

New P&T Procedures and Requirements

From: Ron Matson [mailto:rmatson@kennesaw.edu]
Sent: Wednesday, September 09, 2015 11:50 AM
To: Jimmy Calloway
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Subject: University Promotion and Tenure Guidelines

During the consolidation process, OWG 22 made recommendations regarding the Promotion and Tenure (P&T) process at Kennesaw State University (<http://www.ksuspsuconsolidation.com/wp-content/uploads/2014/03/OWG-22-Final-Report-updated.pdf>). As these recommendations were vetted by the Faculty Senates on the Kennesaw and Marietta campuses, some of OWG 22's recommendations were called into question. As a result, the Faculty Senate's established an *ad hoc* committee to look at the recommendations in questions. Upon further review by the Senates, each Senate made their own recommendations regarding the P&T recommendations made by OWG 22. As there was no unified agreement among the four groups (OWG 22, *ad hoc* committee, Kennesaw Faculty Senate, Marietta Faculty Senate), the final decision as to which recommendation became policy was left to President Papp.

After careful consideration of all the perspectives, the final recommendation selected from among the alternatives proposed by the four groups are as follows:

- 1) 1) Teaching includes activities such as mentoring, advising, and supervision.
- 2) 2) Scholarship and Creative Activity will include a broad array of scholarship with the expectation that in order for something to be considered scholarship it must meet the expectations of scholarship as established by the department, school, or college.
- 3) 3) Service includes service to the department, school, college, university, profession and community (but the service activity must be related to a person's status as a faculty member).
- 4) 4) The majority of the external letters dealing with scholarship must come from individuals who are not co-authors nor dissertation committee members (a minority of external letters may come from co-authors or dissertation committee members). For those letters from collaborators, the nature of the collaboration must be described.
- 5) 5) We recommend that only faculty at the same rank or above be allowed to vote on P&T decisions. Members of Department & College P&T committees must be tenured.
- 6) 6) The vote tally for and against recommending promotion and/or tenure be recorded on the coversheet (but not names of individuals casting those votes).
- 7) 7) For PTR (Post-Tenure Review), two binders must be submitted. As is the case at both SPSU and KSU, there will be a binder 1 with coversheet(s), narrative, previous annual reviews. Supporting evidence will be submitted in a second binder.
- 8) 8) External letters are not required for Post-Tenure Review (PTR).
- 9) 9) To receive a positive PTR recommendation, the faculty member must be "noteworthy" in teaching and be satisfactory in both scholarship and service. These ratings will be relative to the workload described in the faculty members FPA (Faculty Performance Agreement).
- 10) 10) Once a portfolio is submitted, no new material can be added. However, "updating" information (e.g., a paper going from submitted to accepted or a grant going from submitted to funded) may be included in a response letter and considered by subsequent levels of review. This is a simple "status" change of something already submitted; it is not considered a submission of

new information. Previous levels of review will not reconsider their decision based on this status change.

- 1111) For promotion and tenure packets, two binders must be submitted. As is the case at both SPSU and KSU, there will be a binder 1 with coversheet(s), narrative, previous annual reviews. Supporting evidence will be submitted in additional binder(s). There is no limit to the quantity of material that may be included in the second binder, but the faculty member and the department chair are expected to collaborate in order to ensure that that material is a representative sample of the work completed during the review period.
- 1212) The requirement for including external letters in portfolios will begin in Fall 2016 for all faculty.
- 1313) For faculty going up for promotion from Assistant Professor to Associate Professor and tenure (including early action cases), 3 external letters will be required.
- 1414) For faculty going up for promotion from Associate Professor to Professor, 5 external letters will be required.
- 1515) The current KSU model whereby the College committee is only a review committee when it comes to P&T decisions will be retained.
- 1616) The College review committee be allowed to examine all portfolios being put forth in that college if needed. Furthermore, any party can request a review by the College review committee.
- 1717) All P&T committees must have at least three voting members on them.

The above changes, along with the other OWG 22 recommendations regarding Promotion and Tenure (see attached), have been accepted and will be incorporated into the 2016-2017 KSU Faculty Handbook.

Please share with you faculty (although this notice will be placed on KSU Inform).

Thanks.
Ron

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