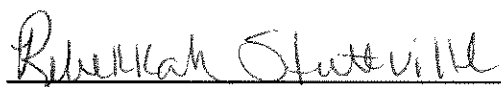


School of Applied and Interdisciplinary Studies
 Department of Applied and Interdisciplinary Studies
 Kansas State University – Olathe

ANNUAL FACULTY PERFORMANCE EVALUATION GUIDELINES
 (Approved by faculty vote on 03/04/2024)


PROMOTION AND TENURE GUIDELINES
 (Approved by faculty vote on 03/04/2024)



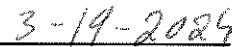
Rebekkah Stuteville, Assistant Dean for Academic Affairs



Date Signed



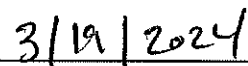
Michael Banks, Interim Associate Dean for Undergraduate
 Programs and Administration



Date Signed



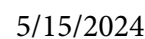
Ben Wolfe, Dean & CEO



Date Signed



Debbie Mercer, Interim Provost & Senior Vice President



Date Signed

*Each academic department is required by University Handbook policy to develop department documents containing criteria, standards, and guidelines for promotion, reappointment, annual evaluation, and merit salary allocation. These documents must be approved by a majority vote of the faculty members in the department, by the department head/associate dean, by the dean, and by the provost.

For the School at K-State Olathe, the campus dean will also serve as the dean. For the department at K-State Olathe, the associate dean will serve as department head, pending future re-organizational decisions. References to college(s) and department in this document will be interpreted as applicable to the School of Applied and Interdisciplinary Studies (SAIS).

In accordance with University Handbook policy, provision must be made to review these documents at least once every five years or more frequently, if it is determined to be necessary. Dates of revision (or the vote to continue without revision) must appear on the first page of the document.

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I. Introduction

The mission of the School of Applied and Interdisciplinary Studies is to create a culture of collaboration that supports and expands interdisciplinary education and research while representing Kansas State University's disciplinary expertise in the Kansas City area. The School is committed to bridging the University with communities, government and industry partners through scholarship and teaching that embraces discovery, integration and application. Evaluation of faculty is designed to identify the optimal quality and quantity of faculty work, and the extent to which faculty contributions are aligned with the School's mission.

Components of this document have been adapted from documents provided by the Office of the Provost, including University Handbook (UH), relevant manuals and handbooks, and documentation on file for other K-State departments. The policies are expected to be reviewed and revised once every five years or more frequently if deemed appropriate by the majority of the faculty.

Core SAIS Faculty members have the School of Applied and Interdisciplinary Studies as their home department. They are eligible to vote on all matters regarding curricular issues, policy and procedures, and tenure/promotion. Due to the size of the current Core SAIS faculty, Core Interdisciplinary Faculty will be eligible to vote on curricular issues and, by invitation and appropriate rank, faculty tenure/promotion. Graduate faculty are eligible to vote on graduate issues.

II. Faculty Identity

The SAIS includes a number of positions and ranks for tenure-track and non-tenure-track faculty ([UH Section C10-C12](#)).

Positions and Ranks

The following ranks may be regular, term, or adjunct appointments.

1. Professor, associate professor, assistant professor (probationary or tenured)
2. Senior instructor, advanced instructor, instructor ([UH C12.0](#))
3. Research professor, research associate professor, research assistant professor ([UH C12.1](#))
4. Clinical professor, clinical associate professor, clinical assistant professor ([UH C12.2](#))
5. Senior professor of practice, professor of practice ([UH C12.3](#))
6. Teaching professor, teaching associate professor, teaching assistant professor ([UH C12.4](#))
7. Extension professor, extension associate professor, extension assistant professor ([UH C12.5](#))
8. Adjunct ([UH C25.1](#))

The following descriptions explain the qualifications and responsibilities that differentiate the positions.

Assistant Professor, Associate Professor and Professor (Probationary or Tenured). The primary responsibility of persons on these appointments is instruction, teaching, research, or clinical service. These individuals will qualify for principal investigator status on proposals to external agencies. ([UH C10](#)). All tenure-track faculty are to attend and participate in faculty meetings and have the right to vote on departmental matters within their level of instruction (undergraduate and/or graduate) such as curricular issues. They may vote on promotion of peers at the same rank or below. Tenured faculty may vote on tenure for their peers.

Instructor, Advanced Instructor, Senior Instructor (Non-Tenure Track). The primary responsibility of persons on these appointments is instruction, although the entire set of expectations must be clearly defined in the offer letter. Individuals in these positions are not required to hold the terminal degree appropriate to the discipline. Individuals on these appointments are not eligible for tenure and are not eligible to vote on matters of tenure or promotion for tenure-track faculty. Time in service in these positions is not credited toward tenure. ([UH C12.0](#)). All full-time instructors are to attend and participate in faculty meetings and have the right to vote on departmental matters within their level of instruction (undergraduate and/or graduate) such as curricular issues and promotion of peers at the same rank or below.

Research Assistant Professor, Research Associate Professor and Research Professor (Non-Tenure Track). The primary responsibility for persons on these appointments is research. The entire set of expectations must be clearly defined in the offer letter. These individuals will normally qualify for principal investigator status on proposals to external agencies if approved by their department head or chair and the dean. Individuals on these appointments are not eligible for tenure and are not eligible to vote on matters of tenure or promotion for tenure-track faculty. Time in service in these positions is not credited toward tenure. ([UH C12.1](#)). All full-time faculty in these categories are to attend and participate in faculty meetings and have the right to vote on departmental matters within their level of instruction (undergraduate and/or graduate) such as curricular issues. They may vote on promotion of peers at the same rank or below. They may be expected to participate in routine service to their departments, schools/colleges, and the university.

Research Clinical and Extension Faculty Categories (Non-Tenure Track). The qualifications for these positions are as described in the UH. All full-time faculty in these categories are to attend and participate in faculty meetings and have the right to vote on departmental matters within their level of instruction (undergraduate and/or graduate) such as curricular issues and promotion of peers at the same rank or below.

Professor of Practice and Senior Professor of Practice. (Non-Tenure Track). The responsibilities for persons on these appointments may include teaching, research, or outreach and service or some combination of these duties. The entire set of expectations must be clearly defined in the offer letter. Persons appointed to these positions should have substantial non-academic experience and credentials appropriate to the discipline. Individuals on these appointments are not eligible for tenure and are not eligible to vote on matters of tenure or promotion for tenure-track faculty. Time in service in these positions is not credited toward tenure. ([UH C12.3](#)). Persons in these positions are expected to provide effective, practice-oriented instruction in areas that supplement the core pedagogical instruction provided by the other faculty. They are expected to participate in routine service to their departments, schools/colleges, and the university. All full-time professors of practice are to attend and participate in faculty meetings and have the right to vote on departmental matters within their level of instruction (undergraduate and/or graduate) such as curricular issues and promotion of peers at the same rank or below.

Teaching Assistant Professor, Teaching Associate Professor and Teaching Professor (Non-Tenure Track). The primary responsibility for persons on these appointments is instruction, although the entire set of expectations must be clearly defined in the offer letter. A component of the teaching appointment may include opportunity for scholarly achievement, such as research, and service. Persons appointed to these positions will hold a terminal degree appropriate to the discipline. Individuals on these appointments are not eligible for tenure and are not eligible to vote on matters of tenure or promotion for tenure-track faculty. Time in service in these positions is not credited toward tenure ([UH C12.4](#)) People in

these positions may perform instruction-related duties that include activities such as developing independent or team-taught courses, incorporating various teaching methodologies and materials into new or existing course, and training other faculty in instructional methods and design. They are expected to participate in routine service to their departments, schools/colleges, and the university. All full-time teaching professors are to attend and participate in faculty meetings and have the right to vote on departmental matters within their level of instruction (undergraduate and/or graduate) such as curricular issues and promotion of peers at the same rank or below. These individuals may qualify for principal investigator status on proposal to external agencies if approved by the dean and associate vice president for the Office of Research Development.

Adjunct. Adjunct appointments are made for the benefit of the university to allow people from outside the university to contribute to its academic program ([UH C25.1](#)). K-State Olathe may also identify faculty in similar positions as part-time lecturers/instructors, who will be compensated for teaching courses as needed.

In matters affecting the graduate faculty, only those holding membership in that body may vote, and the privilege of being elected to the Faculty Senate is reserved for those holding regular and term (0.9 FTE during academic year) appointments.

Adjunct appointments are not eligible for tenure, to vote or hold office in any unit of University governance, sabbatical privileges or other benefits.

III. Faculty Appointments

Tenure Track and Non-Tenure Track Appointments

Faculty appointments in the SAIS may be regular, term, or adjunct in any of the ranks described in the Faculty Identity section. Initial appointments for all positions will be based on a candidate's academic qualifications, experience, and commitment to the mission and expectations of the School.

The general procedures for appointments are outlined at [UH C.20-C23.2](#). Recommendations regarding candidates for positions will be made by a search committee which will receive its charge from the dean or department head/associate dean. Before the final appointment is made, eligible faculty in the SAIS will vote on the candidate and make a recommendation regarding the appointment of the candidate at a given rank. Faculty members who hold a rank equal to or higher than the position filled are eligible to vote. Only faculty members who are tenured are eligible to vote on tenure-track appointments. If the SAIS does not have at least three tenured faculty, the department head/associate dean will consult with the tenured Core Interdisciplinary Faculty on tenure-track appointments before the final appointment is made for a tenure-track or tenured faculty member.

The associate dean will send an appointment letter to each appointee describing their expected duties and percentage of time allocated for teaching, research, and service. Modifications to the assignments or percentages may be made based on School priorities. Faculty may negotiate changes in percentages during the annual evaluation process.

Conversion from Tenure Track to Non-Tenure Track Appointments

Faculty who are in tenure-track positions may apply to the department head/associate dean for a one-time, one-way transfer to a non-tenure track position described in the faculty identity section in accordance with [UH C12.6](#).

Other Appointments

Interdisciplinary Appointments: Consistent with the interdisciplinary mission of the Olathe campus, faculty appointments may be interdisciplinary whereby a faculty member appointed to the School is also an official member of another department. The faculty member may have a 0% up to a 100% full-time equivalent (FTE) assigned to the School. Core Interdisciplinary faculty members have voting rights on curricular issues, graduate faculty status (if graduate faculty), and, by invitation, based on appropriate rank, faculty tenure/promotion relevant to the School, including those where the FTE percentage is zero. Activities of the interdisciplinary faculty may be considered service to the university when performed on behalf of the School by faculty with 0% FTE devoted to the School. Tenure-track and tenured Core Interdisciplinary faculty members who are assigned to K-State Olathe will have a tenure and academic home in a Manhattan-based or Salina-based unit and will have all the same benefits and responsibilities as other faculty in their tenure home unit. Annual evaluation, reappointment, merit pay, tenure, promotion, professorial performance awards, and chronic low achievement decisions for K-State Olathe based faculty with a home tenure unit on the Manhattan or Salina campus will be conducted by the tenure home unit according to the guidelines and criteria included in the tenure home unit's document, with input and participation from the K-State Olathe department head/associate dean or designee. Input from the department head/associate dean or designee is to be considered as advisory in nature. The input from the department head/associate dean or designee is not to be construed as a formal vote for or against the tenure progress decision. The K-State Olathe department head/associate dean or designee will be present to provide input and answer questions during formal tenured faculty meetings in the tenure home unit, about the K-State Olathe based faculty member's progress toward tenure, including the mid-tenure review and the tenure evaluation. Similar input will be provided by the K-State Olathe department head/associate dean or designee when promotions in rank are being considered.

Ancillary Appointments: Procedures for ancillary appointments are outlined at [UH C27-C27.4](#). For the purposes of the SAIS, the members of the host department are Core SAIS Faculty.

IV. Tenure

The initial appointments for tenure track faculty and non-tenure track faculty appointments may be differentiated based on the allocation effort committed to teaching, scholarship, and service. It is expected that all tenure track faculty will have a well-rounded balance of teaching (e.g., 40%), research (e.g., 40%), and service (e.g., 20%), although the time allotments may vary.

Tenure is a continuous appointment that is terminated under unusual circumstances and after due process ([UH C70](#)). It is granted to faculty who have demonstrated excellence in teaching, scholarship and/or service and a continuing commitment to the mission of the SAIS. Tenure will be granted at the levels of associate and full professor and will normally occur during the sixth year of appointment. The schedule for applying for tenure is located at [UH C110](#) and [C111](#). The recommendation for tenure will typically occur at the same time as the recommendation for promotion to the rank of associate professor. Additional information regarding the tenure review process is in the Reappointment section of this document.

Faculty members who belong as full faculty for the SAIS will have tenure and an academic home in the SAIS and will have all the benefits and responsibility of tenure.

V. Annual Evaluation Process and Criteria

Tenure-Track Faculty and Non-Tenure Track Faculty Annual Evaluation Process and Criteria. The timeline and process for the annual evaluation process is the same for tenured and non-tenured faculty. Annual evaluation of faculty will be conducted by the department head/department head/associate dean.

Annual evaluation materials are to be submitted no later than 15 February of each year. Faculty members will be notified in early January to provide ample opportunity to assemble and submit the required materials. If a faculty member, despite reasonable notice, fails to provide the necessary information, the dean and/or department head/associate dean will send a written reminder. If, after being informed of the possible consequences, the faculty member does not make the materials available, the evaluating administrator may assign the faculty member a “fails to meet expectations” evaluation. Since annual evaluation provides the basis for salary adjustment recommendations, any faculty member who fails to submit materials in a timely fashion provides the evaluating administrator with justification to recommend no increase in salary.

Two major communication requirements associated with the evaluation process are:

1. To establish an understanding of the plans and work/goals ([UH C45.1](#)) in the coming year in terms of assignments and the relative importance of each assignment, and
2. To communicate the results of the evaluation clearly and constructively.

Faculty are expected to submit the following documentation to the department head/associate dean:

1. Their goals for the previous year in the assigned areas with the weight attached to each responsibility during the proceeding evaluation period.
2. A succinct narrative of their accomplishments in each area of responsibility and a statement of an overall self-evaluation.
3. Additional materials that include a summary of teaching evaluations, graduate student advising and committee service, and service activities as described in Appendix D.
4. An updated curriculum vitae.
5. An annual performance agreement for the next year which includes planned activities, goals, and the proposed weight for each category.

Areas of Evaluation

The department head/associate dean must prepare, by February 28, a written annual evaluation for each full or part-time faculty member on a regular or term appointment ([UH C46](#)). Evaluations are to be based on performance during the 12-month evaluation period ending December 31. Evaluation may occur across different areas of professional activity, refer to the annual evaluation form located in appendix D.

Teaching: Classroom instruction, non-classroom instruction, clinical instruction, curriculum-related activity, instructional innovation, specific participation in undergraduate or graduate faculty activities, academic advising activities, and supervising graduate students.

Research, Scholarship, & Other Creative Endeavors: Publications or juried competitions, research projects, grants, and contracts; research presentations and scholarship or creative contributions; recognition for research, scholarship, or other creative endeavors.

Service: Directed and non-directed – clinical, professional, institutional, and public.

Extension: Record of performance as judged by various audiences of agents and colleagues; synopsis of strategies, resources, programs, products, and endeavors; recognition; grants and contracts; publication of national refereed articles, chapters in books, reports, conference presentations/proceedings, and monographs.

Academic Citizenship: Conduct that fosters goodwill, harmony, and collegiality, and that furthers the mission of the campus.

Administrative Duties: Faculty members may also have administrative duties, such as serving as department heads, assistant deans, and associate deans. Administrative officers may hold academic rank in department.

Not all faculty members will necessarily carry responsibilities in each area, each year. The faculty member's load, that is, the allocation of responsibilities and the associated evaluation weights, is determined jointly by the department head/associate dean in consultation with the dean. In each case, the weight must total 100%. In assigning faculty loads, the dean is expected to consider issues related to equity, to appointment status, to the needs and opportunities of the School, and the faculty member's preferences, where possible. Junior faculty should carry loads that permit them to accomplish the requirements for promotion.

The evaluation by the department head/associate dean will include the following:

1. A review of the individual's assignment and the weight attached to each responsibility during the proceeding evaluation period;
2. Succinct assessments of effectiveness in performing each responsibility and a statement of the overall evaluation, which must be consistent with the weights assigned to the individual ratings; and
3. Where appropriate, suggestions for improvement.

For the purpose of annual salary adjustments, the overall performance of each faculty member will be rated using the following "Overall Performance Categories".

Overall Performance Categories

Exceeds Expectations (EE): Performance consistently exceeded expectations. An employee performing at this level should truly be performing above and beyond what was agreed to as their objectives and other performance criteria (i.e., employee took on additional duties beyond what was agreed upon or completed the duties significantly better than was expected).

Meets Expectations (M): Performance consistently meets expectations. An employee who completes all the objectives and competencies identified at the beginning of the review period is performing at this level. Most employees will perform at this level.

Needs Improvement (NI): Performance did not meet expectations. An employee performing at this level is inconsistent in performance. Continual improvement is required to fully meet expectations.

Unsatisfactory (U): Performance consistently below expectations. Immediate improvement is required.

Each faculty member will review and be given the opportunity to discuss his or her final written evaluation with the evaluating administrator. Before the evaluation is submitted to the next administrative level, each faculty member must sign a statement acknowledging the opportunity to review and react to the evaluation and overall performance category.

VI. Annual Merit Salary Adjustments for Tenured Faculty ([UH C40-C48.3](#))

Merit Pay

The amount of funds available for merit salary increases is generally not known at the time of the evaluation; therefore, specific percentage salary increases may not be discussed at that stage. When this information becomes available, the dean will inform each faculty member in writing of the recommended percent salary adjustment.

In years in which merit pay for performance is available, please note:

The unit head will recommend a salary adjustment for each person evaluated. The recommended percentage increases based on the annual evaluation for persons with higher levels of accomplishment shall exceed those for persons with lower levels of accomplishment. If merit salary categories are utilized, then the percentage recommended for persons in the first category will be higher than for those in the second category, which shall in turn exceed those for the level of accomplishment in the third category, etc. As a rough guide, average percentage increases in the highest category are expected to be about twice those in the lowest category; this ratio is expected to fluctuate both with the degree to which members of the unit differ in effectiveness and with the degree to which funds are available. These recommendations are made before the legislature has appropriated funds to support salary increases. Therefore, percentage increases should be projected and identified for each individual or each merit salary category. If used, based upon the governor's projected budget recommendations. Recommendations of dollar and percentage increases should not be communicated to individuals until the appropriation for salary increases is known ([UH C46.2](#)).

An evaluation option for first-year appointees, faculty in phased retirement, and faculty on leave are designated in the UH and allows the appropriate option to be selected by the department head/associate dean in negotiation with the appointee or faculty member on a case-by-case basis. These options ([UH C43](#)) are:

1. An increase based on the individual's evaluation (adjusted proportionally to encompass the entire year);
2. An average increase; or
3. The larger of the two, since the length of time for evaluating was limited.

Such individuals are also eligible for salary adjustments on a basis outside the annual evaluation (e.g., market, equity).

VII. Reappointment Process

Tenure Track Reappointment Process (Faculty on Probationary Appointments)

The reappointment process for faculty takes into consideration a faculty member's cumulative body of work leading to tenure and promotion. For tenure-track faculty members on probationary appointments there are three types of reappointment evaluations:

1. A reappointment evaluation during the first, second, fourth and fifth probationary years ([UH C50.1-C56](#)),
2. The reappointment evaluation that occurs during the third probationary year, which is the mid-tenure review ([UH C92.1-92.4](#)), and
3. The final reappointment evaluation to confer tenure ([UH 50.2](#) and [C70-C116](#)).

Annual Evaluation

Each tenure track faculty member will be evaluated annually for progress toward tenure by faculty with tenure. The evaluation will be conducted by the SAIS Promotion and Tenure Committee. The School's Promotion and Tenure Committee that will initially be made up of Core Interdisciplinary Faculty at the Olathe Campus who have earned tenure. Due to the diversity of disciplines represented at the Olathe campus, a tenured Manhattan-based faculty member in the faculty member's area of disciplinary expertise may also be asked to serve on the committee. It is anticipated that the SAIS will assume full responsibility for the Promotion and Tenure Committee once at least three faculty have earned tenure through the School. It is expected that at least one member of the promotion and tenure committee will hold disciplinary expertise in the candidate's field.

Each tenure-track faculty member will be expected to submit the same information required for mid-probationary review to the department head/associate dean by September 1 who will forward the information to the Promotion and Tenure Committee chair. Faculty members should prepare a complete curriculum vitae and provide a portfolio that documents activities and achievements in teaching; research, scholarship, service; extension; and academic citizenship, as appropriate based on effort distribution. The portfolio must be in the common KSU format. The format for the documentation is located at <https://www.k-state.edu/provost/resources/dhmanual/>. The documentation includes a description of the candidate's responsibilities during the evaluation period, statement of the candidate's accomplishments, five-year goals, and evidence of instructional contributions, research endeavors, and service contributions. Candidates are also expected to include a summary of teaching evaluations, peer evaluations, evaluation of advisement, reprints and/or manuscripts, and a detailed curriculum vitae. Candidates are encouraged to discuss the portfolio requirements with their mentors and the department head/associate dean prior to submission to ensure that all required documents are submitted. The Promotion and Tenure Committee will have two weeks to review the documentation, then the Committee will vote on the faculty member's reappointment. Both a decision to reappoint or not reappoint will be communicated in writing to the faculty member by the associate dean in accordance with [UH C53.3](#) and the recommendation will be forwarded to the provost as explained in [UH C54](#).

Mid-Probationary Review ([UH C92.1-93](#))

During the faculty member's third year, they will have a mid-tenure review which will follow a process similar to review for tenure and promotion to the associate professor rank. The faculty member must submit the documentation required for mid-tenure review by September 1 to the associate dean who will forward the information to the Promotion and Tenure Committee chair. Faculty members should prepare a complete curriculum vitae and provide a portfolio that documents activities and achievements in teaching; research, scholarship, service; extension; and academic citizenship, as appropriate based on effort distribution. The portfolio must be in the common KSU format. The format for the documentation is located at <https://www.k-state.edu/provost/resources/dhmanual/>. The documentation includes a description of the candidate's responsibilities during the evaluation period, a statement of the candidate's accomplishments, five-year goals, and evidence of instructional contributions, research endeavors, and service contributions. Candidates are also expected to include a summary of teaching evaluations for the

last three years, peer evaluations, evaluation of advisement, reprints and/or manuscripts, and a detailed curriculum vitae. Candidates are encouraged to discuss the portfolio requirements with their mentors and the department head/associate dean prior to submission to ensure that all required documents are submitted. The Promotion and Tenure Committee will have two weeks to review the documents then the Promotion and Tenure Committee will meet to discuss the candidate's progress. The associate dean will provide a letter of assessment to the candidate; the assessment and faculty report will become part of the candidate's reappointment and mid-probationary review file as explained at [UH C92.2](#).

Tenure Review ([UH C110-116.2](#))

The last reappointment review for tenure-track faculty is the reappointment review to confer tenure. The procedures for this evaluation are similar to the annual and Mid-Probationary Review. Faculty members should prepare a complete curriculum vitae and provide a portfolio that documents activities and achievements in teaching; research, scholarship, service; extension; and academic citizenship, as appropriate based on effort distribution. The portfolio must be in the common KSU format. The template for the required documents is located at <https://www.k-state.edu/provost/resources/dhmanual/>. The documentation includes a description of the candidate's responsibilities during the evaluation period, a statement of the candidate's accomplishments, five-year goals, and evidence of instructional contributions, research endeavors, and service contributions. Candidates are also expected to include a summary of teaching evaluations for the last three years, peer evaluations, evaluation of advisement, reprints and/or manuscripts, and a detailed curriculum vitae. Candidates are encouraged to discuss the portfolio requirements with their mentors and the department head/associate dean prior to submission to ensure that all required documents are submitted. The documentation must be submitted to the associate dean who will forward the documents to the Promotion and Tenure Committee Chair. Promotion to the rank of associate professor will typically occur at the same time and the same portfolio will be used for both reviews.

The SAIS will assemble a Promotion and Tenure Committee that will initially be made up of Core Interdisciplinary Faculty at the Olathe Campus who have earned tenure. Due to the diversity of disciplines represented at the Olathe campus, a tenured Manhattan-based faculty member in the faculty member's area of disciplinary expertise may also be asked to serve on the committee. The SAIS will assume full responsibility for the Promotion and Tenure Committee once at least three faculty have earned tenure through the School. At least one member of the promotion and tenure committee will hold disciplinary expertise in the candidate's field.

The key steps in the School process are:

1. The candidate submits the tenure and promotion documents to the department head/associate dean by September 1.
2. The Promotion and Tenure Committee will meet and vote on tenure and promotion by November 1.
3. The department head/associate dean develops a recommendation for the dean, provides the candidate with a copy of the department head/associate dean's recommendation and forwards the package to the dean with the unedited faculty comments and recommendations by November 10.
4. The dean notifies the candidate of his/her recommendation by December 1 and submits promotion/tenure materials and recommendations to the Deans Council for review by December 15.
5. The candidate will be notified of the promotion and tenure decision by mid-March.

To be eligible for tenure and the rank of associate professor faculty must demonstrate excellence in their assigned areas of responsibility and they must demonstrate an ability to collaborate effectively with other faculty in the School in service of the mission. Tenure is neither a right accorded to every tenure-track faculty member nor is it granted as a result of a candidate routinely meeting duties without a record of deficiencies ([UH C100.3](#)).

Non-Tenure Track Reappointment Process

Non-Tenure Track faculty will be reappointed in accordance with [UH C60](#). The reappointment process will be conducted according to the same timeline for the annual evaluation. As part of the process, the department head/associate dean and the eligible faculty will meet at least fourteen calendar days after the review documents are made available, to discuss the candidate's eligibility for reappointment. Any member of the eligible faculty may, prior to the submission of any recommendation to the department head/associate dean, request the candidate meet with the eligible faculty to discuss, for purposes of certification, the record of accomplishments submitted by the candidate.

The department head/associate dean will forward a written recommendation and accompanying explanations to the dean, along with the candidate's complete file. The department head/associate dean's written recommendation and accompanying explanations alone will be made available to the candidate and will become part of the candidate's reappointment file.

Notice of Non-Reappointment

The SAIS will follow the Standards for Notice of Non-Reappointment.

VIII. Promotion

Tenure Track and Tenured Faculty Promotion Process.

The department head/associate dean will identify and contact all applicable faculty who are eligible for promotion. They will visit with the potential candidates to determine the desirability and feasibility of consideration for promotion. They will describe the evaluation process to the candidates and documentation that will be required to ensure a meaningful evaluation. The department head/associate dean will consider the responsibilities of the candidate during the evaluation period, the accomplishments of the candidate in fulfilling those responsibilities, the assessments provided independently by the Promotion and Tenure Committee and will use this information provided to the dean with a recommendation concerning the promotion decision.

Assistant to Associate Professor

Promotion to associate professor rests on substantial professional contributions that reflect excellence in the assigned areas of responsibility ([UH C120.2](#)). Tenure track faculty will commonly be reviewed for tenure and promotion to the rank of associate professor at the same time during the sixth year of their appointment. Faculty members should prepare a complete curriculum vitae and provide a portfolio that documents activities and achievements in teaching; research, scholarship, service; extension; and academic citizenship, as appropriate based on effort distribution. The portfolio must be in the common KSU format. The template for the required documents is located at <https://www.k-state.edu/provost/resources/dhmanual/>. The documentation includes a description of the candidate's responsibilities during the evaluation period, a statement of the candidate's accomplishments, five-year goals, and evidence of instructional contributions, research endeavors, and service contributions. Candidates are also expected to include a summary of teaching evaluations for the last three years, peer

evaluations, evaluation of advisement, reprints and/or manuscripts, and a detailed curriculum vitae. Candidates are encouraged to discuss the portfolio requirements with their department head/ associate dean prior to submission to ensure that all required documents are submitted. Promotion to the rank of associate professor will typically occur at the same time and the same portfolio will be used for both reviews.

Associate Professor to Full Professor

Promotion to Professor commonly occurs during the sixth year in rank as an associate professor. Promotion to professor is based on the attainment of excellence and appropriate recognition of this excellence (UH C120.2). Faculty members should prepare a complete curriculum vitae and provide a portfolio that documents activities and achievements in teaching; research, scholarship, service; extension; and academic citizenship, as appropriate based on effort distribution. The portfolio must be in the common KSU format. The template for the required documents is located at <https://www.k-state.edu/provost/resources/dhmanual/>. The documentation includes a description of the candidate's responsibilities during the evaluation period, a statement of the candidate's accomplishments, five-year goals, and evidence of instructional contributions, research endeavors, and service contributions. Candidates are also expected to include a summary of teaching evaluations for the last three years, peer evaluations, evaluation of advisement, reprints and/or manuscripts, and a detailed curriculum vitae. Candidates are encouraged to discuss the portfolio requirements with the department head/associate dean prior to submission to ensure that all required documents are submitted.

The SAIS will assemble a Promotion and Tenure Committee that will initially be made up of Core Interdisciplinary Faculty at the Olathe Campus who have earned tenure. Due to the diversity of disciplines represented at the Olathe campus, a tenured Manhattan-based faculty member in the faculty member's area of disciplinary expertise may also be asked to serve on the committee. The SAIS will assume full responsibility for the Promotion and Tenure Committee once at least three faculty have earned tenure through the School. At least one member of the promotion and tenure committee will hold disciplinary expertise in the candidate's field.

The key steps in the School process are:

1. The candidate submits the promotion (and tenure, when appropriate) documents to the department head/associate dean by September 1. In most instances the same portfolio will be used to evaluate promotion to the rank of associate professor and tenure.
2. The Promotion and Tenure Committee will meet and vote on promotion (and tenure, when appropriate) by November 1. Only faculty at the professor level will be able to evaluate faculty for promotion to the rank of professor.
3. The department head/associate dean develops a recommendation for the dean, provides the candidate with a copy of the department head/associate dean's recommendation and forwards the package to the dean with the unedited faculty comments and recommendations by November 10.
4. The dean notified the candidate of his/her recommendation by December 1 and submits promotion/tenure materials and recommendations to the Deans Council for review by December 15.
5. The candidate will be notified of the promotion and tenure decision by mid-March.

Non-Tenure Track Faculty Promotion Process

The department head/associate dean will identify and contact all applicable non-tenure track faculty who are eligible for promotion. He/she will visit with the potential candidates to determine the desirability and

feasibility of consideration for promotion. He/she will describe the evaluation process to the candidates and documentation that will be required to ensure a meaningful evaluation. The department head/associate dean will consider the responsibilities of the candidate during the evaluation period, the accomplishments of the candidate in fulfilling those responsibilities, the assessments provided independently by faculty eligible to review candidates for promotion and/or the non-tenure track faculty promotion committee (if applicable) and will use this information provided to the dean with a recommendation concerning the promotion decision.

Faculty members should prepare a complete curriculum vitae and provide a portfolio that documents activities and achievements in teaching; research, scholarship, service; extension; and academic citizenship, as appropriate based on effort distribution. The portfolio must be in the common KSU format. The template for the required documents is located at <https://www.k-state.edu/provost/resources/dhmanual/>. The documentation includes a description of the candidate's responsibilities during the evaluation period, a statement of the candidate's accomplishments, five-year goals, and evidence of instructional contributions, research endeavors, and service contributions. Candidates are also expected to include a summary of teaching evaluations for the last three years, peer evaluations, evaluation of advisement, reprints and/or manuscripts, and a detailed curriculum vitae. Candidates are encouraged to discuss the portfolio requirements with their mentors and the department head/associate dean prior to submission to ensure that all required documents are submitted.

The SAIS will assemble a Non-Tenure Track Review Committee that will initially be made up of SAIS faculty with the required rank and Core Interdisciplinary Faculty at the Olathe Campus. Due to the diversity of disciplines represented at the Olathe campus, a tenured Manhattan-based faculty member in the faculty member's area of disciplinary expertise may also be asked to serve on the committee. The SAIS will assume full responsibility for the Non-Tenure Track Review Committee once at least three faculty have the rank of professor. Faculty must have a rank equal to or higher than the rank the candidate for promotion is seeking to serve on the committee.

The key steps in the School process are:

1. The candidate submits the promotion documents to the department head/associate dean by September 1.
2. The Non-Tenure Track Review Committee will meet and vote on tenure and promotion by November 1.
3. The department head/associate dean develops a recommendation for the dean, provides the candidate with a copy of the department head/associate dean's recommendation and forwards the package to the dean with the unedited faculty comments and recommendations by November 10.
4. The dean notifies the candidate of his/her recommendation by December 1 and submits promotion/tenure materials and recommendations to the Deans Council for review by December 15.
5. The candidate will be notified of the promotion decision by mid-March.

If a promotion is recommended, the department head/associate dean will need to decide with the candidate and the dean on the length of the new appointment. The options are:

1. Regular appointment, with Notice of Non-Reappointment,
2. Term appointment for one-, two-, or three-year term, without Notice of Non-Reappointment.

Once the type and length of the appointment is decided, it will need to be communicated in the recommendation.

VIII. Mentoring Committee

The department head/associate dean will appoint two faculty members who will serve on a mentoring committee for each new faculty member. Mentoring committees will be assigned for both new tenure track and non-tenure track faculty. Only tenured faculty may mentor tenure-track faculty. The committee will provide advice and guidance to the new faculty member regarding their progress toward promotion and/or tenure but will not make an official evaluation or assessment of the faculty member's performance or progress. This committee will stand until the candidate reaches associate professor rank (tenure or non-tenure).

IX. Professorial Performance Awards

The professorial performance award is intended to reward faculty at the highest rank with a base salary increase in addition to that provided by the annual evaluation process ([UH C 49.1-49.14](#)). The process will follow [UH C49.1-49.14](#). Eligible faculty may apply for the award after they have been in rank at K-State for at least six years. They must submit the last six annual performance evaluations for review. A minimum of three of the last six evaluations must have an overall evaluation of exceeds expectations and the remaining evaluations must be at the level of meets expectations or above to be considered eligible for the award.

X. Departmental Minimum Standards

The School of Applied and Interdisciplinary Studies is responsible for instruction, advising, and scholarship in a variety of disciplines at the Olathe Campus. Due to the mission of the School, faculty appointments are interdisciplinary in nature. Faculty have expertise in a range of fields of study. They are expected to engage meaningfully in their own disciplines, but also in multi- and interdisciplinary teaching and scholarship. The following is meant to address minimally acceptable standards of performance that are expected of faculty members.

Teaching and Advising (All items are expected for all faculty.)

- Develops and maintains regular office hours and engages in consistent communication with advisees.
- Meets with students face-to-face and/or electronically.
- Attains graduate faculty status, if applicable.
- Updates course syllabi to stay aligned with School mission statements.
 - o Use the School's standard syllabus template for AAI designated courses.
- Updates and maintains all relevant course materials and online course content (e.g., CANVAS, textbooks, guest lectures, resources).
- Submits TEVALS for each course that demonstrates average or above average rankings. In addition to TEVALS, faculty should submit peer evaluations or self-evaluations of teaching.
- Pursues teaching agenda with attention to currency and creativity.
- Participates in program and curriculum development, as appropriate.
- Serve as a graduate student's major professor or committee member on thesis/dissertation/coursework only committees.

Research, Scholarly, and Creative Activities (Expectations based on contract.)

- Faculty should produce original and impactful scholarship each year.
- Each faculty member with a research/scholarship percentage of 20% or more should complete at least one of the following every two years:

- Serve as principal or co-principal investigator on an average of at least one proposal for external or internal funding, or its equivalent in support from industry (including fee-for-service) or government partners, unless the faculty member has an active research grant.
- Submit a substantially unique manuscript to at least one peer-reviewed journal.
- All faculty with a research/scholarships percentage of five percent or more should provide evidence of at least one presentation of scholarly merit every two years. The following list represents decreasing significance. A publication may be used as a substitute.
 - Invitation to speak at a national or international meeting and/or preside at a session of a national or international meeting.
 - Invitation to speak at a research active university.
 - Contribute paper at a national or international conference.
 - Leading a roundtable at an external conference.
 - Abstract accepted for a presentation at a national or international conference.
 - Invitation to speak at a state-level, non-research agency outside of the university.
 - Invitation to speak at a non-research active university or college, or local invitation within own university.
 - Presenting at a professional development or extension conference or workshop.

Service (Directed and Non-Directed) (Examples of evidence. All will not apply every year.)

Definition of Directed and Non-Directed service can be found in [UH C5-6](#).

- Attends School, Department, and Campus Meetings
- Serves on Department, School, and University Committees, working groups, or task forces as demonstrated by active participation in meetings.
- Assist with student recruitment and retention.
- Attends professional meetings per specialty/discipline.
- Engages in committees and leadership roles within appropriate professional associations.
- Directed responsibilities as stated in individual appointment letter.
- Provide consulting on voluntary or fee basis.
- Facilitation of intra- and extra-departmental cooperation (bridging degree programs, gaining ancillary status),
- If serving in administrative or supervisory positions, the following are expected:
 - Evaluations performed in a timely manner for staff.
 - Conduct required program assessment and program review activities.
 - For interdisciplinary program directors, review of engagement with interdisciplinary boards/industry partners.
 - Engage in additional administrative responsibilities.
- Guest lecture within the department or university.

Collegiality (Examples of evidence. All will not apply every year.)

- Mentoring new faculty members formally or informally.
- Serving on review committees (both tenure and non-tenure).
- Contribute to an inclusive working atmosphere within department/school and across partner departments/schools.
- Submit reports requested by departmental leadership in a timely fashion.
- Provide committee leadership and service when asked.
- Nominate a colleague for an award.
- Collaborative engagement with departmental and campus colleagues.
- Conforming with the university's [Principles of Community](#).

XI. Chronic Low Achievement Policy

Evaluation of failure to meet minimally acceptable levels of performance by tenured faculty members will be made by department head/associate dean or designee according to the guidelines and criteria included in the K-State Olathe document and outlined at [UH C31.5-31.8](#).

XII. Post-Tenure Review Policy. The SAIS will follow the policies and procedures for post-tenure review in [Appendix W](#) of the UH.

IX. Dates of Revision for Departmental Documents

REVIEW DATE FOR ANNUAL EVALUATION GUIDELINES*: 05/2028

REVIEW DATE FOR PROMOTION AND TENURE GUIDELINES*: 11/2028

X. Appendix A: Core SAIS & Interdisciplinary Faculty Listing

Below are faculty members for the School and Department of Applied and Interdisciplinary Studies Faculty.

Core SAIS Faculty members have the School of Applied and Interdisciplinary Studies as their home department. They are eligible to vote on all matters regarding curricular issues, policy and procedures, and tenure/promotion. Due to the size of the current Core SAIS faculty, Core Interdisciplinary Faculty will be eligible to vote on curricular issues and, by invitation and appropriate rank, faculty tenure/promotion. Graduate faculty are eligible to vote on graduate issues.

Core SAIS Graduate Faculty (100% FTE) (Voting)

A.Paige Adams, PhD, DVM, Teaching Associate Professor, Animal Health, Non-Tenure Track
 Tricia Jenkins, PhD, Teaching Assistant Professor, Urban Food Systems, Non-Tenure Track
 Margaret Kincaid, PhD, Teaching Professor, Public Health, Non-Tenure Track
 Haley Larson, PhD, Teaching Assistant Professor, Animal Health, Non-Tenure Track
 Doug Shane, PhD, DVM, Teaching Assistant Professor, Animal Health, Non-Tenure Track
 Darrin Smith, PhD, Associate Professor, Associate Dean, Tenured
 Rebekkah Stuteville, PhD, Teaching Associate Professor, Assistant Dean, Non-Tenure Track
 Ben Wolfe, PhD, Teaching Professor, Dean, Non-Tenure Track
 Teng Yang, PhD, Teaching Assistant Professor, Controlled Environment Agriculture, Non-Tenure Track

Core SAIS Undergraduate Faculty (100% FTE) (Voting)

George Yang, PhD, Teaching Professor, Engineering Technology, Non-Tenure Track

Core Interdisciplinary Graduate Faculty (0% FTE) (Voting)

Manreet Singh Bhullar, PhD, Assistant Professor, Horticulture & Natural Resources, Tenure Track
 Majid Jaber-Douraki, PhD, Associate Professor, Mathematics, Tenured
 Eleni Pliakoni, PhD, Professor, Urban Food Production & Post-Harvest Handling, Tenured
 Remya Ampadi Ramachandran, PhD, Fellow, 1Data, Non-Tenure Track
 Ravneet Sandhu, PhD, Research Assistant Professor, K-State Research & Extension, Non-Tenure Track
 Martin Talavera, PhD, Associate Professor, Sensory & Consumer Science, Tenure Track

Core Interdisciplinary Undergraduate Faculty (0% FTE) (Voting)

Armahn Hadjian, Instructor, Personal Financial Planning, Non-Tenure Track
 Mollie Rohrbaugh, Professor of Practice, Hospitality Management, Non-Tenure Track

XI. Appendix B: Graduate Faculty Workload Expectations

Graduate Faculty Workload Considerations

Standard FT load = 24 credits hours over fall, spring, summer (9/9/6)

Work Week = 40 hours with 4 hours equaling 1/10 of the faculty member's time

Estimated Workload for Tenure Track Faculty:	Teaching (40%) Research (40%) Service (20%)
Ranges for Non-Tenure Track Teaching Faculty:	Teaching (50 – 100%) Research (0-30%) Service* (0-30%)

*Adjustments may be made for Directed Service activities, such as administrative duties, by the Dean.

Course equivalents for 10ths

1 credit hour course	.5/10 of the faculty member time over the week (2 hours a week or 32 hours over a semester for teaching, prep, grading, etc.)
2 credit hour course	1/10 of the faculty member time over the week (4 hours a week or 64 hours over a semester for teaching, prep, grading, etc.)
3 credit hour course	1.5/10 of the faculty member time over the week (6 hours a week or 96 hours over a semester for teaching, prep, grading, etc.)

Activities that May Require Release Time

Research or scholarship

1/10 (10%) = 2 credits of teaching

2/10 (20%) = 4 credits of teaching

3/10 (30%) = 6 credits of teaching

Course Development

Release equivalent to number of credit hours developed.

Directed Service/Administrative Duties

Program Lead = 3/10 (30%) = 6 credits teaching

Program Director = 5/10 (50%) = 10 credits teaching

Example:

Graduate Faculty member with 10% scholarship, 30% administrative duties, and 60% teaching for the purposes of their performance agreement.

Teaching Base	24 credit hours
Scholarship -	2 (10% or 2 credits)
Administration -	6 (30% or 6 credits)
Teaching Load -	13 credit hours (60%)

XII. Appendix C: Undergraduate Faculty Workload Expectations

Undergraduate Faculty Workload Considerations

Standard FT load = 24 credit hours over fall, spring, summer (9/9/6)

Work Week = 40 hours with 4 hours equaling 1/10 of the faculty member's time

Ranges for Non-Tenure Track Teaching Faculty:	Teaching (50–100%)
	Research (0–30%)
	Service* (0–30%)

*Adjustments may be made for Directed Service activities, such as administrative duties, by the Dean.

Course equivalents for 10ths

1 credit hour course	.5/10 of the faculty member time over the week (2 hours a week or 32 hours over a semester for teaching, prep, grading, etc.)
2 credit hour course	1/10 of the faculty member time over the week (4 hours a week or 64 hours over a semester for teaching, prep, grading, etc.)
3 credit hour course	1.5/10 of the faculty member time over the week (6 hours a week or 96 hours over a semester for teaching, prep, grading, etc.)

Activities that May Require Release Time

Research or scholarship

1/10 (10%) = 2 credits of teaching
2/10 (20%) = 4 credits of teaching
3/10 (30%) = 6 credits of teaching

Course Development

Release equivalent to number of credit hours developed.

Directed Service/Administrative Duties

Program Lead = 3/10 (30%) = 6 credits teaching
Program Director = 5/10 (50%) = 10 credits teaching

Example:

Undergraduate Graduate Faculty member with 10% scholarship, 30% administrative duties, and 60% teaching for the purposes of their performance agreement.

Teaching Base	24 credit hours
Scholarship	2 (10% or 2 credits)
Administration	6 (30% or 6 credits)
Teaching Load	16 credit hours (60%)

XIII. Appendix D: Template Annual Evaluation Summary

Faculty Member:	_____	Department:	Applied and Interdisciplinary Studies
Position/Role:	_____	Faculty Rank:	_____

Review Period January 1, _____ to December 31, _____

INSTRUCTIONS

In the spaces below, describe how the planned activities and goals identified in your Faculty Performance Agreement were met. Your discussion should include evidence (through prompted sections) of your activities with additional discussion as necessary for how these activities lead to fulfillment of your goals.

At the end of each section, indicate whether you believe your accomplishments Exceeds Expectations, Meets Expectations, Needs Improvement, or is Unsatisfactory. In the summary evaluation section, provide an overall rating of your accomplishments. This form should be submitted to your department chair/Associate Dean along with the Faculty Performance Agreement for the year under review.

Here is the key:

Exceeds Expectations (EE): Performance consistently exceeded expectations. An employee performing at this level should truly be performing above and beyond what was agreed to as their objectives and other performance criteria (i.e. employee took on additional duties beyond what was agreed upon or completed the duties significantly better than was expected).

Meets Expectations (M): Performance consistently meets expectations. An employee who completes all of the objectives and competencies identified at the beginning of the review period is performing at this level. The majority of employees will perform at this level.

Needs Improvement (NI): Performance did not meet expectations. An employee performing at this level is inconsistent in performance. Continual improvement is required to fully meet expectations.

Unsatisfactory (U): Performance consistently below expectations. Immediate improvement is required.

Teaching	_____ %
-----------------	---------

Classroom Instruction, Non-classroom Instruction, Clinical Instruction, Curriculum-related Activity, Instructional Innovation, Specific Participation in Faculty Activities, and Academic Advising Activities

Demonstration of contributions in area of teaching

Instruction Information:

A. List the courses you taught (as instructor, guest lecturer, or course coordinator)

Course Name/#	Semester	# Lectures	Role in course	# students

B. TEVAL Summary

			1. Overall effectiveness as a teacher	
Course Name/#	Semester	Response rate	Raw	Adjusted

C. Any additional student comments from recorded TEVALs you'd like share:

Note: if you feel the ratings in other areas of student course evaluations speak more to your effectiveness for instruction related activities, please attach a pdf copy of the TEVAL and make note here of areas you would like to be further discussed.

Academic Advising Information:

A. List your mentoring/training of students, technicians, and scientists

Student Name	Program enrolled in	Track in Program (thesis, report, coursework only)

B. List additional work with students (e.g. student thesis/non-thesis committees)

Student Name	Program enrolled in	Track in Program (thesis, report, coursework only)	Advisor

Other faculty/instruction/advising related activities:

Describe any other teaching -related activities that are not appropriately described above. Such information may include awards or special recognition for instructional activities. Use bullet-format if possible.

Evaluation of Teaching:**Faculty Member's evaluation rating:**

A. I evaluate my accomplishments in teaching as: _____

Exceeds Expectations (EE)

Meets Expectations (M)

Needs Improvement (NI)

Unsatisfactory (U)

Department Chair/Associate Dean's evaluation rating:

B. I ___ [agree] ___ [disagree] with the faculty member's self-evaluation.

If [disagree], I feel that the correct level of performance is: _____

Research, Scholarship, and Other Creative Endeavors _____%

Publications, Research Projects, Grants, and Contracts; Research Presentations and Scholarly or Creative Contributions; Recognition for Research, Scholarship, or Other Creative Endeavors

Demonstration of contributions in area of research, scholarship, and other creative endeavors

Grants, Contracts, and Projects Information:

A. List the grants you obtained and/or maintained, including projects in which you participated but did not have your own budget (e.g., consultant, effort-as-needed)

Sponsor	Title	Duration	Grant Amount (\$)	Your Role (PI, co-PI, effort as needed)	Status of funding (awards, pending, not funded)

B. List the fee-for-service or unfunded research opportunities you obtained/maintained, including projects which you participated in

Sponsor	Activity (e.g. sample analysis, trial, consulting, contract, etc.)	Duration	Amount (\$)	MOU or NDA required?	Your Role (PI, co-PI, effort as needed)

Publications, Presentations, and Scholarly or Creative contributions:

A. Peer-Reviewed Publication Evaluation Information:

List your peer-reviewed publications from the previous calendar year. You may also include articles that are accepted for publication/in press. List all authors in the order in which they appeared in the publication and highlight your name in bold. Designate where you are senior/corresponding author. Provide the full journal name. For articles that are 'in preparation' provide clear designation. It is encouraged to attach abstracts of each of your publications to your annual evaluation. Full papers should be saved in separate file to be recalled for promotional materials.

B. Non-peer reviewed publications

Follow same format as peer-reviewed publications. Abstracts are also encouraged for non-peer reviewed publications if available.

C. Presentations at meetings or at invited off-campus lectures

Provide the meeting title, location, date of meeting, and your role (e.g. speaker, keynote, poster). It is encouraged to attach abstracts of oral presentations and poster presentations to your annual evaluation.

Other Scholarship information:

Describe any other creative endeavors related activities that are not appropriately described above. Such information may include awards or special recognition for research activities. Use bullet-point format if possible.

Evaluation of Research:**Faculty Member's evaluation rating:**

- A. I evaluate my accomplishments in Research/Creative Endeavors as: _____
- Exceeds Expectations (EE)
 - Meets Expectations (M)
 - Needs Improvement (NI)
 - Unsatisfactory (U)

Department Chair/Associate Dean's evaluation rating:

- B. I ___ [agree] ___ [disagree] with the faculty member's self-evaluation.
- If [disagree], I feel that the correct level of performance is: _____

Non-Directed Service _____%

Non-Directed Service Non-directed service, or simply "service" as it is understood by most faculty members, is usually broken into three components: professional, institutional, public.

Demonstration of contributions in Non-directed service**Professional**

This evidence encompasses evaluations of the performance of such activities by other members of, and leaders in, the organizations to which the service is rendered. This includes holding office in professional associations and learned societies, addresses at conventions/professional meetings; organizing/chairing sessions at professional meetings; reviewing/editing for professional journals; membership on panels judging grant/contract proposals; honors or special recognition for contributions to an organization, discipline, or profession.

Describe your professional non-directed service accomplishments and activities. Use bullet point format if possible.

Institutional

This evidence encompasses evaluations of the performance of such activities by administrators, committee heads, and co-workers in the groups. Chairing of, membership on, and contribution to standing or ad hoc committees of the University or any of its subordinate units. This also includes honors or special recognition for contributions to the department, college, or university or to faculty governance.

Describe your institutional non-directed service accomplishments and activities. Use bullet point format if possible.

Public

Non-directed public service involves the application of a faculty member's professional time and expertise for the benefit of non-academic audiences. This category does not include all activities a faculty member might perform for the public good, but only those that are job related. This evidence encompasses evaluations of the performance of activities by members and leaders of the groups served, written dissemination of professional knowledge or information to non-academic audiences through general interest publications, or involvement in panels or podcasts to general public audience.

Describe your public non-directed service accomplishments and activities. Use bullet point format if possible.

Evaluation of Non-directed Service:

Faculty Member's evaluation rating:

- A. I evaluate my accomplishments in Service (Non-Directed) as: _____
- Exceeds Expectations (EE)
 - Meets Expectations (M)
 - Needs Improvement (NI)
 - Unsatisfactory (U)

Department Chair/Associate Dean's evaluation rating:

- B. I ___ [agree] ___ [disagree] with the faculty member's self-evaluation.
- If [disagree], I feel that the correct level of performance is: _____

Service (Directed or Administrative—Institutional)

____%

Directed service encompasses individuals who possess administrative allocation as well as individuals who serve a professional services role. Typical examples are the responsibilities assigned to librarians, clinician/diagnosticians, and academic program directors in departments. Demonstration of directed service contributions can be through ratings by clients of the quality of service; peer or supervisor assessment of instructional/service materials developed; assessment by practicing professionals who come into contact with the faculty member; ratings by students of clinical service; ratings by peers or supervisors who observe and are qualified to rate the delivery of professional services; evaluation by peers who receive the professional services. When demonstrating service, it is critical that emphasis is placed on furthering the mission of the School of Applied and Interdisciplinary Studies and is central to the goals and objectives of the unit. Administrative duties include such as department heads/chairs, assistant deans, and associate deans. Directed service duties must be part of the faculty member's explicit assignment.

Demonstration of contributions in Directed service or Administration – Institutional

Describe your administration role(s) and/or professional service activities and accomplishments. Use bullet-point format if possible.

Evaluation of Directed Service:**Faculty Member's evaluation rating:**

A. I evaluate my accomplishments in Service (Directed) as: _____

Exceeds Expectations (EE)

Meets Expectations (M)

Needs Improvement (NI)

Unsatisfactory (U)

Department Chair/Associate Dean's evaluation rating:

B. I ___ [agree] ___ [disagree] with the faculty member's self-evaluation.

If [disagree], I feel that the correct level of performance is: _____

Extension

___%

Record of performance as judged by various audiences of agents and colleagues; Synopsis of strategies, resources, programs, products, and endeavors; Recognition; Grants or Contracts; Publications in nationally refereed articles, chapters in books, reports, conference presentations/proceedings, or monographs.

Demonstration of contributions in Extension

Summarize activities demonstrating faculty member's contributions to extension mission.

Evaluation of Extension:**Faculty Member's evaluation rating:**

- A. I evaluate my accomplishments in Extension as: _____
- Exceeds Expectations (EE)
Meets Expectations (M)
Needs Improvement (NI)
Unsatisfactory (U)

Department Chair/Associate Dean's evaluation rating:

- B. I ___ [agree] ___ [disagree] with the faculty member's self-evaluation.
If [disagree], I feel that the correct level of performance is: _____

Academic Citizenship

Conduct that fosters goodwill, harmony, and collegiality, and that furthers the mission of the campus. While this is not a formally scored criterion, the department head will address significantly positive or negative aspects of collegiality during annual performance reviews. Such assessments may be used for overall rating adjustments and will become a matter of record in the faculty member's personnel file.

Summary statement from Faculty member regarding efforts surrounding academic citizenship and demonstration of collegiality:

Department Chair/Associate Dean's summary review:

I ___ [agree] ___ [disagree] with the faculty member's self-summary.

If [disagree], I feel that the correct level of performance is: _____

Overall Summary Evaluation**Faculty Member's Summary Evaluation:**

Overall, I evaluate my accomplishments as: _____

Exceeds Expectations (EE)

Meets Expectations (M)

Needs Improvement (NI)

Unsatisfactory (U)

Faculty Member

Date

Department Chair/Associate Dean's Summary Evaluation:

As department chair/associate dean, I ___ [agree] ___ [disagree] with the faculty member's self-evaluation.

If [disagree], I feel the correct level of performance is: _____

Chair/Associate Dean's comments on faculty member's progress toward tenure (if applicable):

Chair/Associate Dean's comments on faculty member's progress toward promotion in rank (if applicable):

Department Chair /Associate Dean

Date

Dean

Date

**XIV. Addendum: Conversion from Non-Tenure Track to Tenure Track Appointments
(pending approval by K-State General Counsel - 2024-2025)**