Professor Salary Incentive Program
Application Guidelines

The following information must be included with your application *(in this order):*

- **Cover Letter** not to exceed three pages with 12-point font. The cover letter should include a clear explanation in lay terminology of how the applicant has exceeded departmental criteria for promotion to professor in the area of research productivity and demonstrated sustained successful teaching and service. Applicant should specifically address the quantity, dissemination, and impact of his/her research and describe mentoring of students.

- **Research Vitae (**10 page limit) that clearly presents scholarly accomplishments with complete references and highlights work involving students.

- **Matrices or tables** illustrating the applicant's (a) workload over the previous 5 years, including graduate/undergraduate teaching assignments, sabbaticals, fellowships, and reassigned time; (b) teaching achievements relative to departmental requirements; (c) service contributions relative to departmental requirements; and (d) research accomplishments relative to departmental criteria. The research matrix should highlight productivity levels across at least a 5-year period.

- **Supporting Materials** (limit of 20 single-spaced pages) which can include additional research artifacts if desired. This section can be used to elaborate on how the applicant has met criteria regarding research productivity and student mentoring. An explanation of the level of productivity within the context of workload and accomplishments in teaching and service also would be appropriate. All pages should be numbered. Each original page of copied material counts as one page no matter the size of the final copy (e.g., if material is reduced to fit two pages onto one, it will count as two pages).

- **One Complete Scholarly Artifact.** While the committees at both the college and university levels reserve the right to request additional information referenced in the vitae, applicants must make available one complete scholarly artifact such as a published article, book, or creative work as a part of the college-level review process.

APPLICATION SUBMISSION:

Beginning in Fall 2024, applications will be submitted online using Faculty Success. The online application is expected to be available in early November of 2024.

PSIP Timeline
2024 - 2025

Friday, December 13, 2024	Application materials due to college Dean's office.
Monday, December 16, 2024	Dean provides a list of names on the college review committees to the Office of the Provost. (rbreshears@missouristate.edu)
January 6-10, 2025	Deans and Academic Unit Leaders conduct Level 1 review.
Tuesday, January 14, 2025	Dean provides a list of names of applicants eligible for Level 2 review to the Office of the Provost. (rbreshears@missouristate.edu)
Tuesday, January 14, 2025	Faculty determined not eligible for Level 2 reviews are notified.
Tuesday, January 14, 2025	College committees begin Level 2 reviews.
Friday, March 7, 2025	Deans review progress toward completion of data entry from college committee members.
Friday, March 28, 2025	Final Level 2 ratings and associated comments from college committees are entered in the online evaluation system.
Early to mid-April	Provost Advisory Committee (PAC) conducts Level 3 reviews.
Friday, April 25, 2025	PAC recommendations, including ranked tiers, and associated comments are forwarded to the Provost.
Friday, May 16, 2025	Faculty notified of outcomes of the evaluation process and list of selected applicants sent to Board of Governors for approval of pay increases in June meeting.

Note: Level 1 review focuses on documentation of sustained effective teaching and service. Levels 2 and 3 focuses on quantity, dissemination, and impact of research as well as extent of mentoring students.