

# **Guidelines on Review Procedures for Faculty holding Joint Appointments Promotion and Tenure Review 2017–2018**

## **Candidate Preparation**

Candidates who hold joint appointments prepare only **one** set of promotion and tenure 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 promotion and tenure materials should be submitted to the primary unit as designated at the time of appointment. For candidates in joint tenured/tenure-track faculty and unclassified academic staff positions, this is the academic department. For individuals with split appointments among academic departments, this is the department in which the majority appointment is held. For individuals with appointments that are evenly split among or 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. If their appointment is shared among schools, they will receive a separate report from each of the review committees in the schools in which the appointment is held. If the appointment is shared between an academic and a research unit, they will receive a separate report of the review committee for the school (e.g., CLAS) and Office of Research. If their joint appointment is within one school or the college, they will receive only one report of the evaluation from the intermediate level review.

## **Unit Responsibilities**

### **External Evaluations**

**Only one set of external evaluations should be solicited for candidates who hold joint appointments.** Accordingly, the two units should consult on the selection of external evaluators. The primary unit is responsible for initiating the consultation, soliciting the evaluations, and sharing the evaluations with the other unit. In some cases, the two units may determine that they wish to jointly solicit the evaluations, with both chairs/directors signing the letters to the evaluators. The goal should be to secure a set of evaluations that will address the scholarly achievements of the candidate from the perspective of both appointments.

### **Initial Level Reviews**

Each unit and each school or higher administrative unit in which the individual serves must act upon the recommendation before it is forwarded to the University Committee on Promotions and Tenure. The University Committee will not consider cases for promotion/tenure unless a full

description and assessment of the faculty member's contributions in all departments, units, or programs in which the candidate serves is included in the dossier.

Therefore, 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 position description.

Each initial review unit must submit a full initial review evaluations file that includes:

1. The position description for the appointment in that unit signed by the candidate.
2. The detailed evaluation of the candidate in each area of effort (teaching or professional performance as appropriate, research, and service) 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.
3. The composite evaluation with the unit's votes recorded.

Each initial review unit must also submit an initial review evaluation summary report form for the candidate on the results of the initial review within that unit.

The secondary department/unit is responsible for providing its evaluation materials in electronic format to the primary department in a timely fashion.

Secondary departments/units in a different school from the primary department should consult with the primary department on their school's deadlines.

### **Intermediate Level Reviews**

Following the initial review, the primary department/unit is responsible for submitting both units' electronic files along with the candidate's statements, CV, and supplemental materials to the appropriate **intermediate level review committee(s)** (i.e., School, the College, or Research & Graduate Studies). If the appointments cross schools or are in an academic and a research unit, each intermediate level review committee and Dean or Vice Chancellor must complete an evaluation of the candidate.

In such cases, each intermediate level unit should provide:

1. The composite intermediate evaluation file which includes the letter detailing the committee's evaluation and recommendation and, if appropriate, the Dean/Vice Chancellor for Office of Research letter of non-concurrence.
2. An intermediate review evaluation summary form for the candidate on the results of the intermediate level review within that unit.

The dean or vice chancellor of the primary department/unit is responsible for submitting the candidate's documents and the record of review at the initial and intermediate level to the Provost's Office for review by UCPT.

### **Contact for Questions**

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