

Animal Science & Industry

Department

Agriculture

College

**Policy Statement Concerning:**

**Personnel Review and Evaluation Standards/Procedures**

- Performance Evaluation Criteria
- Annual Evaluation
- Reappointment Evaluation for:
  - Annual Reappointment Reviews
  - Mid-Tenure Review
- Tenure
- Promotion
- Professorial Performance Award
- Chronic Low Achievement
- Post-Tenure Review
- Non-Tenure Track Faculty Titles

Approved by Faculty Vote on ( 5/16/2018 )

**NEXT REVIEW DATE: April 2023**

  
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Department Head's Signature

8-3-2018  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean's Signature

8-3-18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Provost's Signature

8-6-18  
\_\_\_\_\_  
Date

**Appointment, Annual Evaluation and Promotion Processes for  
Non-tenure Track Faculty  
Department of Animal Sciences and Industry**

Proposed addendum to the Department of Animal Sciences and Industry's "Faculty Evaluation: Procedures, Criteria, and Standards for Reappointment, Mid-Probationary Review, Tenure, and Promotion" – the department's evaluation, promotion and tenure document. The addendum specifically addresses appointment, annual evaluation and promotion for non-tenure track faculty with major appointments in research, teaching, and extension. (Addendum was approved by unanimous positive vote of Animal Sciences and Industry faculty on April 11, 2018, with minor changes approved by faculty vote on May 16, 2018)

**Approvals:**

**April 11, 2018**

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**Evan Titgemeyer, Professor and Interim Department Head**

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**J. Ernie Minton, Interim Dean  
College of Agriculture; Director, Kansas State Research and Extension**

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**Brian Niehoff, Acting Provost**

**Appointment, Annual Evaluation and Promotion of Non-Tenure Track Faculty**  
**Addendum to Department of Animal Sciences and Industry “FACULTY EVALUATION: PROCEDURES, CRITERIA, AND STANDARDS FOR REAPPOINTMENT, MID-PROBATIONARY REVIEW, TENURE, AND PROMOTION” (Approved by vote of Animal Sciences and Industry Faculty on April 11, 2018, with minor changes approved by faculty vote on May 16, 2018)**

**Positions and Ranks**

Non-tenure track faculty shall be classified as:

1. Research Assistant Professor, Research Associate Professor, Research Professor
2. Extension Assistant Professor, Extension Associate Professor, Extension Professor
3. Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor
4. Instructor, Advanced Instructor, Senior Instructor

Non-tenure track faculty members, with primary responsibilities in teaching and advising students (for teaching professors and instructors), research (for research professors), and extension (for extension professors) may be recruited, hired and appointed into positions with regular or term contracts. Initial appointment rank and subsequent promotions in rank will be based on advanced degrees held, experience, performance and achievements over time within a given rank. Non-tenure track faculty shall have all service, voting and participatory privileges in the department as tenured and tenure-track faculty, with the exception of matters of tenure or promotion for tenure-track faculty. Non-tenure track faculty may be elected as members of the KSU Graduate Faculty and direct graduate students if the department graduate faculty and the Graduate Council approve their nomination.

**Appointment, Annual Evaluation and Reappointment Processes and Criteria**

New appointments to positions of teaching assistant professor, extension assistant professor, research assistant professor, or instructor do not require a vote of eligible faculty and may be made by the department head with input by the search committee for the position. For appointment of individuals to the non-tenure track faculty positions of teaching associate professor, teaching professor, extension associate professor, extension professor, research associate professor, or research professor, faculty (tenured and non-tenured) with a rank of professor, teaching professor, extension professor, or research professor must review and vote favorably on the credentials of the prospective appointee.

All non-tenure track faculty will be evaluated as part of the annual evaluation process. The timeline for evaluations and reappointments, as well as the materials that faculty submit for evaluation, shall be identical to those for tenure-track faculty. These materials generally include a current curriculum vitae and an annual departmental evaluation document prepared by each faculty member covering the immediate past calendar year (see Section 2. Guidelines and Procedures under Faculty Evaluation: Procedures, Criteria, and Standards for Annual Merit Evaluation, page 13 of “Department of Animal Sciences and Industry Annual Evaluation Guidelines”). The department head shall conduct annual evaluations and provide feedback on progress toward promotion. The same procedures and criteria for performance evaluation, and the process for appealing a negative outcome, will be applied as for tenure-track faculty. Merit raises will be awarded only when funds to support a raise are available from an appropriate funding source. Merit raises will be based on performance evaluations received for the calendar year immediately prior to merit raise availability. The dollar amount of the merit raise will be based on the numerical ranking of the non-tenure track faculty member in relation to that of tenure-track faculty, and the amount the latter would receive for that ranking.

All non-tenure track faculty holding regular appointments will be evaluated annually for reappointment decisions. The reappointment processes for regular non-tenure track appointments are described in section C62 through C63.3 of the University Handbook (<http://www.k-state.edu/provost/universityhb/fhsecc.html>). For the reappointment process, the candidate compiles and submits documentation of his or her professional accomplishments in accordance with the criteria, standards, and guidelines established by the department. The department head makes the candidate's file available to the department faculty members who are eligible to make recommendations. Eligible faculty who may make recommendations to the department head concerning reappointment include tenure-track, tenured, and non-tenured faculty who hold a rank greater than that of the individual to be reappointed with the exception of those to be reappointed to Senior Instructor, Research Professor, Extension Professor, and Teaching Professor, in which case, recommendations may be made by only full Professors. Eligible faculty may provide input to the department head regarding the qualifications of the candidate for reappointment, and any eligible faculty member may, before the submission of the recommendation by the department head, request a meeting of the candidate with the eligible faculty to discuss, for purposes of clarification, the record of accomplishments submitted by that candidate. The department head also may solicit additional comments from other faculty members and department heads in the college or university and, in the case of extension faculty members, from various clientele. The department head, using the candidate's documentation and inputs from eligible faculty and solicited individuals, makes the reappointment decision.

#### **Promotion Process for Non-Tenure Track Faculty**

To be promoted from Assistant to Associate to Full Professor or to be promoted from Instructor to Advanced Instructor to Senior Instructor within non-tenure track ranks, the applicant must make a request of the department head. The procedures for promotion among non-tenure track teaching professors, instructors, research professors and extension professors shall be identical to those described for tenure track faculty in section 3 (Guidelines and Procedures) of "Department of Animal Sciences and Industry Faculty Evaluation: Procedures, Criteria, and Standards for Reappointment, Mid-Probationary Review, Tenure, and Promotion."

The average time in rank before considering promotion is usually 5 years, although shorter and longer periods are possible. The department head, with the chair of the Animal Sciences and Industry Faculty Evaluation Committee, will solicit from each candidate a current curriculum vitae and a current copy of the Kansas State University document entitled, "Guidelines for the Organization and Format of Tenure and Promotion Documentation." Supporting materials also may be included that reflect the primary duties assigned to the non-tenure track faculty member. These may include, but are not limited to, items to document achievements in: (1) instruction; (2) service, outreach and engagement; (3) research, scholarship, creative activity and discovery; or (4) extension. Members of the Animal Sciences and Industry Faculty Evaluation Committee will provide editorial feedback on promotion documentation to each candidate before review by the faculty at large.

All faculty (tenure track and non-tenure track) at or above the rank to which the non-tenure track faculty member is requesting promotion will evaluate and vote on the submitted materials by ballot. The department head will notify the applicant of the outcome of the departmental decision. If the vote for promotion is favorable, the outcome will be submitted in writing to the Dean of the College of Agriculture with the recommendation of the department head. In the event of a negative vote, the department head will provide a summary of the faculty's rationale for the decision to the applicant, the faculty who participated in the decision and the Dean of the College of Agriculture. Pay raises associated

with promotion to advanced or senior instructor or to associate or full professor of teaching, extension or research will be awarded only if funds to support a raise are available from an appropriate source.