

AGENDA
P&T Committee Reviewer Workshop
Ron Matson and Jennifer Clarkson
Tuesday, August 07, 2018, 08:30 – 11:00 pm

Digital Measures Workshop – Meghan Burke
Tuesday, August 07, 2018, 11:00 – 12:00 pm

SC 109

- I. Introductory Remarks-
- II. Resources for Committees and Candidates-.
All information on promotion & tenure can be found on the Faculty Affairs webpage at:
http://facultyaffairs.kennesaw.edu/policies_and_procedures.php and click on “Tenure, Promotion, and Annual Reviews”
- III. Overview of the Tenure and Promotion Process-

KSU [Faculty Handbook](#) on-line; P&T information in Section 3.
- IV. Review of Committee Schedules for 2018-2019
 - A. Promotion & Tenure, Pre-tenure Review, and Post-Tenure Review Dates (see timelines:
http://facultyaffairs.kennesaw.edu/docs/resources/t_p/2018-2019%20Promotion%20and%20Tenure%20Review%20Schedule.pdf
 - B. Levels of Review

http://facultyaffairs.kennesaw.edu/docs/resources/t_p/2018-2019%20Promotion%20and%20Tenure%20Workflow%20of%20Reviews.pdf
 - C. All Promotion and/or Tenure portfolios go all the way to the President
- 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
- VI. Evaluating the Candidate’s Portfolio
 - A. Narrative Content (sample narratives are at the link provided above)
 - B. Candidate’s Option to use the Vitae Template (the template and a sample vita are at the link provided above)
 - C. Documentation
 - D. Performance Expectations by Rank

E. Suggested Evaluation Worksheets

VII. Recommendation Letters-

A. Structure and Content

B. Delivery to Candidate

C. Candidate's Optional Response Letters

VIII. FAQs - <http://facultyaffairs.kennesaw.edu/docs/resources/TP%20FAQs%2001Aug17.pdf>

IX. Questions???

X. [Digital Measures](#) – For reviewers of materials submitted via DM; Meghan Burke

Reminders:

- **Changes that appear in 2017-2018 and 2018-2019 KSU Faculty Handbook regarding external letters, vote tallies, only Professors voting on promotion to Professors go into effect this year.**
- **Department committee members must have an FPA that specifies no more than 30% Administration and Leadership 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.**
- 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:
