

October 15, 2013

COE ATP Process for Tenure-track faculty (for applications for tenure and/or promotion to Associate Professor)

This document is a set of procedures based upon the UMSL ATP Guidelines. It is intended to provide a roadmap of the steps involved. More detailed information is found in the ATP Guidelines themselves and these should be consulted at each step of the process. This document is not a substitute for the ATP Guidelines.

1. In addition to annual reviews regarding progress toward promotion, each tenure-track faculty member should have a comprehensive midpoint review during their probationary period. For most faculty members, this will take place in the spring of their 3rd year. For faculty hired with years credited toward tenure, the review should take place during the spring of the year that represents the midpoint. See the COE Guidelines for Midpoint/Third-Year Reviews for specific procedures for the 3rd year review.
2. Each spring the Provost publishes the schedule for ATP reviews to be conducted during the forthcoming academic year (<http://www.umsl.edu/services/academic/About%20Us/atp.html>). Generally, the first step in the process is two-fold: establishment of the Ad Personam Committee and submission of the Factual Record by the candidate to the department chair. These two events are to be completed by early June at the latest.
3. Composition of the Ad Personam Committee: a minimum of 3 tenured, regular faculty members who are of Associate Professor rank or higher. The members can be from the candidate's department, other departments in the college, the campus, or from outside UMSL. The candidate has the right to select one member and the Unit Committee (all tenured faculty members at the rank of Associate Professor or Professor) or its designee chooses the rest of the members, in consultation with the candidate. Having an Ad Personam Committee member from outside the department can be important when the candidate's research does not align with the research of faculty in the department. In addition, when the Unit Committee is small, having an outside member on the Ad Personam Committee can be helpful.
4. The Ad Personam Committee has several tasks:
 - a. Review the Factual Record and recommend revisions to the candidate (final version from candidate is typically due at the end of July)
 - b. Solicit external reviewers who will provide expert feedback on the candidate's scholarship activities (see below for more information on the external review process). These reviews should be obtained by the end of July.
 - c. Compile evidence related to the candidate's teaching activities and service
 - d. Write a factual report (not an advocacy document) summarizing the candidate's research, teaching, and service activities.
 - e. Each Ad Personam committee member signs the report in recognition that they believe that it is a factual document.
 - f. Typically the Ad Personam report is completed by mid-August.

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faculty from outside UMSL. Any new information solicited by the Dean must be made part of the candidate's dossier.

- b. The candidate is given a copy of the Dean's recommendation and may choose a response option or to not respond. In addition, the Unit Committee Coordinator and Unit Chair get copies of the Dean's recommendation.
- c. Typically the Dean's recommendation is conveyed to the candidate by the end of November.
- d. The dossier is next forwarded (by mid-December) to the Provost in Academic Affairs, who will send it on to the Senate Committee on Appointments, Tenure, and Promotion.

External Reviewers

An important part of the process for faculty going up for tenure and/or promotion is the evaluation of a candidate's scholarly work by external reviewers. These individuals should be known nationally and internationally for their own research achievements. Here are guidelines to follow in securing external reviews:

- Evaluations should be obtained from at least 6 external reviewers (these should not be former colleagues, students, research collaborators, or mentors of the candidate). These reviewers should all be from universities that are equal or above in status to UMSL.
- The candidate is asked to provide a list of names of potential reviewers to the Ad Personam Committee. In addition, the Ad Personam Committee creates a list of potential external reviewers. Of the total number of external reviewers who provide an evaluation of the candidate's work, no more than half may come from the candidate's list.
- The Ad Personam Committee is asked to use the COE standard letter templates to communicate with external reviewers:
 - An initial invitation to use when contacting external reviewers (typically via email)
 - An official letter (that will be included in the candidate's dossier) to be sent on department letterhead to individuals who have agreed to serve as external reviewers. The letter includes information about what we would like the external reviewer to focus on in his/her evaluation as well as material about confidentiality, etc. This letter also lists the documents to be sent to the external reviewer (candidate CV, research statement, selected publications).
 - A short thank you letter to be sent after receiving the external reviewer's evaluation letter.
- Use of standard letter templates ensures that all dossiers from the COE follow a consistent procedure in the external review process.