Promotion and Tenure Open Meeting 2014–2015

May 5, 2014

2014–2015 University Committee on Promotion and Tenure

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/School</th>
<th>Term Expires</th>
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<tbody>
<tr>
<td>Jeffrey Vitter</td>
<td>Provost &amp; Executive Vice Chancellor</td>
<td></td>
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<tr>
<td>Scott Murphy</td>
<td>School of Music</td>
<td>2015</td>
</tr>
<tr>
<td>Ward H. Thompson</td>
<td>Chemistry</td>
<td>2015</td>
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<tr>
<td>Vicky Unruh</td>
<td>Spanish and Portuguese</td>
<td>2015</td>
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<td>Fac Ex Representative: TBA</td>
<td></td>
<td>2015</td>
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<tr>
<td>Monica Biernat</td>
<td>Psychology</td>
<td>2016</td>
</tr>
<tr>
<td>Blake Peterson</td>
<td>Medicinal Chemistry</td>
<td>2016</td>
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<tr>
<td>Judy Wu</td>
<td>Physics &amp; Astronomy</td>
<td>2016</td>
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<tr>
<td>TBD</td>
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<td>2017</td>
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<td>TBD</td>
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<td>2017</td>
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<td>TBD</td>
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<td>2017</td>
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UCPT Members whose terms expired in 2014:

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<tr>
<th>Name</th>
<th>Department/School</th>
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<tbody>
<tr>
<td>Tailan Chi</td>
<td>School of Business</td>
</tr>
<tr>
<td>Christopher Forth</td>
<td>Humanities and Western Civilization</td>
</tr>
<tr>
<td>Donna Ginther</td>
<td>Economics</td>
</tr>
<tr>
<td>Kathy Suprenant</td>
<td>Molecular Biosciences (one year term as Fac-Ex Rep)</td>
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Important Information and Links

Standards and procedures for Promotion and Tenure are found in the Faculty Senate Rules and Regulations, Article VI: [http://www.policy.ku.edu/governance/FSRR#ArticleVI](http://www.policy.ku.edu/governance/FSRR#ArticleVI)

2014–2015 information for candidates and evaluators and all the necessary forms are available on the Provost’s web site at: [http://facultydevelopment.ku.edu/promotion-tenure](http://facultydevelopment.ku.edu/promotion-tenure)

Please be sure to use the updated forms for 2014–2015 available now on the website.

Contact for Questions

Marta Caminero-Santangelo, Acting Vice Provost for Faculty Development, phone: 864-4904
Laura A. Green, Coordinator for Faculty Development, e-mail: lauragreen@ku.edu, phone: 864-4912
Forms on the Promotion and Tenure website: http://facultydevelopment.ku.edu/promotion-tenure

University Committee on Promotion & Tenure: Members & Procedures

- UCPT Membership
- UCPT Standards and Review Procedures

General Information

- Promotion and Tenure Timeline 2014-2015
- General Information and Electronic Submission Guidelines
- External Evaluation Guidelines
- Joint Appointment Guidelines

Candidate Documents

- Candidate P&T Curriculum Vitae (CV)
- Candidate Statements
- Candidate Verification, List of Supplemental Materials and Dossier Checklist

Initial Review Evaluation Documents

- Initial Review Evaluation
- External Evaluations
- Initial Review Evaluation Summary for Candidates
- Initial Review Unit Checklist

Intermediate Review Evaluation Documents

- Intermediate Review Composite Evaluation and Recommendations
- Intermediate Review Evaluation Summary for Candidate
- Intermediate Review Unit Checklist
Promotion and Tenure Timeline 2014–2015

Spring and Summer 2014 Activities

Deadlines set by Departments and Schools/College/Office of Research

- Candidates submit suggestions for external evaluators to initial review unit. Additional suggestions are provided to the chair (or dean in schools without departments).
- In some schools, the lists are submitted to the dean’s office for selection of the individuals who will be invited as external evaluators.
- Candidates should make sure that they have a copy of their home unit’s criteria and procedures for promotion and tenure.
- Candidates provide CV and copies of scholarship that will be sent to external evaluators.
- Departments (or schools without departments) send out requests to external reviewers of candidates for promotion and tenure.
- In late summer, departments (or schools without departments) share the job description form with candidates for candidates’ review and approval.

Fall 2014 Activities

Deadlines set by Departments and Schools/College/Office of Research

Schools with Departments, the College, and the Office of Research

- If not completed in the summer, departments (or schools without departments) share the job description form with candidates for candidates’ review and approval.
- Departments receive the external evaluation letters.
- Candidates submit CV, Candidate Statement, and Candidate Verification Form and List of Supplemental Materials to the department committee by the department deadline.
- Department committees meet and review dossiers, completing the Initial Evaluation Review form.
- Department chairs send candidates the Initial Review Summary for Candidate document via email.
- Departments send dossiers with initial review documents to the school by the school’s deadline.
- Candidates with marginal/poor evaluation ratings or a negative recommendation may submit a Candidate Response form to the school dean’s office by the school deadline.
- School promotion and tenure committees meet initially to review dossiers.
- Requests for information (if applicable) are sent to departments and responses are added to dossiers. Candidates receive copies of these requests and may submit their own responses.
- School promotion and tenure committees meet for the final time and issue Intermediate Review Summary for Candidate documents to candidates via email.
- Schools submit all candidate dossiers to the Provost office by January 2.
- Candidates with marginal/poor evaluation ratings or a negative recommendation from the school committee may submit Candidate Response forms to the Provost office by January 9.

Schools without Departments

- If not completed in the summer, departments (or schools without departments) share the job description form with candidates for candidates’ review and approval.
- School receives external evaluation letters of candidates for promotion and tenure
- Candidates submit CV & Candidate Statements to the school committee by the school deadline.
- School committees meet to review dossiers, completing the Initial Evaluation Review form
- School promotion and tenure committees issue the Initial Review Summary for Candidate documents via email.
- Schools submit all candidate dossiers to the Provost office by January 2.
- Candidates with marginal/poor evaluation ratings or a negative recommendation from the school committee may submit Candidate Response forms to the Provost office by January 9.

**University Dates**

**October**

October, 2014 – UCPT meeting with deans and Office of Research vice chancellor to review school specific promotion and tenure criteria.

**January**

Friday, January 2, 2015 – Promotion and Tenure files due to the Office of the Provost by 5p.m.

Friday, January 9, 2015 – Candidate Response to Negative Recommendation or Marginal/Poor Evaluation from School, College or Office of Research center due in Provost office by 5p.m.

**February**

Early February, 2015 – Initial discussion meeting of UCPT; Requests for Information letters delivered to deans for distribution to departments and candidates.

Late February, 2015 – Final review period for committee.

**March**

Early March, 2015 – Final discussion meeting of UCPT.

Friday, March 6, 2015 – Provost recommendation-letters hand-delivered to candidates’ campus mail boxes, department chairs/directors, and deans/Office of Research vice chancellor.

Monday, March 16, 2015 – Candidates who receive a negative recommendation from UCPT and the Provost may submit either (a) a Candidate Response to Negative Recommendation from UCPT form for consideration by the Chancellor, due in Provost office by 5 p.m., or (b) an appeal of the recommendation to the Faculty Rights Board, due in the Faculty Governance office by 5 p.m.

**April**

Candidates receive final notification of the Chancellor’s decision on the promotion and tenure recommendations from UCPT through letters hand-delivered to their campus mailboxes with copies to their chairs/directors and dean/Office of Research vice chancellor as appropriate.