DEPARTMENT CHAIR’S NARRATIVE

The department chair’s narrative should summarize the candidate’s contributions and impact to the department and institution in the area of teaching. The narrative should principally include the chair’s perspective on the candidate’s performance in this area. Policy Memorandum II-13, Appendix A, describes institutional expectations in this area and this document should form the basis for the development of the chair’s narrative. Other documents the chair should consult in drafting the narrative include CRR 310.035 and Missouri S&T Promotion Procedure for Non-Tenure Track Faculty.

Any further information the chair feels should be known about the candidate should also be included in the narrative. The chair should address any controversies regarding the committee deliberations and any periods of apparent inactivity in the candidate’s record.

Teaching (Policy Memorandum II-13, Appendix A)
A.2.B. Associate Teaching Professor

The candidate for a NTT teaching position with the title of Associate Teaching Professor should demonstrate most or all 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 portfolios of candidates for promotion to the rank of Associate Teaching Professor must include formal peer evaluations conducted by qualified individuals from the candidate’s home department.

A.2.C. Teaching Professor

The candidate for a NTT teaching position with the title of Teaching Professor should demonstrate most or all 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.

Candidates for promotion to the rank of Teaching Professor must include peer evaluations by qualified individuals external to the candidate’s department.

CAMPUS COMMITTEE’S NARRATIVE