

AGENDA

P&T Committee Reviewer Workshop

Ron Matson, LaJuan Simpson-Wilkey, Jennifer Clarkson & Lynn Lamanac
Wednesday, August 11, 2021, 08:30 – 11:00 am

Digital Measures Workshop – Meghan Burke

Wednesday, August 11, 2021, 11:00 am – 12:00 pm

HS 1000

- I. Introductory Remarks
- II. Resources for Committees and Candidates:
All information on promotion & tenure can be found on the Faculty Affairs webpage at:
https://facultyaffairs.kennesaw.edu/annual_review_promotion_and_tenure/review_and_evaluation.php

NB: Most of the information for reviewers is under the “Review Tools” link.
- III. Overview of the Tenure and Promotion Process:
KSU Faculty Handbook on-line; P&T information is found throughout [Section 3](#), in particular in [Section 3.12B](#).
- IV. Review of Committee Schedules for 2021-2022:
 - A. Promotion & Tenure, Pre-tenure Review, and Post-Tenure Review Dates:
https://facultyaffairs.kennesaw.edu/annual_review_promotion_and_tenure/review_tools/schedules_of_review/2021-2022%20Promotion%20and%20Tenure%20Review%20Schedule%20FinalC.pdf
 - B. Levels of Review:
https://facultyaffairs.kennesaw.edu/annual_review_promotion_and_tenure/review_tools/levels_of_review/2019-2020%20Promotion%20and%20Tenure%20Workflow%20levels%20of%20Reviews.pdf

NB: All Promotion and/or Tenure portfolios go all the way to the President unless the faculty member withdraws their portfolio.
- V. Committee Structure and Functioning:
 - A. Chair of Department Committee Checklist, Chair of College Committee Checklist, and Chair of Department Chairs from the College Committee Checklist
(https://facultyaffairs.kennesaw.edu/annual_review_promotion_and_tenure/review_tools.php)

VI. Evaluating the Candidate's Portfolio:

A. Narrative Content (sample narratives can be seen here:

https://facultyaffairs.kennesaw.edu/annual_review_promotion_and_tenure/evaluation_for_ms_and_templates.php)

B. Documentation

C. Performance Expectations by Rank

D. Suggested Evaluation Worksheets

VII. Recommendation Letters from Committees and Administrators:

A. Structure and Content

B. Delivery to Candidate

C. Candidate's Optional Response Letters

VIII. FAQs:

https://facultyaffairs.kennesaw.edu/annual_review_promotion_and_tenure/review_tools/docs/2021-2022%20PT%20FAQs%20for%20Reviewers.pdf

IX. Questions???

X. Digital Measures – For reviewers of materials submitted via DM; Meghan Burke

Reminders:

- Department committee members must have an FPA that specifies no more than 30% Administration role outside the department.
- When considering an application for promotion to full professor, voting members of committees must be full professors or above.
- No one can serve at more than one level of review.
- Early promotion requires that faculty are performing **significantly** above the expectations for their current rank. (BoR Academic & Student Affairs Handbook, [Section 4.5](#))
- A faculty member may provide an optional written response to a committee's/administrator's review. This response letter becomes part of the portfolio. The response letter should address the interpretation of the information in the portfolio but it should not include new evidence to be considered in the review process. The reviewer (committee or administrator) does not respond to this letter.
- All faculty submitting portfolios for any portfolio for review **must** do so via Digital Measures.

Notes:
