

Checklist for Chair of the Department T&P Committee (2016-2017)

Modified by Lynn Lamanac, April 2016

- During an initial planning meeting, the following discussions should take place:
 - If a chair was not elected in spring, elect the committee chair.
 - Inform committee members about the location for portfolio storage and checkout process. Remember that the department chair will independently review the portfolios.
 - 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. (A candidate under review for PTR can serve on the Department tenure and promotion committee, since the candidate's portfolio starts at the college level.)
 - Department committees have a minimum of three faculty members who must be tenured and have a Faculty Performance Agreement (FPA) that specifies no more than 30% Administration and Leadership outside the department.
 - When considering an application for promotion to full professor, voting members must be associate professors or above.
 - When there are not three qualified faculty in a department or when the department faculty deems it is in the best interests of the tenure process, the department will elect tenured faculty from outside the department to serve on the review committee. Committee members elected from outside the department should come from the same or closely related disciplines or be familiar with the candidate's areas of expertise and/or methodologies.
 - Department and College guidelines may allow for soliciting KSU faculty from other departments to serve as ad-hoc voting members of the department T&P committee for a particular candidate's review.

- During the time frame of August 15– September 9, the committee deliberates about Tenure & Promotion decisions for tenure-track faculty, non-tenure-track faculty (e.g., Lecturers), and administrative faculty.
- By September 9, 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 and delivered to the Provost.
- On September 12, T&P portfolios are transferred to the Department Chair's Office (or College office for review of an administrative faculty's portfolio).

- During the time frame of September 12 – October 7, the committee reviews pre-tenure portfolios for tenure-track faculty.

- By October 7, 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 is placed in the portfolio. 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.
- On October 10, pre-tenure portfolios are transferred to the Department's Chair's Office (or College office for review of an administrative faculty's portfolio).

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.