

## **General Instructions**

### **Progress Toward Tenure Review 2016–2017**

The criteria and procedures followed in promotion and tenure reviews at the University of Kansas are found in the [Faculty Senate Rules and Regulations, Article VI](#). Candidates and review committee members are encouraged to read this document, as well as the criteria and procedures for promotion and tenure within their units.

In an effort to provide a realistic experience during pre-tenure period, candidates complete a series of documents that parallel the ones used for the mandatory promotion and tenure review. The 2015–2016 versions of the candidate and evaluation documents that comprise the Progress Toward Tenure Review dossier are posted on this web site (<http://facultydevelopment.ku.edu/pttr>). The documents are in Microsoft Word format to facilitate entering the required information. Instructions are included within each document.

#### **Candidate Documents**

- Candidate PTTR CV – this document includes the candidate’s promotion and tenure CV. Candidates may generate a draft of their PTTR CV using the [Faculty PRO portfolio system](#).
- Candidate PTTR Statement – this document includes the candidate’s statements on teaching, scholarship, and/or, for librarians and some academic staff, professional performance.
- Candidate PTTR Verification and List of Supplemental Materials – this document includes the candidate’s verification of forms and list of supplemental materials.

#### **Initial Review Evaluation Document**

- Initial Evaluation – this document includes the candidate’s position description, the initial review unit’s evaluation of the candidate, and the initial review unit’s recommendation on progress toward tenure.

#### **Intermediate Review Evaluation Document**

- Intermediate Composite Evaluation and Recommendations – this document contains the intermediate review unit’s evaluation and recommendations on progress toward tenure.

#### **Preparation of Materials**

All sections appropriate to the candidate's appointment must be completed and the dossier should contain the material specified on the form. No new materials can be added by the candidate after the review at the initial review level (i.e., department, center, or school without departments).

Materials should be prepared by candidates so that relevant information is included in a clear and concise form. The supporting documentation should be well organized. Please use at least 11 point font to make reviewing the information easier for review committees at all levels.

## Candidate Responsibility

The candidate is responsible for assembling the materials, completing the three candidate forms (candidate CV, candidate statements, and verification of supplemental materials), and reviewing the final copy and supporting materials to determine that the files are accurate and complete. The candidate then submits the documents electronically to the initial review committee. Candidates who have joint appointments should review the [joint appointment guidelines](#) with the heads of each of their units.

## Supporting Materials

Candidates may also submit supporting materials electronically, but electronic submission is required only for the one-page summaries of the numerical student evaluations summary reports. Supporting materials submitted as paper copies should be placed in letter-size file folders labeled Supplemental Folder I, II, etc (or SI, SII, etc). CDs or DVDs of artistic work may also be submitted. Materials may be placed in binders to facilitate handling. All folders and materials should be clearly labeled.

Peer Evaluations of Teaching and Peer Evaluations of Professional Performance (if applicable) are required. The evaluations should also be included as files in supplemental materials in either electronic or hard copy format. For more information on developing peer observations, please see the Center for Teaching Excellence's website: <http://cte.ku.edu/developing-peer-observations>

## Initial Review Committee Responsibility

The department committee is responsible for reviewing the dossier, completing the candidate's position description and the evaluation and recommendation by completing the document **Initial Review Evaluation**.

Initial review units in **schools with departments, the College, or Office of Research** should forward all candidate documents electronically to the intermediate level review unit following the intermediate review unit's specified procedures and submission deadline. Supplemental materials that are not in electronic format should be retained by the initial review unit until after the Provost Office review.

**Schools without departments and the Libraries** should retain all electronic documents and supporting materials, submit the Provost Office Report spreadsheet with copies of the dean's feedback letters to the candidates.

## Intermediate Review Committee Responsibility (for Schools with Departments, College of Liberal Arts & Sciences, Research & Graduate Studies):

The School/College committee is responsible for reviewing the dossier and department assessment and recommendations. The School/College committee is also responsible for preparing the final copy of the summary assessment and recommendations. This document is called the **Intermediate Composite Evaluation and Recommendation**.

The recommendations should address elements of the faculty member's performance and may include department plans to assist the faculty member in addressing aspects of that performance (e.g., reducing department service obligations, mentoring in a specific research area, more balanced instructional responsibilities, etc.). The complete dossier and Composite Evaluation and Recommendation document should be forwarded to the dean for review.

Intermediate level units should retain this document and all electronic documents and supporting materials from the initial review unit, and submit the Provost Office Report spreadsheet with copies of the dean's feedback letters to the candidates.

### **Dean's Feedback Letter to Faculty Member**

At the conclusion of the review process, faculty members will receive a letter from the dean providing an assessment of their progress toward tenure. The letter will provide an assessment of cumulative performance to date that communicates to the faculty member the basis for the dean's decision on the review outcome (satisfactory progress, subsequent review in year four, non-reappointment). For faculty members who are making satisfactory progress toward tenure or who will be subject to a second PTTR review in the following year, recommendations for performance in the future will also be provided in the letter.

### **Feedback Conference**

The department chair (in schools with departments and the College) should schedule a formal feedback conference with the faculty member within two weeks of receiving the summary feedback letter from the dean. For schools without departments and the libraries, the dean should meet with the faculty member within two weeks of his/her review of the PTTR materials. **All meetings with faculty members recommended for non-reappointment must be completed by March 16, 2015.**

### **Report to Provost's Office on the Outcome of Progress Toward Tenure Reviews**

The Provost Office Report spreadsheet is sent to the dean's offices in June of each year and contains the names of faculty due for PTTR review during the coming academic year. A blank copy of the [Reporting Chart](#) can be downloaded from the PTTR web page. Deans should mark the recommendation resulting from the review for each faculty member, as well the date scheduled for the feedback meeting. Charts are due in the Provost's Office by **March 15, 2016, 5:00 p.m. along with a copy of the dean's feedback letter to each faculty member.** In cases of a recommendation for notice of non-reappointment, a letter to the Provost from the dean that provides the rationale for the recommendation should be attached.

### **Confidentiality of the Dossier**

The documents and supporting materials becomes a confidential file after the candidate has reviewed and forwarded the dossier to the initial review committee (either department, school, or libraries, as appropriate). If additional material beyond that required in the evaluation sections of the Initial Review Evaluation is added to the dossier at the department or school/CLAS/libraries level, the candidate must be informed of the subject matter, approximate date, and source of the material.

**Contacts for Questions:**

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