



Promotion and Tenure Open Meeting 2018-2019

University Committee on Promotion and Tenure

<i>Name</i>	<i>Department/School</i>	<i>Term Expires</i>
Carl Lejuez	Interim Provost and Executive Vice Chancellor	
Christina Bejarano	Political Science	2019
Cindy Berrie	Chemistry	2019
Jill Ellingson	Business	2020
Sherry Fowler	History of Art	2020
TBD		
TBD		
TBD		
TBD		
TBD		
TBD		

UCPT Members whose terms expired in 2018:

<i>Name</i>	<i>Department/School</i>
Michael Engel	Ecology & Evolutionary Biology
Ruben Flores	American Studies
Sara Gregg	History
Jeff Hall	Communication Studies
Jeremy Shellhorn	Design
Susan Williams	Chemical & Petroleum Engineering

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>
- 2018–2019 information for candidates and evaluators and all the necessary forms will be available on the Provost’s web site at: <http://facultydevelopment.ku.edu/promotion-tenure>

Please be sure to use the updated forms for 2018-2019 that will be available on our website.

Spring and Summer 2018 Activities

- Candidates submit suggestion 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 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 from with candidates for candidates' review and approval

Deadlines are set by Departments and Schools/Colleges/Research

Fall 2018 Activities

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 **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 receive the external evaluation letters.
- **Candidates submit** CV & Candidate Statements to the school committee by **department 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:

UCPT Meeting with deans and Office of Research vice chancellor to review school specific promotion and tenure criteria.

January:

January 2, 2019: Promotion and Tenure files due to the Office of the Provost by 5:00pm

January 9, 2019: Candidate Response to negative Recommendation or Marginal/Poor Evaluation from School, College, or Research Center due in Provost office by 5:00pm.

February:

Early: UCPT Initial Discussion Meeting; Requests for Information letters delivered to deans for distribution to departments and candidates.

Late: UCPT Final Review Period and UCPT Final Discussion Meeting

March:

March 1, 2019: UCPT and Provost Recommendation delivered to candidates, department chairs/directors, and deans/vice chancellor.

March 11: 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 email with copies to their chairs/directors and dean/Office of Research vice chancellor as appropriate.