Promotion and Tenure Open Meeting 2017–2018
May 1, 2017

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>Neeli Bendapudi</td>
<td>Provost &amp; Executive Vice Chancellor</td>
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<tr>
<td>Michael Engel</td>
<td>Professor, Department of Ecology &amp; Evolutionary Biology/Biodiversity Institute</td>
<td>2018</td>
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<tr>
<td>Jeremy Shellhorn</td>
<td>Associate Professor, Department of Design</td>
<td>2018</td>
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<tr>
<td>Tom Tuozzo</td>
<td>Professor, Department of Philosophy</td>
<td>2018</td>
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<td>FacEx Representative</td>
<td>TBD</td>
<td>2018</td>
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<tr>
<td>Prasad Kulkarni</td>
<td>Professor, Electrical Engineering &amp; Computer Science</td>
<td>2019</td>
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<tr>
<td>David Fowle</td>
<td>Professor, Geology</td>
<td>2019</td>
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<tr>
<td>Paula Fite</td>
<td>Associate Professor Clinical Child Psychology</td>
<td>2019</td>
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<td>TBD</td>
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<td>2020</td>
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UCPT Members whose terms expired in 2017:

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<th>Name</th>
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<tbody>
<tr>
<td>Changming Duan</td>
<td>Professor, Educational Psychology</td>
</tr>
<tr>
<td>Monica Biernat</td>
<td>Distinguished Professor, Psychology</td>
</tr>
<tr>
<td>Mary Jo Reiff</td>
<td>Professor, English</td>
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<tr>
<td>Fac Ex Representative</td>
<td>Associate Librarian, Amalia Monroe-Gulick, KU Libraries</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)

2017–2018 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 2017–2018 available now on the website.

Contact for Questions

Vice Provost for Faculty Development, email: mlhummert@ku.edu, phone: 864-4904 (until June 30, 2017)
Coordinator for Faculty Development, e-mail: facultydev@ku.edu, phone: 864-4912
Promotion and Tenure Timeline 2017–2018

Spring and Summer 2017 Activities: Deadlines set by Departments and Schools/College/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 2017 Activities: Deadlines set by Departments and Schools/College/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 Statements 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, 2017 – UCPT meeting with deans and Office of Research vice chancellor to review school specific promotion and tenure criteria.

January

Tuesday, January 2, 2018 – Promotion and Tenure files due to the Office of the Provost by 5p.m.

Tuesday, January 9, 2018 – Candidate Response to Negative Recommendation or Marginal/Poor Evaluation from School, College or Research Center due in Provost office by 5p.m.

February

Early February, 2018 – Initial discussion meeting of UCPT; Requests for Information letters delivered to deans for distribution to departments and candidates.

Late February, 2018 – Final review period for committee.

March

Late February, 2018 – Final discussion meeting of UCPT.

Friday, March 2, 2018 – Provost recommendation letters hand-delivered to candidates’ campus mail boxes, department chairs/directors, and deans/RGS vice chancellor.

Monday, March 12, 2018 – 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.