DEPARTMENT COMMITTEE NARRATIVE

The Department Committee narrative should summarize the discussion of the department Promotion committee regarding their deliberations of the dossier. The narrative should include the perspectives of the committee with regard to teaching contributions and accomplishments of the candidate. Before deliberations regarding the candidate’s dossier, the committee should review pertinent Collected Rules and Regulations regarding promotion: CRR 310.035 – Non-Tenure Track Faculty. Missouri S&T Policy Memorandum II-13 and Missouri S&T Promotion Procedures for Non-Tenure Track Faculty.

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

In addition to the Department Committee narrative, the chair of the department promotion 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.