

GUIDELINES FOR THE ORGANIZATION AND FORMAT OF TENURE AND PROMOTION DOCUMENTATION

KANSAS STATE UNIVERSITY

To provide a common format for reviewers at the College and University levels, these guidelines are being issued to summarize and organize tenure and/or promotion documentation. The guidelines are used by all Colleges at Kansas State University, but are not intended to direct departments or colleges in their determination of what is to be considered in evaluations for tenure and/or promotion.

Candidate's Responsibilities:

Candidates being considered for tenure and/or promotion need to provide accurate, thorough, and clear documentation of achievements for review at the departmental, College, and University levels. Since there is some variation in the documentation required by departments and Colleges, each candidate should contact the appropriate administrators to determine what must be included in his or her individual documentation package.

Sections I-IX of the package are used to summarize the candidate's achievements and justification for tenure and/or promotion. In this, Section II is to be completed by the Department Head so that the candidate has this written description of responsibilities prior to compiling the documentation package. The remaining sections described in the guidelines are to be completed by the candidate.

Any documentation not required by the candidate's department and College may simply be omitted. College and/or department requirements not covered by Sections I-IX should be included under Section IX - Other Summary Information Requested by the Department or College.

Detailed support - for example, student ratings of instruction, reprints and/or manuscripts, a detailed curriculum vita - should be presented under separate cover and labeled Supporting Documentation.

Department Head's and Dean's Responsibilities:

The Department Head will include his or her written recommendation and summary of the departmental faculty's recommendation(s) following Section I when the candidate's package is forwarded to the Dean. Similarly, the Dean will include his or her written recommendation when the package is forwarded to the Provost.

PROMOTION AND TENURE DOCUMENTATION

Kansas State University

- I. Cover Sheet
 - a. Recommendation by the Dean (to be completed by the Dean)
 - b. Recommendation by the Department Head (to be completed by the Department Head)
- II. Description of Responsibilities During Evaluation Period
- III. Statement by Candidate
 - a. Candidate's statement of accomplishments (one page summary of why a candidate feels he/she should be promoted/tenured)
 - b. Statement of five year goals
- IV. Instructional Contribution
 - a. Statement of activities (classes taught, student advisement, etc.)
 - b. Evidence of instructional quality (student ratings, peer evaluations, evaluation of advisement, etc.)
 - c. Other evidence of scholarship and creativity that promote excellence in instruction (multimedia presentations, computer-aided instruction, papers published or presented)
- V. Research and Other Creative Endeavors
 - a. One page statement
 - b. Listing of research publications and creative achievements
 - c. List of grants and contracts
- VI. Service Contributions (two page summary)
- VII. Cooperative Extension
- VIII. External Letters of Evaluation
- IX. Other Summary Information Considered Pertinent by the College
- X. Supporting Documents
 - a. Teaching Evaluations (last three years)
 - b. Reprints and/or Manuscripts
 - c. Other Materials
 - d. Detailed Curriculum Vitae

Recommendation for Promotion and Tenure - SECTION I
(To be filled out by the Department Head)

Department/unit: _____

A. Name of

Candidate: _____

B. For tenure: Yes No If already tenured, date: _____

C. For promotion: Yes No To rank of: _____

D. Current rank: _____ Year & Month Received _____

E. Average distribution of assignment:

Research: _____

Instruction: _____

Service: _____

Cooperative Extension: _____

Administration: _____

F. Highest degree: _____

Date degree was received: _____ ; Institution: _____

G. Years of professional experience prior to: KSU _____; at KSU

H. Years of prior service credited toward tenure consideration: _____

I have reviewed the documents contained herein and it contains all of the materials I wish to submit.

Candidate's Signature _____

To be completed by the Department Head after departmental review

Faculty Recommendation:

	Tenure	Promotion
Number voting yes		
Number voting no		
Number abstaining		
Number absent and not voting		

Department/Unit Head recommendation: Yes No

Department Head's Signature _____

DESCRIPTION OF RESPONSIBILITIES DURING EVALUATION PERIOD

SECTION II

To be completed by Department/Unit Head and signed by Candidate and Head.

Candidate's Signature

Department Head's Signature

Date

Date

STATEMENT BY CANDIDATE

Statement of Candidate Accomplishments

SECTION III - A

Instructions: Candidate is to provide a one-page summary of major achievements during the evaluation period at the local, regional, national, and international levels. Candidate may provide any other information he/she feels pertinent to the tenure/promotion decision. Summary is limited to the space provided below.

STATEMENT BY CANDIDATE

Statement of Five-Year Goals

SECTION III - B

Instructions: Candidate is to provide a one-page statement of the individual's five-year goals with respect to teaching, research, service, and any other scholarly activity. Statement is limited to the space provided below.

SUMMARY OF CANDIDATE'S INSTRUCTIONAL ACTIVITY

SECTION IV - A

Instructions: Candidate is to provide a one-page summary of courses taught, student advisement, thesis supervision, and any other evidence of instructional productivity. Summary is limited to the space provided below.

SUMMARY OF CANDIDATE'S INSTRUCTIONAL QUALITY

SECTION IV - B

Instructions: Candidate is to provide evidence of instructional quality such as ratings, peer evaluations, evaluation of advisement, outcomes of instructional projects directed, awards, etc. Summary is limited to the space provided below.

OTHER EVIDENCE OF SCHOLARSHIP AND CREATIVITY IN INSTRUCTION

SECTION IV - C

Instructions: Candidate is to provide any other evidence of scholarship and creativity that promote excellence in teaching such as multimedia presentations, computer-aided instruction, innovative teaching methods, instruction-related publication, presentations, etc. Summary is limited to the space provided below.

RESEARCH AND OTHER CREATIVE ACTIVITIES

SECTION V - A

Instructions: Candidate is to provide a one-page statement of research and other creative activities. Statement is limited to the space provided below.

RESEARCH AND OTHER CREATIVE ACTIVITIES

SECTION V - B

Instructions: Candidate is to provide a list of publications and other creative achievements for the evaluation period. Include items accepted but not yet published/presented.

RESEARCH AND OTHER CREATIVE ACTIVITIES

SECTION V - C

Instructions: Candidate is to provide a list of grants and contracts funded during the evaluation period. Include agency, funding level, duration, title, and collaborators. Candidate may provide a separate list of grants and contracts applied for, but not funded during the evaluation period.

SERVICE CONTRIBUTIONS

SECTION VI

Instructions: Candidate is to provide a statement of service contributions during the evaluation period. Statement should provide evidence of leadership. A list of committees on which the person served may be provided. Statement and committee listing may not exceed two pages.

COOPERATIVE EXTENSION

SECTION VII

Instructions: Candidate is to provide a one-page summary of his/her cooperative extension record for the evaluation period. The statement should provide evidence of productivity, quality, creativity, and originality. A separate list of extension publications (including those accepted but not yet published), meetings, workshops, etc. may be provided.