

## RPT COMPOSITION OF NON-TENURE TRACK DOSSIERS

### A. Candidate's CV

1 document required

**Instructions.** It is important that the Curriculum Vita (CV) or Resume conveys as accurately as possible the experience and contributions of the candidate. Incomplete information, and information that may be regarded as suspicious or misleading, can weaken an otherwise strong case. Those evaluating the resume will evaluate both what is stated and what is omitted. While there is no intent to dictate the precise form of the CV, at a minimum it should contain the following items:

NAME AND CURRENT ACADEMIC ADDRESS.

ACADEMIC EXPERIENCE: This section should include the department, University, dates of attendance, and degrees obtained. The title of any dissertations or theses, along with the name of the advisor, should be a part of this information.

WORK EXPERIENCE: The CV should include a complete work experience history, including positions held, industry or workplace, and dates of employment.

SCHOLARLY CONTRIBUTIONS: Publications should be categorized and separately listed, grouping books, refereed publications, conference proceedings, other publications, abstracted talks, invited lectures, and other scholarly contributions. Considerable care should be exercised in reporting this information accurately. Mis-categorization, for example, of a non-refereed conference proceedings paper as a refereed journal paper causes the evaluator to question the candidate's standards and judgment. Such negative impressions are far more dangerous to the candidate than the absence of one additional refereed paper in the CV. Refereed conference papers should be listed separately from refereed archival (journal) papers. The degree of contribution in all co-authored papers should be indicated.

All publications, refereed or other, should include the following information to be acceptable: the authors, title, name of the journal, volume of the journal, page number, and date (month and year) of publication. If the contribution is in a book, it should also include the name of the editor and the publisher, as well as the city and state where the publisher is located. To be acceptable, the contribution should have sufficient information so that it can be located in a library. Presentations and verbal contributions should contain the location and the date of the presentation, the sponsoring society, and should provide sufficient information so that an interested evaluator could locate evidence of the contribution made by the given talk.

Scholarly presentations, exhibits, or showings of creative works should be described in sufficient detail to allow the evaluator to properly assess the scholarly achievement or contribution made by the work.

RESEARCH GRANTS AND CONTRACTS: The CV should include any grants or contracts received, the title of the grant or contract, the granting agency, the dollar value of the grant or contract, the number of years over which the dollar figure was actually expended, and the precise contribution of the candidate. The division of labor between the other investigators should be clearly delineated, as in the case of publications. Over-reporting, in this case, tends to have a negative impact on the evaluators.

TEACHING: The CV should indicate teaching experience, including the university or college where courses were taught, the dates of teaching service, the general subjects taught, and the academic level of the

courses. Course numbers and detailed course descriptions inappropriately lengthen the resume and should be included elsewhere.

**DEPARTMENT AND UNIVERSITY SERVICE:** Committees and special responsibilities should be listed along with the dates involved. However, the length of the list is not as important as the evaluation of colleagues as to the contribution made in performing these duties. Thus, clarification of the contribution is important.

**PROFESSIONAL SERVICE AND SOCIETY MEMBERSHIPS:** The resume should list memberships in professional societies, along with the titles of any offices held and the dates of service. Listing of social, fraternal, and religious organizations is optional and usually does not affect the evaluation.

Other items may be included in the CV: The candidate should carefully evaluate what is included to be sure that its impact will be positive on an evaluator who is looking primarily for scholarly or creative evidence supporting an academic involved in scholarly activities and research, teaching, and university and departmental service.

## **B. General Considerations**

CRR 310.035. Promotion of NTT Faculty

Specified criteria for promotion and description of the process used for promotion in rank should be spelled out by the school, college or academic unit and approved by the provost in advance. The development of specific criteria and guidelines used to determine standards of excellence for promotion purposes should be the responsibility of the department/unit, subject to approval by a dean or director and the provost.

Evaluation areas should be consistent with the established academic standards for each discipline. The decision to apply for promotion would be one the NTT faculty member could elect or not; annual reviews should be valuable indicators of the applicant's readiness for promotion. The decision on a promotion application of a NTT academic appointment should not carry automatic rewards (apart from change in title) or penalties from the college, school or academic unit provided, however, that a Librarian I considered for promotion to Librarian II during his or her sixth year of employment as a Librarian I and who is not promoted to Librarian II may be subject to automatic nonrenewal.

Evaluation of the candidate's application for promotion should focus on the specific area of appointment – teaching, research, clinical/professional practice, extension or library – as well as service and professional activities related to that primary responsibility.

In promotion considerations, the total contribution of the faculty member to the mission of the school, college or academic unit over a sustained period of time should be taken into consideration. This includes comprehensive documentation of the position, including a letter of appointment identifying home department or unit and the initial position description, communications detailing changes in position responsibilities, and any other statements regarding expected performance.

Each campus shall adopt a promotion process that involves 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. The committee or committees shall make recommendations to the Chancellor or designee who shall make the final decision.

### **C. Concentration: Research**

#### Required Materials

- Self-Assessment of scholarly contributions including Sponsored Research
- Supplemental Publications List (up to 1 file and a maximum of five publications )
- Supplemental Graduate Faculty Related Activities (up to 1 file )

#### General Guidelines for CV building and self-assessment.

The CV and the self-assessment of a candidate to Associate Research Professor should demonstrate:

- Excellence in research and capability for continued scholarly contributions.
- Excellence in research based on the assessment of peers.
- National recognition as a leader in the profession. • Evidence of creative and significant contributions to the profession.
  - Ability to produce published works, including refereed articles and books, films, videotapes, audiotapes, computer programs, public presentations, or other appropriate delivery channels for scholarly work.
  - A history of external funding and the promise of an ability to maintain funding for sponsored research.
  - A leadership role in professional societies.
  - Expertise in advising or co-advising graduate students.

The CV and the self-assessment of a candidate to Research Professor should demonstrate:

- National and international recognition as an expert in a field of specialization.
- Leadership within professional societies.
- Sustained ability to secure external funding to support a research program.
- A record showing disciplinary recognition of stature, including service on professional committees or panels, participation in program or application reviews, consultation with regional or national organizations, or other appropriate activities.
- A record of sustained service in response to requests to serve on unit, departmental, college, and/or university committees.
- Expertise in advising graduate students.

### **D. Concentration: Teaching**

#### Required Materials

- Self-Assessment of Teaching contributions to the unit and to the profession.
- Supplemental Pedagogical/Education Publications List (up to 1 file and a maximum of five publications - optional)

#### General Guidelines for CV building and Self-Assessment (PM II-13)

The CV and self-assessment of a candidate to Associate Teaching Professor should demonstrate most of the following:

- Effectiveness over a period of several years in teaching, based on the assessment of students and peers.
- Production of effective learning support materials in the form of course development, improved teaching techniques, state-of-the-art delivery systems, curricula development, workbooks, and guides.
- Evidence of creative and significant teaching contributions to the profession.

- A record of effective and sustained advisement of undergraduate students.
- A record of service relevant to a teaching career in a university.

The CV and self-assessment of a candidate to Teaching Professor should demonstrate most of the following:

- Sustained recognition by students and peers as a stimulating, inspiring and effective teacher.
- Sustained use of current and appropriate scholarship in the field.
- Excellence in the production of effective learning support materials in the form of course development, improved teaching techniques, state-of-the-art delivery systems, curricula development, workbooks, or guides.
- A record of effective and sustained advisement of undergraduates and student organizations, as appropriate to the needs of the department and/or campus.
- A record of having developed and/or applied innovative approaches to education.
- A record of sustained service in response to requests to serve on departmental and/or university committees.

#### **E. Service**

Service Statement (1 required)

Instructions. Policy Memorandum II-10 states “All faculty members are expected to be involved in a reasonable level of service to the department and institution through committees and other service activities.” Other aspects of expectations with regard to service are discussed in CRR 320.035 B.2.d. The candidate is encouraged to review both of these policy documents.

In order to fulfill its functions, academic departments and the University need the participation of the faculty in a range of service activities. A candidate who is not carrying his or her share of the department’s service load is imposing on colleagues. A faculty member must be willing to accept and fulfill the service duties that are required by collegiality and those that benefit the institution. The absence of real service to the University places a candidate’s loyalty and future benefit to the University in question.

The mere listing of service activities, however, provides little support for a promotion and/or tenure recommendation. In this section, the service activities should not only be listed, but the level and effectiveness of the candidate’s service contributions should be reviewed in a self-assessment. For example, if the candidate made a significant contribution as a member of a campus committee, such as drafting a report, undertaking a survey, etc., these contributions should be documented and discussed.

If no service activities are reported, a page signed by the candidate should be included in this section indicating this.

#### **F. Extension**

Extension Statement and Activities. (1 required)

#### **G. Verification of Accuracy**

#### **H. Digital Signature**

**SPONSORED RESEARCH ACTIVITIES**  
**LATEST FIVE YEAR SUMMARY**  
**(ALL DATES ARE FOR EXAMPLE**  
**PURPOSES)**

NAME: \_\_\_\_\_

College Committee: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

**GRANTS**

**FISCAL YEAR\***

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Total Awarded (\$)	_____ \$0	_____ \$0	_____ \$0	_____	_____
Shared Credit (\$)	_____ \$0	_____ \$0	_____ \$0	_____	_____
Total Expended (\$)	_____ \$0	_____ \$0	_____ \$0	_____	_____
Shared Credit (\$)	_____ \$0	_____ \$0	_____ \$0	_____	_____

\* Note: Fiscal year is defined as July 1 through June 30. For example, FY 2019 is from July 1, 2018 through June 30, 2019. Please note in the spaces below information for any grants obtained in FY 2020 (awarded, shared credit and expended since July 1, 2019).

Awarded: (\$): \_\_\_\_\_ Shared Credit (\$): \_\_\_\_\_ Expended (\$): \_\_\_\_\_

**PROPOSALS**

**Fiscal Year 2020 Proposals\*\***

Pending: Number: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_ Shared Credit (\$): \_\_\_\_\_

Accepted: Number: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_ Shared Credit (\$): \_\_\_\_\_

\*\* If appropriate, on an attached sheet, report the number, dollar amount and shared credit for any pending or accepted proposals from earlier fiscal years that have not yet been awarded.

CANDIDATE NAME: \_\_\_\_\_

**Summary of Grant Activities (ALL DATES ARE FOR EXAMPLE PURPOSES)**

Grants and Contracts information was provided by Office of Sponsored Programs. The candidate will be asked to verify the information prior to submission of the dossier to the department chair.

Sponsor	Project Title	AWARDED (Total Direct and Indirect)	TOTAL EXPENSE FOR PROJECT	EXPENDITURES FOR CANDIDATE (Total Direct and Indirect)	Start Date	End Date	PI or CO-PI	% of Shared Credit	Project PI
FY15									
<b>TOTAL FOR FY15</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					
FY16									
<b>TOTAL FOR FY16</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					
FY17									
<b>TOTAL FOR FY17</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					
FY18									
<b>TOTAL FOR FY18</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					
FY19									
<b>TOTAL FOR FY19</b>									
<b>TOTAL AWARDED:</b>									

\*Awarded in Prior Year

## **Scholarly Work Published Within Last Five Years at Missouri S&T**

Please complete each section listing the appropriate publications that have been accepted or published while the candidate (underline candidate's name in each publication) has been at Missouri S&T, followed by any of the following numbers that apply.

<sup>1</sup> - Corresponding Author

<sup>2</sup> - Student

<sup>3</sup> - Former Advisor is Author

<sup>4</sup> - Other Faculty/Post Docs

Status: Add (in press) at the end of the full citation.

Note: Do not include actual publications in this section; up to five publications can be included in a Supplemental Dossier saved as a single pdf file.

### **Refereed Journal Articles:**

1. Lennon<sup>2</sup>, J.; McCartney<sup>1</sup>, P.; Starr<sup>3</sup>, R.; and Harrison<sup>4</sup>, G. *A Hard Day's Night*. Apple Recording Company, 1964.
2. McCartney<sup>1</sup>, P and Starr<sup>3</sup>, R. *And now we are in our seventies*. Unknown Recording Company, 2018 (in press).
- 3.
- 4.
- 5.

Add numbers as needed

### **Referenced Conference Proceedings:**

- 1.
- 2.
- 3.
- 4.
- 5.

Add numbers as needed

### **Book Chapters:**

- 1.
- 2.
- 3.
- 4.
- 5.

Add numbers as needed

**GRADUATE FACULTY RELATED ACTIVITIES SUMMARY**  
**ALL DATES ARE FOR EXAMPLE PURPOSES**

NAME: \_\_\_\_\_

COLLEGE SUBCOMMITTEE: \_\_\_\_\_ Select from this list:

DEPARTMENT: \_\_\_\_\_

INITIAL MEMBERSHIP DATES:

General Faculty: \_\_\_\_\_ Graduate Faculty: \_\_\_\_\_

**ACADEMIC YEAR\***

(Complete first column only if you are a candidate for tenure and had an interruption due to an approved leave.)

Thesis/Dissertation	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
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Advisor:

#M.S. students: \_\_\_\_\_

#Doctoral students: \_\_\_\_\_

Degrees Completed: (advisor/committee member – note both numbers separated by a slash)

#M.S. students: \_\_\_\_\_

#Doctoral students: \_\_\_\_\_

Graduate Courses Taught by Number and (SCH)\*\*\*

5000 Level \_\_\_\_\_

6000 Level \_\_\_\_\_

\* For example, AY 2018-19 includes SS2018, Fall 2018, and Spring 2019. It equates to FY2019.

\*\* Only list those presentations not accompanied by a conference publication.

\*\*\*The preferred format is to list the course number followed by course enrollment in parentheses. Do not list 5000, 5001, 5099, 6000, 6001 or 6099.

#### **APPENDIX D EXTENSION ACTIVITIES**

The completed form is a listing of the last five years of extension and public service activities. It should include teaching short courses, research done through Continuing Education, the details of technology transfer efforts, and similar Continuing Education activities. The Department Chair or Associate Provost for Faculty Affairs can provide guidance regarding appropriate information to include in this section.

If no extension activities are reported, the candidate should check the appropriate box, sign and date the form and include it in the dossier.

**FACULTY EXTENSION AND CONTINUING EDUCATION ACTIVITIES****FIVE YEAR SUMMARY**

I have no extension activities to report.

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Faculty Member's Signature

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Date

Credit Courses:	Year	Course Name	%FTE
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	_____	_____	_____
	_____	_____	_____

Short Courses and Conferences:	Year	Name of Short Course or Conference	%FTE
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	_____	_____	_____
	_____	_____	_____

Problem Solving:	Year	Nature of Problem	Hours Spent
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	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Grants:	Year	Amount Awarded	Grantor
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	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Publications:

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## **APPENDIX E**

### **LETTERS OF SUPPORT**

Letters of support from former advisors, collaborators, friends, and colleagues may be included in this section. The methods and conditions under which the letters of support were received shall be noted.

A page should be included in this section indicating the conditions under which letters of support were received, i.e., whether they were solicited by an independent third party, solicited by the candidate, or received unsolicited. A comment on the tradition of the department or the unit in this regard is appropriate. All letters of support must indicate the title of the letter writer or the relationship of the letter writer to the candidate, i.e., colleague, faculty member, administrator, student, former student, etc.