part-time outside teaching staff, overall coordination of the elementary/intermediate language programs, development of pedagogical materials, curricular innovation, undergraduate advising, or development and monitoring of study abroad programs). Instructors whose positions have been converted to Assistant Teaching Professor will stay in rank until receipt of the Ph.D. in the Romance Language they teach, at which time they may be considered for promotion.

7. Only Assistant Teaching Professors with a Ph.D. can be promoted to Associate Teaching Professors. Candidates for promotion to Associate Teaching Professor will normally be expected to have been full-time faculty members at the rank of Assistant Teaching Professor in the Department of Romance Languages and Literatures for no fewer than five years. Associate Teaching Professors must show, in addition to the qualifications required for Assistant Teaching Professors, evidence of excellence in all aspects of teaching at all levels: undergraduate and graduate, writing intensive classes, seminars, independent study courses, or offering guest lectures. Moreover, candidates must demonstrate sustained involvement in the department's teaching mission and strong contributions to its curricular needs. Participation in general campus efforts/programs related to teaching enhancement is also desirable.

8. Associate Teaching Professors with a Ph.D. can be promoted to the rank of Teaching Professor. Candidates for promotion to Teaching Professor will normally be expected to have been full-time faculty members at the rank of Associate Teaching Professor in the Department of Romance Languages and Literatures for no fewer than six years. Teaching Professors must show, in addition to the qualifications required for Associate Teaching Professors, evidence of distinctive professional contributions to the campus level, as well as the regional/national level. Such contributions may include, but are not limited to, a record of presentations, conference papers (including professional organization newsletters), organizing student initiatives and activities, and service on campus and/or committees.

9. Promotion for NTT faculty members is voluntary and is not required for reappointment. A candidate who applies unsuccessfully for promotion may re-apply after two years. When promotion is granted, every reasonable effort will be made by the Chair, in consultation with the Dean, to secure a promotion raise for the colleague.

10. NTT faculty members wishing to be considered for promotion should consult with the Chair of the department at least one year in advance of initiating the request, and ask for a pre-promotion review. The pre-promotion review evaluates the candidate's progress toward promotion and identifies any deficient areas for improvement. The chair will

appoint a pre-promotion review committee to evaluate the candidate's record and preparedness for promotion. The committee will forward its recommendation to the Chair who will inform the candidate as to his/her readiness for the promotion process.

11. When the NTT faculty member has met the conditions necessary for promotion, the chair will appoint a committee to compile the dossier. The committee will include both regular and non-tenure track faculty at the promotable rank or higher. If no such NTT faculty member exists within the department at the time, regular faculty (tenured or tenure-track) will be appointed.

12. Complete candidate dossiers must be forwarded to the Dean's office by January 31. Therefore, the preparation of the dossier by the committee normally begins in September. The NTT promotion committee is normally appointed by the chair no later than September 1.

13. Procedures for considering the promotion for NTT faculty will follow all guidelines specified by the Provost and/or the Dean of the College of Arts and Science. The following link provides detailed information and forms for preparing a NTT faculty dossier: http://provost.missouri.edu/faculty/tenure_nonregular.html.