DRAFT
Electronic P/T Packet Review Process
November 2013

DEPARTMENT/UNIT HEAD OR DESIGNEE:

1. Creates a K-State Online Course for the department's/unit's P/T packets. The department/unit head will be the "instructor." http://public.online.ksu.edu/help/instructor/AxioInstructorHelp.htm#Resources/Topics/Create_a_Course_Overview.htm

   [**TIPS:** The Libraries units create a course per candidate. The candidate uploads all of the pertinent information and access is controlled by the department head by publishing and un-publishing some of the files (i.e. external review letters, evaluators verbatim comments, etc.); the college of Ag creates one course for Assistant to Associate professor packets and another separate course for Associate to Full professor packets.]

2. Uploads the department document promotion and tenure procedures and criteria.

3. Creates and names an assignment* folder for each candidate by the last name, first name of the candidate. Makes sure that the packet contains all information required by the department's/unit's department document, the college/dean's office, and the Guidelines for the Organization and Format of Tenure and Promotion Documentation, http://www.k-state.edu/academicpersonnel/forms/promotionguildelinesfororganization.pdf

   For any documents that do not easily lend themselves to electronic upload, a paper copy will be made available in the department office for review by the department faculty.

   [**TIP:** There could be sub folders for Promotion to Associate Professor and Tenure, and for Promotion to Full professor, as the department/unit needs. ***** The content of Assignment folders is only visible to the instructor(s); that is, one candidate does not have access to the other candidates' assignment folders.]

4. Candidates individually upload their entire packet according to their individual department's/unit's procedures. http://public.online.ksu.edu/help/instructor/AxioInstructorHelp.htm#Resources/Topics/Upload_Files.htm

   [**TIP:** Make the course available to candidates in their first year of employment. That way they can upload teaching materials and publications as they are generated, and they may continue to update and maintain their content folder as they progress toward tenure and promotion.]

5. Populates the course roster: At this level the roster will include the department head and all voting-eligible faculty (given access as instructors) according to the department's/unit's departmental document: http://public.online.ksu.edu/help/instructor/AxioInstructorHelp.htm#Resources/Topics/Step_6_Populate_the_Roster.htm

6. After the meeting of voting-eligible faculty, each member will post as an assignment the member's recommendations and written comments about each of the packets under review. These recommendations, comments and notes will be only for the department/unit head to view.

7. After the voting-eligible faculty review and vote, the department/unit head or designee will terminate the voting-eligible faculty members' access to the KSOL course. All files, recommendations and written comments will remain in the course content.

8. Once the voting-eligible faculty's access to the course content has been terminated, the department/unit head or designee will upload the department/unit head's written recommendation for each candidate, accompanied by an explanation of the department/unit head's judgment.

9. Lastly, the department/unit head or designee adds the respective college's/larger unit's designated "Instructor" so that the college/larger unit designee may transfer the entire contents of the department's/unit's course as a content folder to the college's/larger unit's P/T KSOL course.

   [**TIP:** Vet Med simply changes the permissions at this level to remove all departmental access and add the college's P/T committee members.]

COLLEGE/LARGER UNIT DEAN OR DESIGNEE(S):

1. Creates a P/T KSOL course to which the college's/larger unit's P/T advisory committee members and the dean/designee will have instructor access.

2. The college/larger unit P/T advisory committee members will review each candidate's packet vis-à-vis the candidate's departmental document, meet and then post its report and recommendation on each candidate's packet.

   [**TIP:** Make sure to check whether there are any paper documents that were included as part of any of the packets, if there are, they need to be reviewed as well.]

3. Discussion between the dean and the committee may be face-to-face, via chat room or as the dean determines best for the college/larger unit.

4. If there are any candidates who have decided to withdraw their names from further consideration for promotion or tenure, their packets will be removed from the course files.

5. Once the college-/larger unit-level reviews are complete, the dean or dean's designee will terminate the college/larger unit advisory committee members' access to the KSOL course and will add to the roster as instructors each of the deans in the Deans Council, the Senior Vice Provost for Academic Affairs and the Director of Academic Personnel. The dean or dean's designee will transfer selected content from each of the department's/unit's KSOL

course to the College's/Larger Unit's P/T KSOL course. Promotion documents for review by the deans should <u>only</u> include:

a) Sections I-VII from Guidelines for the Organization and Format of Tenure and Promotion Documentation found at: http://www.k-state.edu/academicpersonnel/forms/promotionguildelinesfororganization.pdf

b) Teaching evaluations (last three years)

c) Listing of outside reviewers and external letters of evaluation

d) Copies of departmental/unit faculty ballots, including verbatim comments

e) Department/unit head's letter of recommendation

f) College/larger unit Promotion and Tenure Committee's ballots, including verbatim comments and committee chair's summary

g) Dean's letter of recommendation

6. The dean or dean's designee uploads the college/larger unit-level Transmittal Spreadsheet Summary. A template for this document may be found at: http://www.k-state.edu/academicpersonnel/forms/pttransmittal.pdf

Values for teaching evaluation rankings are defined as:

5 = Exceptional (Top 5%)
4 = Excellent (First Quartile)
3 = Good (Second Quartile)
2 = Adequate (Third Quartile)
1 = Needs Improvement (Fourth Quartile)

DEANS COUNCIL:

1. Each member of the Deans Council will review the files in each of the other colleges'/larger units' KSOL courses. Candidates identified for further discussion will be reported to the Senior Dean and the respective candidate's college/larger unit dean.

2. The Senior Dean will compile and distribute the names of all candidates identified for further discussion and then convene and moderate the Deans Council discussion and vote at a face-to-face meeting.

3. If there are any candidates whose packets will not be forwarded to the Provost, then the Senior Dean or designee will segregate their packets into another KSOL course to which the Provost will not have access.

4. The Senior Dean or designee will add the Provost as instructor to each of the college's/larger unit's KSOL course, and remove access to the members of the Deans Council. The Senior Vice Provost for Academic Affairs and the Director of Academic Personnel continue to have access to the course content files.

PROVOST

1. The Provost reviews the P/T approval recommendations from the Deans Council.

2. The Provost or designee will remove from KSOL any packets of candidates who will not be granted tenure and/or promotion.

3. Once the Provost's review is complete, the Provost or designee adds the President as instructor to each of the college's/larger unit's KSOL P/T course for the President's final determination.