The Department Committee narrative should summarize the discussion of the department Promotion and Tenure committee regarding their deliberations of the dossier. The narrative should include the perspectives of the committee with regard to the scholarship, research, teaching, and service contributions and accomplishments of the candidate. Before deliberations regarding the candidate’s dossier, the committee should review pertinent Collected Rules and Regulations regarding promotion and tenure: CRR 310.020 – Regulations Governing Application of Tenure and CRR 320.035 – Policy and Procedures for Promotion and Tenure. Missouri S&T Policy Memorandum II-10 also provides information on qualifications for professorial academic ranks. Sections of particular importance in these documents include:

- CRR 320.035 B.2.a – Sustained Contributions Essential
- CRR 320.035 B.2.b – The Role of Research and Scholarship
- CRR 320.035 B.2.c – The Role of Teaching, including Extension
- CRR 320.035 B.2.d – The Role of Service
- CRR 320.035 B.2.f – Promotion to Professor (if appropriate)
- Policy Memorandum II-10 – Qualifications for Professorial Academic Ranks

The above documents clarify the expectations for promotion and tenure that should form the foundation of the discussion regarding the dossier and the candidate’s promotion and/or tenure case. Prior to their deliberations, each committee member should also review their department’s promotion and tenure policies with regard to procedures, as well as expectations for promotion and/or tenure.

In addition to the Department Committee narrative, the chair of the department promotion and tenure committee should also prepare a brief summary of the vote and rationale for the vote for use by the department chair in notifying the candidate of the committee’s recommendation.