

Sociology, Anthropology and Social Work
Department

Arts and Sciences
College

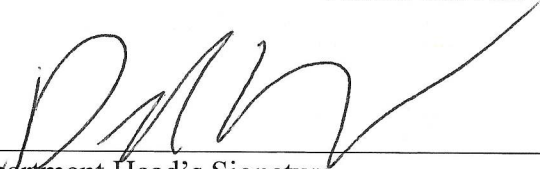
Policy Statement Concerning:

Personnel Review and Evaluation Standards/Procedures

- **Non-Tenure Track Faculty Titles**
- **Performance Evaluation Criteria**
- **Promotion**

Approved by Faculty Vote on (11-8-19)

NEXT REVIEW DATE: 2024



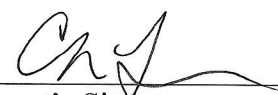
Department Head's Signature

12-3-2019
Date



Dean's Signature

12-6-2019
Date



Provost's Signature

12/9/2019
Date

Department of Sociology, Anthropology, and Social Work

PROCEDURES FOR EVALUATION, REAPPOINTMENT, AND PROMOTION OF TERM AND REGULAR NON-TENURE TRACK FACULTY

1. Definitions of non-tenure track faculty positions

The Department of Sociology, Anthropology and Social Work includes a number of positions and ranks for non-tenure track faculty (see Section C10-C12.0 in the University Handbook). These include:

- Instructor (3 ranks) - Instructor, Advanced Instructor, Senior Instructor
- Professor of Practice (2 ranks) - Professor of Practice, Senior Professor of Practice
- Teaching Professor (3 ranks) - Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor
- Research Professor (3 ranks) - Research Assistant Professor, Research Associate Professor, Research Professor

Non-tenure track instructional faculty members, with primary responsibilities in teaching and advising, may be recruited, hired, and appointed into regular or term appointments as Instructor, Advanced Instructor, or Senior Instructor (in the absence of a terminal degree); Professor of Practice or Senior Professor of Practice (if holding appropriate degree, licensure and significant experience in the profession); or Teaching Assistant Professor, Teaching Associate Professor, or Teaching Professor (if holding a terminal degree). Non-tenure track faculty members, with primary responsibilities in research, may be recruited, hired, and appointed into regular or term appointments as Research Assistant Professor, Research Associate Professor, or Research Professor. Initial appointment rank and subsequent promotions in rank are based on advanced degree(s), experience, and/or achievements over time within a given rank.

2. Annual Evaluations and Reappointment Process for Non-tenure Track Faculty

In common with unclassified tenured and tenure-track faculty members, both regular and term non-tenure track faculty will be evaluated as part of the annual evaluation process. Faculty on regular appointments will also be evaluated for reappointment purposes. The criteria for evaluation and reappointment of non-tenure track faculty will follow the same requirements as those listed in the procedures for evaluation, reappointment, and promotion of tenure-track and tenured faculty with the following modifications:

Annual evaluation is intended to describe and assess the accomplishments and contributions of each regular and term non-tenure track faculty and to provide guidance if outputs in one or more areas of responsibility are deemed below expectations. It aids faculty in their professional development, provides a mechanism for ensuring that the standards and objectives of the Department of Sociology, Anthropology and Social Work are met, and contributes to the ongoing process of enhancing the overall quality of the department's efforts. It is also used for

personnel decisions affecting (re)appointment, promotion and salary. The annual evaluation of non-tenure track faculty will follow the processes of tenure track faculty evaluations as outlined in the Department of Sociology, Anthropology and Social Work's departmental document (Section 1.A) For non-tenure track positions, evaluations will be based primarily on the categories specified in the individual's contract.

The criteria for reappointment of non-tenure track faculty members should be consistent with the criteria associated with annual evaluation. This is an important opportunity for senior faculty and the Department Head to become familiar with and provide feedback to non-tenure track faculty concerning their progress and performance. Differences of opinion can be discussed and, hopefully, resolved at this point rather than coming up for the first time in promotion meetings.

3. Promotion Process for Non-tenure-track Faculty Positions

When a non-tenure track faculty member (in the ranks of Instructor, Professor of Practice, Teaching Professor, or Research Professor) wishes to be considered for promotion, the candidate must submit a portfolio documenting activities and achievements in instruction, research, and service depending on the assignment for the non-tenure track faculty member. The average time in rank interval prior to consideration for promotion is expected to be 5 years, although shorter and longer intervals are possible depending on funding and departmental or program needs. The activities to be documented are identical to those considered for promotion of a tenure-track faculty member except for the external review of the portfolio. The candidate must prepare a detailed curriculum vitae and provide a portfolio that documents activities and achievements in instruction, research, and service as appropriate based on effort distribution. The portfolio will be provided to all tenure-track and tenured faculty who serve on a promotion committee and who will discuss and vote using a closed ballot.

The Department Head will consider the responsibilities of the candidate during the evaluation period, the accomplishments of the candidate in fulfilling those responsibilities, the assessments and vote provided independently by the tenured and tenure-track faculty, and will use this information to provide the Dean with a recommendation concerning the promotion decision.

Criteria/Standards

The key characteristic and criteria for promotion of non-tenure track faculty members are similar to those for tenure-track faculty, with the exception that in most cases the activities of non-tenure track faculty maybe be focused in a single area. Therefore, criteria outlined below should be applied on the basis of the activities assigned to each individual and type of appointment.

(a) Teaching. The component of the portfolio dealing with teaching should provide evidence that the candidate has attained a sufficient level of teaching proficiency within the area of his or her appointment. The service codes for teaching will typically entail 10% in teaching for each course taught during the academic year (e.g., a 4-3 load would comprise 70%); however, indirect teaching activities such as mentoring graduate students, serving on graduate committees, graduate and undergraduate academic advising, course development and preparation can be included in work distribution. The process for evaluation will follow the procedures outlined in the sections regarding teaching for tenure-track, tenured faculty (Section II C.2.1).

Non-tenure-track teaching faculty (in the ranks of Instructors, Professors of Practice, and Teaching Professors) may also negotiate time for research and program or departmental service on a case-by-case basis. However, unless supported by external funding, time allocation will typically be less than 0.2 FTE. The time allocation will be reviewed each year, and renewal will depend on submission and approval of a clear research plan with achievable goals.

(b) Research and Creative Activities

The component of the portfolio dealing with research activities should provide convincing evidence that s/he has developed a record of independence, has established a pattern of productivity, and is building a strong national reputation in her/his area of expertise. Emphasis will be on research conducted at Kansas State University. The candidate's research will be judged for its quality, quantity, and consistency. Peer-reviewed, research-oriented publications important to the candidate's discipline will be emphasized. Both the quantity and quality of research articles will be considered. Productivity will be considered in the light of the disciplinary field, the teaching load, and the number of available research collaborators. For collaborative publication efforts, there must be a written indication of the candidate's contribution. Extramural funding of the candidate's activities will be viewed favorably. The extent of extramural funding obtained by the candidate will be considered with regard to the availability of funds in the given research area and the needs of the research program.

(c) Service Activities – The criteria for evaluation of service will follow the same process as those for tenure-track, tenured faculty (Section II C.3).

4. Length and Type of Appointment Promotion

If a promotion is recommended, the Department Head will decide with the candidate and the Dean on the length of the new appointment. The options are:

- regular appointment for one year entitled to notice of non-reappointment;
- term appointment for a one, two or three year term, with no notice of non-reappointment.

The type and length of the appointment will be communicated in the recommendation to the Dean.