

Checklist for the Chair of the Department Chair's Committee (2016-2017)

Modified by Lynn Lamanac, April 2016

- During an initial planning meeting, the following discussions should take place:
 - The first item of business is to elect a chair if one was not elected during the previous academic year.
 - Inform committee members about the location for portfolio storage and checkout process.
 - Remind committee members that maintaining confidentiality is a professional obligation of all members. E-mail is not a confidential medium.
 - Set up future meeting times and dates.
 - Faculty members going up for a review should not serve on the committee, and no person can participate in more than one stage of the review process.

- During the time frame of September 12 – September 30, the committee deliberates about Tenure and Promotion decisions for Department Chairs.
- By September 30, a letter containing the committee's recommendation which includes a detailed statement of their assessment of observed strengths and weaknesses is placed in the portfolio. The chair signs the summary sheet in the appropriate place. A copy of the letter is delivered to the faculty member, Chair of the department committee, and the Provost.
- On October 3, T&P portfolios are transferred to the Dean's Office.

- During the time frame of October 3 – October 28, the committee deliberates about Tenure and Promotion decisions for Deans.
- By October 28, a letter containing the committee's recommendation which includes a detailed statement of their assessment of observed strengths and weaknesses is placed in the portfolio. The chair signs the summary sheet in the appropriate place. A copy of the letter is delivered to the faculty member, Chair of the department committee, Chair of the college committee, and the Provost.
- On October 31, T&P portfolios are transferred to the Provost's Office.

- During the time frame of October 31 – December 2, the committee deliberates about pre-tenure review decisions for Deans.
- By December 2, a letter containing a detailed assessment of the candidate's current readiness to be tenured including a detailed description for each area of performance that addresses how the candidate meets or does not meet the actual expectations for tenure as well as specific suggestions for maintaining and enhancing further preparations for a successful tenure review in the future. The letter must address each area of review in detail. The chair signs the summary sheet in the appropriate place. A copy of the letter is placed in the portfolio and delivered to the faculty member. A copy of the letter is delivered to the faculty member, Chair of the department committee, and Chair of the College T&P committee.

Committee Voting

- Since the committee must make a decision, a voting member must cast his or her vote unless there is a conflict of interest. When there is a conflict of interest, a voting member must disqualify himself/herself prior to the discussion of that portfolio and shall not be present for the discussion or vote on that case. Disputes regarding whether a committee member has a conflict of interest may be discussed with the KSU Ombuds. If adjudication is required, the case will be referred to the T&P Process Review (formerly Oversight) Committee, who will make a binding determination in the case. Members of the Process Review Committee who are in line to review the case will be recused from this process. All committee votes are to be cast by secret ballot. Potential ethical discretions during the process may also be directed to the Provost.

Optional Faculty Member Response

- The candidate under review may respond to decisions at each level in a letter written by the faculty member within 10 calendar days from the review decision date. Response letters are directed to the reviewing committee or administrator and copied to the next level of review.

Note: Department T&P guidelines are understood to be primary in tenure and promotion decisions. Recommendation letters need to reference department T&P guidelines in justifying their decisions.