



Progress Toward Tenure Review: Guidelines on Review Procedures for Faculty Holding Joint Appointments

Candidate Preparation

Candidates who hold joint appointments prepare only one set of progress toward tenure review materials for review by both units in which they hold appointments. The materials should present their records of teaching, research, service, and, if applicable, professional performance.

The progress toward tenure review materials may be submitted to the primary unit as designated at the time of appointment. For candidates in joint tenure-track faculty and unclassified staff positions, this is the academic department. For individuals with split appointments between academic departments, this is the department in which the majority appointment is held. For individuals with appointments that are evenly split between academic departments (e.g., 50-50 between two departments), the primary department is usually identified at the time of appointment. If that is not the case, the primary department should be designated through consultation involving the department chairs, the candidate, and the dean(s). The primary unit will be responsible for sharing the candidates' materials with the other unit(s) during the evaluation process, as well as for initiating consultation with the other unit(s) with respect to the evaluation process.

Candidates will be asked to review and endorse a position description by each unit in which they hold an appointment. They will also receive a report of the initial review committee evaluation and recommendation from each unit after the initial review.

Unit Responsibilities

Candidate Initial review units (i.e., departments, centers, etc.) should consult with each other on their evaluations and the evaluation process, but each initial review unit must provide a separate evaluation of the candidate's performance in the unit via the Initial Review Evaluation Document. This document contains the position description and an evaluation of the candidate in each area of effort (teaching, research, service, professional performance) relevant to the candidate's position in that unit. For example, if a candidate has teaching responsibilities in only one of the units, then only that unit should complete an evaluation of teaching. However, if the candidate has teaching responsibilities in both units, then each unit should complete an evaluation of teaching, including votes and recommendations.

The primary department/unit is responsible for collecting the evaluation materials from the secondary unit(s). Following the initial review, the primary department/unit is responsible for forwarding the candidate's dossier to the office of the appropriate Deans or Dean/Office of Research Vice Chancellor.

Questions

Please contact Center for Faculty Development and Mentoring at 785-864-6489 or facultydev@ku.edu