

Civil Engineering

Department

College of Engineering

College

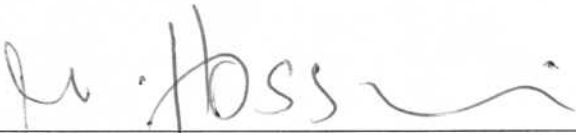
Policy Statement Concerning:

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 (10/06/17)

NEXT REVIEW DATE: *October 2022*



Department Head's Signature

10/13/17

Date



Dean's Signature

10/13/17

Date



Provost's Signature

24 Oct 17

Date

Departmental Policy Documents

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1. Faculty Evaluation Procedures

Criteria and standards for faculty performance evaluations in the Department of Civil Engineering shall be guided by the following philosophy:

- They must be tied to the annual department evaluation procedure, and priorities.
- They must be flexible, and to some degree, subjective.
- Current departmental priorities require satisfactory performance in teaching, research and service.
- Satisfactory performance will be judged at the department level by annual evaluations, peers, and the department head.
- They must fit within the University guidelines

Policies and procedures, as well as specific criteria and standards, pertaining to the different evaluation activities are shown in the following sections (Sections 2 through 10).

2. Annual Evaluation/Merit Salary Adjustment

This is a summary of the procedures used in the Department of Civil Engineering for annual evaluation of faculty members.

1. At the end of each calendar year, each faculty member is asked to complete and return to the department head forms summarizing accomplishments for the past calendar year. All faculty members must submit a Faculty Activity Report along with Faculty Evaluation Summary, which includes a numerical scoring of the various activities.
2. The department head reviews the information submitted by each faculty member and then prepares the Faculty Counseling Form. Performance in various activities is reviewed and written comments prepared by the department head. In finalizing the numeric scores of the faculty, the department head looks for consistency in the way faculty members are awarded points in each of the categories.
3. A copy of the Faculty Counseling Form is given to the faculty member and a meeting is held to discuss the evaluation and plans for the next year. The assignment of tenths for teaching, research, and service, for next year is reviewed in light of the future plans. Signed copies of the Faculty Counseling Forms are then forwarded to the Dean of Engineering.
4. Annual merit increases in salary are determined in accordance with Sections C40 - C48.3 in the University Handbook. The sum of the numeric scores from the Faculty Evaluation Summary form in the four categories – teaching activities, research and creative activities, professional activities, and institutional and public service, is used as the criterion for annual merit salary adjustments. In the case of a faculty member whose number of tenths assigned in a given category is different from the rest of the faculty members, the scores in the category are proportionately weighed. In all cases, the merit increase is allotted strictly in proportion to the total scores on Faculty Evaluation Summary form.

3. Reappointment of Faculty Members on Probationary Appointments

Faculty members on probationary appointments are evaluated to determine whether or not they will be reappointed for another year. Annual evaluations also serve to provide feedback to a faculty member on probationary appointment about his or her performance in comparison to the department's criteria and standards for tenure. The procedures describing reappointment of faculty members on a probationary appointment are in Sections C50.1 - C56 of the Faculty Handbook. The candidate's documentation, depending on the individual's responsibilities, should include the following elements:

- 1) A summary of major achievements during the evaluation period;
- 2) A brief summary of instructional productivity, including courses taught, student advisement, and graduate student supervision, in addition to evidence of instructional quality such as student ratings, peer evaluations, or evaluation of advising;
- 3) A short statement of research and other creative activities accompanied by a list of publications and a list of funded grants and contracts; and
- 4) A brief statement of service contributions, including evidence of leadership

Tenure-track faculty are encouraged to seek collaboration opportunities, advice, and guidance in research, teaching, and service from senior faculty from within and outside of the Department of Civil Engineering. It is the faculty member's responsibility to achieve the standards defined for tenure and promotion.

The Head makes the reappointment file available to all tenured faculty members in the department at least 14 days prior to the annual faculty reappointment meeting. This file includes a cumulative record of written recommendations and accompanying explanations forwarded to the candidate from previous reappointment meetings and any written comments from relevant individuals outside the department. Any tenured faculty member may request the candidate to meet with the tenured faculty to discuss, for purposes of clarification, the record of accomplishment submitted by the candidate, prior to the reappointment meeting. Subsequent to the meeting, there will be a ballot of the eligible faculty on reappointment of the candidate.

The Head forwards a written recommendation and accompanying explanations to the Dean of the College of Engineering, along with the candidate's complete reappointment file, unedited written comments of the department's tenured faculty members, and number of votes by the tenured faculty in the categories of yes, no, and not voting. The Head meets with the candidate to discuss progress towards tenure and promotion subsequent to the reappointment meeting. The Head's written recommendation alone to the Dean will be made available to the candidate and will become part of the candidate's reappointment file. Throughout this process, the goal is to ensure that each non-tenured faculty member is aware of the requirements for promotion and tenure and that she or he is informed of perceived progress toward that goal. A faculty member on a probationary appointment who will not be reappointed must be informed explicitly in writing of the decision not to renew their appointment in accordance with The Standards of Notice of Non-Reappointment (Appendix A of the University Handbook).

Section C53.3 of the University Handbook, refers to C35 - Confidentiality of documents, which states "*Faculty and unclassified professionals should expect that peer evaluations gathered from individuals at Kansas State University and at other institutions will not be available to them, except in association with grievance proceedings.*"

4. Mid-tenure Review

A formal review of a probationary faculty member shall be conducted midway through the probationary period. The mid-probationary review should normally be conducted during the candidate's third year of appointment. For those whose initial appointment is at associate professor or full professor, the time designated for the mid-probationary review should be agreed upon by the candidate and the department head, preferably at the time of the initial appointment.

Standards, procedures, and required documentation for the mid-probationary review are similar to those for the tenure review described in Section 5 of this document. The Civil Engineering Department procedures are consistent with Section C92.1 through C93 of the University Handbook.

A candidate's file submission shall be in electronic format and follow the guidelines for the College of Engineering P & T Packets (shown in this document on the first page of Attachment C), except for Sections VIII and IX. A hard copy of the document shall be provided to the Department Head.

5. Tenure

5.1 General University Guidelines

Tenure will not be granted below the rank of associate professor except in special circumstances approved by the provost.

For persons appointed at the rank of assistant professor, the maximum probationary period for gaining tenure and promotion to associate professor consists of six (6) regular, annual appointments at Kansas State University, at the probationary rank.

For persons whose initial appointment is at the rank of associate professor or professor, the maximum probationary period for obtaining tenure shall be five (5) regular, annual appointments at Kansas State University at the probationary ranks.

Exceptions for early tenure, or for a one-year (1) delay of the tenure clock, can be found in the Faculty Handbook (Sections C82-C83).

General University Standards/Procedures

General principles. There can be no simple list of accomplishments that, when achieved, guarantee that a faculty member will obtain tenure. Instead, tenure is granted. This action, taken by the Kansas Board of Regents, is based on the assessment of the tenured faculty of the University that a candidate has made outstanding contributions in appropriate academic endeavors. By granting tenure only to such individuals, the continued excellence of the University is ensured.

Versatility. A primary purpose of the probationary period is the opportunity it affords candidates to demonstrate versatility and the University to evaluate it. Versatility should be exhibited by the ability to function well across major areas of work (e.g., teaching, research and other creative endeavor, service and extension) as well as in a variety of settings within one or more areas.

Timing. Recommendations for tenure are considered annually. Faculty members in the final year of probation will be automatically reviewed for tenure, unless they resign. A faculty member may request an early tenure review. Ordinarily, this is done after consultation with the department head and the tenured faculty members in the department.

Candidate's responsibilities. The candidate compiles and submits a file that documents her or his professional accomplishments in accordance with the criteria, standards, and guidelines established by the department.

5.2 Departmental Criteria for Tenure

General. Tenure evaluation is not merely the sum of the annual merit evaluations. In practice, the factors of mission, relevance of work, and supply and demand should receive

greater weight in tenure recommendations than in evaluation for annual salary adjustment. Also, tenure decisions are focused on the anticipated future responsibilities of the University and the department, while annual salary evaluations are focused on the recent past. Nonetheless, well-prepared annual evaluations should, in general, give the probationary faculty member an awareness of his or her progress toward tenure within the department as well as provide career guidance. As such, annual evaluations provide relevant, but not sufficient, information to predict tenure decisions.

Philosophy. Wise tenure decisions (be they positive or negative) are never made solely on the basis of individual excellence. Tenure should be granted only to those who have demonstrated individual excellence and whose expertise corresponds to the missions of the University and the department. Therefore, probationary faculty members should be regularly informed of the evolution of institutional missions just as they must be notified of evaluations of their performance.

Tenure should be granted only to those who have demonstrated individual excellence and whose expertise corresponds to the present and anticipated continuing needs of the University and the department. Thus, tenure decisions are based mainly on the candidate's contribution to the institutional mission.

Because faculty members on probationary status, who have met the criteria and standards, may be granted tenure prior to the previously stated maximum probationary periods, no credit for time in rank shall be granted for years of service prior to employment at Kansas State University. However, this does not preclude credit for previous accomplishments, e.g., published works.

Departmental procedures. The department head is advised by the tenured faculty members of the department regarding the qualifications of the candidate for tenure. Department heads are responsible for making the candidate's file available to tenured faculty members in the department in a timely manner.

At the department head's discretion, comments are solicited from students and from other faculty members and department heads in the college or University. Outside reviewers recognized as having competent, technical, knowledge in the area(s) of the candidate's expertise will be asked to advise. An equal number will be selected by the candidate and the department head by mutual agreement.

Ordinarily, eligible faculty members individually review the candidate's file, considering the department's criteria, standards and guidelines for tenure, and then meet to discuss the candidate's petition. It is expected that this meeting is only for the purpose of sharing relevant facts and discussing concerns; not for the purpose of a collective decision. The recommendation(s) and written comments of the faculty members should be made individually in writing, after this meeting, and forwarded to the department head. The department shall adopt the forms attached as Attachment A for tenure.

Prior to the submission of any recommendations to the department head, any member of the eligible faculty may request that a candidate meet with the eligible faculty to discuss, for

purpose of clarification, the record of accomplishment submitted by that candidate.

Following receipt of written recommendations from all eligible faculty, the department head forwards a written recommendation to the dean, accompanied by an explanation of her or his judgment, and the faculty vote. The individual recommendation(s) and written comments (unedited) of the tenured faculty members and the candidate's complete file also are forwarded to the dean. A copy of the department head's letter alone is forwarded to the candidate. Recommendations will be based on the criteria in the following sections.

5.3 Specific Criteria

Criterion No. 1 Have all positive annual evaluations.

The relevance of the annual evaluation data to tenure decisions resides in the fact that positive annual evaluations are a necessary, albeit not exclusive, condition for tenure. Relative standing (to other department faculty) on annual evaluations is less important than actual accomplishments; e.g. being first in the department would be meaningless if it were because no one else had any accomplishments.

Criterion No. 2 Demonstrate excellence and versatility in teaching.

Teaching evaluations. All tenure-track faculty shall have each and every course taught evaluated by students, and a record shall be kept by the department. Also, materials similar to those required by ABET should be kept for each and every course. These shall include:

- course descriptions,
- course outlines,
- tests and quizzes,
- grades and grade distributions,
- any other relevant material.

Institutional excellence is enhanced by faculty versatility. For example, if several people had equal competence in their area(s) of specialization, one who could also perform outside the specialty would be of greater value to the department. A major purpose of the probationary period is to provide opportunity to assess a candidate's versatility.

Versatility may be exhibited in numerous ways. Within teaching and advising, one may be able to perform well in various modes of instruction such as undergraduate classroom teaching, undergraduate laboratory instruction, graduate classroom teaching, graduate laboratory instruction, and graduate seminar instruction. In addition, one may exhibit excellence in undergraduate and/or graduate advising. Faculty may also be proficient in teaching across technical areas.

In the Department of Civil Engineering a candidate must be capable of excellence in teaching in her/his area of expertise in undergraduate and graduate courses, advising of both undergraduate and graduate students, and directing Masters and PhD theses. Other evidence of versatility is the ability and willingness to teach undergraduate service courses, in accordance with departmental needs.

If it is in the best interest of fulfilling the department's mission, and the department head and faculty concur, some versatility may be sacrificed in order to achieve excellence in a new or developing area, or developing specialized laboratories or courses in a particular area.

Criterion No. 3 Demonstrate excellence in the research area.

Excellence in research should be demonstrated by: a) showing an ability to attract extramural research from competitive sources; b) satisfactorily conducting the research; and c) having the results of research published in refereed publications of recognized quality in the candidate's area of expertise.

Criterion No. 4 Have a good record of service to the university, college, department and the profession.

The candidate must: a) perform in an exemplary manner on departmental, college and university committees as requested; b) show interest and success in being a productive member of outside committees and organizations that make use of the candidate's professional expertise; and c) show evidence of having made active contributions on one or more professional committees. In summary, the candidate should be able to show a record of contributory participation and accomplishments beyond simply holding membership.

An additional significant factor within non-directed service is simply good citizenship within the department. This includes such things as helping to build and maintain departmental student activities and helping to provide stability and a sense of collegiality among the faculty in the department.

It is expected that the candidate show a record of interest in and support for the engineering and/or teaching profession by such activities as:

- attending or otherwise supporting student chapter activities, particularly ASCE,
- active membership in one or more professional societies,
- committee work for one or more professional societies,
- participating in professional society activities,
- registration as a Professional Engineer,
- professional consulting, and
- community service that utilizes the candidate's professional expertise.

Criterion No. 5 Show professional demeanor.

The candidate should have no substantiated cases of unprofessional or incompetent behavior in his/her record. For example, suppose a probationary faculty member performs well in instruction, has a fine record of research or other creative endeavor, and a solid performance in

non-directed service; yet there are in the records several, independent, substantiated complaints by students of research exploitation with regard to credit for publications, sexual harassment, or violation of the rights of human subjects, etc. Although a narrow numeric calculation of such a person's performance might yield an acceptable or better "score", such a person should not be tenured because tenure should be awarded only to those who are excellent overall and who are at least adequate in every significant aspect of job performance. Similarly, behaviors that adversely affect collegiality or are chronically disruptive would properly influence tenure decisions in a negative manner.

Criterion No. 6 Have no unsatisfactory record on any criteria.

The candidate should have demonstrated excellence when considering the above criteria taken as a whole, i.e., no less than "satisfactory" on major aspects of performance, in teaching, research and service.

5.4 Guidance for Documenting Performance

The candidate should be aware of the forms that he/she is required to complete and submit. As a whole, these constitute the "significant aspects of job performance" in the Department of Civil Engineering. These forms, one-page each, are from "Guidelines for the College of Engineering P&T Packages - Guidelines for the Organization and Format of Tenure and Promotion Documentation" (shown in this current document as Appendix C - Also available on CE KSOL or at the CE Office). Browsing through this document will make the following statements and guidance more meaningful. Pages from this document are listed by their headings (10 items) in the following pages. These forms contain only headings. The "guidance" statements have been added below where appropriate and are given here as expectations of the Civil Engineering Department.

The following ten form headings, 1 through 10, are forms that the candidate must complete and submit. To give guidance to the candidate on what the Civil Engineering Department expects, the form headings are repeated and *guidance* is given in italics. The guidance given in italics is intended to be an enhancement of the material presented above in this document.

- 1. STATEMENT OF CANDIDATE'S 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.

Added C.E. Departmental Guidance/Expectations: Candidate must keep detailed files documenting accomplishments throughout the probationary period.

- 2. 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.

Added C.E. Departmental Guidance/Expectations: Candidate's goals should not conflict with departmental goals. It is the candidate's responsibility to inquire about departmental goals.

3. 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.

4. SUMMARY OF CANDIDATE'S INSTRUCTIONAL QUALITY Section IV-B

Instructions: Candidate is to provide a one-page summary showing evidence of instruction quality such as student ratings, peer evaluations, evaluation of advisement, outcomes of instructional projects directed, awards, etc.

Added C.E. Departmental Guidance/Expectations:

4.1 All tenure-track faculty should keep a record of all courses taught, course outlines, grade distribution, quizzes and tests, and other relevant material.

4.2 All classes must be evaluated by the students and the evaluations reviewed by the department head.

4.3 In-class observation by peers or the department head shall be at the discretion of the department head.

4.4 The method of evaluation(s) and a summary should be discussed annually by the department head with each faculty member.

5. OTHER EVIDENCE OF SCHOLARSHIP AND CREATIVITY IN INSTRUCTION Section IV - C

Instructions: Candidate is to provide any other evidence of scholarship and creativity to promote excellence in teaching such as multimedia presentations, computer-aided instruction, innovative teaching methods, instruction-related publication, presentations, etc. (Summary is limited to one page.)

Added C.E. Guidance/Expectations: Candidate must keep detailed records, conduct evaluations and show evidence of positive results of innovations.

6. RESEARCH AND OTHER CREATIVE ACTIVITIES Section V- A

Instructions: Candidate is to provide a one-page statement of research and other creative activities.

Added C.E. Guidance/Expectations: This form is to list general or unfunded research activities and other creative activities, i.e., specific publications are listed on form V-B and specific grants and contracts are listed on form V-C.

7. RESEARCH AND OTHER ACTIVITIES: PUBLICATIONS Section V-B

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

Added C.E. Guidance/Expectations:

- 7.1 *It is expected that a person be the primary author of several refereed publications in high-quality journals. One publication per year, in high quality archived journals, should be a minimum, but not necessarily sufficient, condition for tenure or promotion. The primary determination of quality, quantity and sufficiency of refereed publications shall be made primarily by the tenured faculty in the candidate's area of expertise, or tenured faculty in the candidate's area of expertise that rank above a person being considered for promotion to Professor.*
- 7.2 *In case of disagreement, either the department head or the person being considered may decide on, or request, outside reviewers of authored publications by faculty of peer institutions.*

8. RESEARCH AND OTHER CREATIVE ACTIVITIES:
GRANTS AND CONTRACTS 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. Multi-investigator grants and contracts should be documented to indicate candidate's level of effort and contribution. Candidate may provide a separate list of grants and contracts applied for but not funded during the evaluation period.

Added C.E. Guidance/Expectations:

- 8.1 *As a prerequisite to tenure or first promotion after becoming a member of the CE departmental faculty at KSU, there should be evidence of ability to 1) obtain extramural funding as a principal/primary investigator from a competitive source by a proposal; 2) successfully conduct research and 3) have research results published in a refereed publication of recognized quality in the person's area of expertise. The following sub-section is presented for clarification.*
 - 8.1.1 *Proficiency in conduct of research shall be evaluated by means decided at the department head's discretion and*

discussed annually with the candidate.

9. 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.

Added C.E. Guidance/Expectations:

9.1 Conscientious service on University, College and Department committees is expected.

9.1.1 Evaluation of service shall be at the discretion of the department head and shall follow the same general guidelines as the annual evaluation.

9.2 Service to the engineering and teaching profession is desirable.

9.3 Professional service to the community is desirable.

10. EXTENSION ACTIVITIES

Instructions: Candidate is to provide a one-page summary of his/her record of extension activities 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.

Added C.E. Guidance/Expectations: *Civil Engineering Department faculty are not normally involved in extension activities, per se, however, developing successful conferences, workshops, etc., as the principal organizer-promoter, when in addition to the candidate's normal duties, shall be considered additional evidence of versatility.*

6. Promotion

6.1 General University Guidelines

General principles. Successful candidates for promotion will demonstrate superior professional accomplishments and excellence in the performance of their assigned duties. The assessment of a faculty member's performance upon which a recommendation regarding promotion will be based, must reflect the professional expectations of the department conveyed during annual evaluations.

Definition. Faculty members may be expected to advance through the academic ranks on the basis of demonstrated individual merit in relation to their association with the University's mission, the Department's mission and within their own disciplines. (Each higher rank demands a higher level of accomplishment and peer recognition.)

Promotion is based upon an individual's achievements related to the specific criteria, standards, and guidelines developed by departmental faculty members in consultation with the department head and the appropriate dean as presented in this document.

Promotion to associate professor rests on substantial professional contributions that reflect excellence in three areas, teaching, research, and other creative endeavor, directed service, or extension. Promotion to professor is based on attainment of excellence in the assigned responsibilities of the faculty member and recognition of excellence by all appropriate constituencies, i.e., national recognition.

Terminal degree requirements. A doctorate or other appropriate terminal degree is a prerequisite for holding the rank of assistant professor, associate professor, or professor. The provost maintains a list of appropriate terminal degrees as recommended by the deans. There may be special cases in which accomplishments or experience other than the terminal degree will allow promotion to one of the professional ranks. Such situations will be considered on an individual basis.

Time in rank. While there is no explicit time in rank required for promotion, the median time for promotion at Kansas State University has been about six years. Promotion may be granted earlier when the faculty member's cumulative performance at rank is generally outstanding and clearly meets the standards for promotion.

Timing. Recommendations concerning promotion are considered annually. Department heads are expected to notify faculty members regarding their progress toward or readiness for promotion review.

Candidate's responsibilities. A faculty member, after consultation with the department head or appropriate departmental faculty, may request a review for promotion. The candidate compiles and submits a file that documents his or her professional accomplishments in accordance with the criteria, standards, and guidelines established by the department.

Departmental procedures. The department head is advised by the eligible faculty members of the department regarding the qualifications of the candidate for promotion. Department heads are responsible for making the candidate's file available to eligible faculty

members in the department in a timely manner.

At the department head's discretion, comments are solicited from students and from other faculty members and department heads in the college or University. Outside reviewers recognized as having competent, technical, knowledge in the area(s) of the candidate's expertise will be asked to advise. An equal number will be selected by the candidate and the department head by mutual agreement.

Ordinarily, eligible faculty members individually review the candidate's file, considering the department's criteria, standards and guidelines for promotion, and then meet to discuss the candidate's petition. It is expected that this meeting is only for the purpose of sharing relevant facts and discussing concerns; not for the purpose of a collective decision. The recommendations(s) and written comments of the faculty members should be made individually, in writing, after this meeting, and forwarded to the department head. The department shall adopt the forms attached as Attachment B for promotion.

Any member of the eligible faculty may, prior to the submission of any recommendations to the department head, request that a candidate meet with the eligible faculty to discuss, for purpose of clarification, the record of accomplishment submitted by that candidate.

Following receipt of written recommendations from all eligible faculty, the department head forwards a written recommendation to the dean, accompanied by an explanation of her or his judgment, and the vote of the eligible faculty. The individual recommendation(s) and written comments (unedited) of the eligible faculty members and the candidate's complete file also are forwarded to the dean. A copy of the department head's written recommendation alone is forwarded to the candidate. Recommendations will be based on the following criteria.

6.2 Departmental Criteria for Promotion in Rank

The guidance shall be essentially the same as those contained herein under guidelines for tenure. It is expected that the level of excellence that led to tenure be continued. It is further expected that professional productivity and recognition in his or her field grow steadily. When evaluating a person for a second promotion, the primary consideration shall be evidence of activity since the previous promotion. The accomplishments of the candidate in teaching, research, and service since the previous promotion shall be documented in a format similar to that outlined in Section 5.4, Guidance for Documenting Performance, Items 1 to 10. Full professor is the highest standard rank in academy. For promotion to professor, it is expected that the candidate have a long and distinguished record of professional activity recognized by his or her peers. "Time in grade" or longevity are not suitable reasons to promote to full professor. National and international reputation in scholarly activities, and adequate performance in all assigned areas of work are expected for promotion to Professor. The award of nationally competitive grants, publications in high quality archived journals, national and international citations, and leadership roles in professional societies and national and international organizations are some of the outcomes that must be part of the promotion documentation package.

7. Professorial Performance Award - Policy and Criteria

7.1 Background

On February 14, 2006, the Kansas State University Faculty Senate approved the final version of a *Professorial Performance Award Policy*. The procedures described below were approved by a majority vote of the Department of Civil Engineering Faculty on May 12, 2006, and reapproved on April 6, 2012. These procedures are subject to review at least every five years as a part of this entire collection of Civil Engineering documents.

7.2 Professorial Performance Award Policy

To qualify to be recommended to the Dean of the College of Engineering for a Professional Performance Award, a faculty member must be a full-time, full professor at Kansas State with at least six years of service since the last promotion or Professorial Performance Award, and must, over the previous six year period, have demonstrated sustained productivity within his/her areas of responsibility.

7.3 Minimum Criteria

A candidate must have demonstrated, over the preceding six-year time period, a level of productivity and scholarship that is equivalent to what the department expects for an associate professor to be promoted to a full professor, as described in the department's *Standards and Criteria for Promotion and Tenure* (Sections 5 and 6 of this document). The six-year time frame will include the most recent performance.

7.4 Process

Any candidate, who meets the minimum criteria, may apply for the performance award. To apply, a candidate must assemble a performance award file that documents his/her scholarly accomplishments over the past six years. A candidate's file should be similar in format to a typical promotion file and should, depending on the individual's responsibilities, include the following elements:

- 1) A one-page summary of major achievements during the evaluation period;
- 2) A one-page summary of instructional productivity, including courses taught, student advisement, and graduate student supervision, in addition to evidence of instructional quality such as student ratings, peer evaluations, or evaluation of advising;
- 3) A one-page statement of research and other creative activities accompanied by a list of publications and a list of funded grants and contracts; and
- 4) A one-page statement of service contributions, including evidence of leadership.

The candidate will submit the file to the department head who will prepare a written evaluation of the candidate's materials in terms of the criteria, standards, and guidelines

described above, along with a recommendation to approve or deny the candidate's application for the award. External reviews of the candidate's file are not required.

A copy of the department head's written evaluation and recommendation will be forwarded to the candidate. The candidate will have an opportunity to discuss the written evaluation and recommendation with the department head, and each candidate will sign a statement acknowledging the opportunity to review the evaluation. Within seven working days after the review and discussion, each candidate has the opportunity to submit written statements of unresolved differences regarding his or her evaluation to the department head or to the dean.

The department head will submit the following items to the dean:

- 1) The department head's written evaluation and recommendation;
- 2) A copy of the evaluation document used to determine qualification for the award;
- 3) Documentation establishing that there was an opportunity for the candidate to examine the written evaluation and recommendation;
- 4) Any written statements of unresolved differences concerning the evaluation; and
- 5) The candidate's file and supporting materials that served as the basis of adjudicating eligibility for the award.

As described in the University Handbook, the Provost will make the ultimate decision of whether a candidate is awarded a Professorial Performance Award. The timelines for this process will be established each year by the Provost's office, but candidates should know that this process would begin sometime in January of each year. Prospective candidates are encouraged to consult with the department head to help determine if he/she meets the minimum criteria.

8. Chronic Low Achievement Policy

8.1 Introduction

This document discusses issues related to the “minimum-acceptable level of productivity” for tenured faculty members within the Department of Civil Engineering. The purpose, as required by the Kansas State University Handbook, Section C31.5 - C31.8 Chronic Low Achievement, is to clarify issues related to a tenured faculty member’s evaluation which fails to satisfy the minimum-acceptable level of productivity.

General Statement

Each tenured faculty member is expected to perform their professional duties at or above a minimum-acceptable level.

8.2 Procedures

During the annual review of all faculty the Department Head will determine whether any tenured faculty appear not to meet the “minimum-acceptable level of productivity” as defined in this document. The decision will be based on annual evaluation material. If the Department Head determines, after following procedure C31.5 in the University Handbook, that a tenured faculty member appears not to meet the minimum standard in any area of assigned responsibility, a committee of Professors will be convened (unless the faculty member requests otherwise) to review performance.

If the Department Head receives adequate evidence that an individual does not meet the minimum-acceptable level of productivity in any substantial or critical area of work, then action will be initiated following procedures outlined in the KSU University Handbook.

8.3 Standards

All faculty members must perform all duties outlined in the KSU University Handbook and be in compliance with all University policies. The minimum number of points per 10% of faculty time are set at 2.0 points per year in each category of responsibilities (see Faculty Evaluation Summary for a description of points corresponding to various faculty activities). These standards are expected to be achieved in each category of assigned responsibilities and will apply to all tenured faculty members in the department.

9. Post Tenure Review

The purpose of post-tenure review at Kansas State University is to enhance the continued professional development of tenured faculty. The process is intended to encourage intellectual vitality and professional proficiency for all members of the faculty throughout their careers, so they may more effectively fulfill the mission of the university. It is also designed to enhance public trust in the University by ensuring that the faculty community undertakes regular and rigorous efforts to hold all of its members accountable for high professional standards.

Kansas State University recognizes that the granting of tenure for university faculty is a vital protection of free inquiry and open intellectual debate. It is expressly recognized that nothing in this policy alters or amends the University's policies regarding removal of tenured faculty members for cause (which are stipulated in the University Handbook). This policy and any actions taken under it are separate from and have no bearing on the chronic low achievement or annual evaluation policies and processes.

The department policy on post tenure review follows the overarching purpose, principles, objectives, and procedures in the university policy on post tenure review (see University Handbook, Appendix W: Post-Tenure Review Policy), which was approved by Faculty Senate on February 11, 2014.

Process: Each faculty member shall complete post tenure review within the specified timeline as documented in Appendix W of the University Handbook. The specific steps in this process for the Department of Civil Engineering are:

1. **Materials to be used for the review.**

- Copies of the six previous annual evaluations.
- Other materials may be submitted as described below:
 - A one-page summary of major achievements during the evaluation period;
 - A one-page summary of instructional productivity, including courses taught, student advisement, and graduate student supervision, in addition to evidence of instructional quality such as student ratings, peer evaluations, or evaluation of advising;
 - A one-page statement of research and other creative activities accompanied by a list of publications and a list of funded grants and contracts; and
 - A one-page statement of service contributions, including evidence of leadership.

2. **Who conducts the review.** The department head will review faculty materials and provide recommendations. Each faculty member shall receive the written review prior to its submission to the Dean's Office, and a meeting between faculty and department head will be conducted to focus on long-term faculty development. Individual faculty members will be given the opportunity to provide input to their development plans.

3. **How the department head will determine whether the faculty member is making appropriate contributions to the university.** The department head review of the information provided will assess whether the current level of professional development undertaken by the faculty member in the past six years has been sufficient to demonstrate “appropriate contribution to the university.” Criteria include:

- All six annual evaluations meet or exceed the Department’s Minimum Acceptable Levels of Performance (MALP).
- Must, over the previous six year period, have demonstrated sustained productivity within the faculty member’s areas of responsibility.

The basic standard for appraisal should be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position, not whether the faculty member meets the current standards for the award of tenure or promotion.

10. Non-Tenure Track Faculty Titles

Non-tenure track faculty members have primary responsibilities in either research or teaching and advising. Non-tenure track research faculty members may be recruited, hired, and appointed into regular or term positions, as research assistant professor, research associate professor, or research professor. Non-tenure track instructional faculty members may be recruited, hired, and appointed into regular or term positions, as instructor, advanced instructor, or senior instructor, in the absence of a terminal degree (usually PhD), or as teaching assistant professor, teaching associate professor, or teaching professor, if holding a terminal degree (usually PhD). Individuals with industry experience may be appointed as professor of practice or senior professor of practice. Initial appointment rank, and subsequent promotions in rank, are based on advanced degree(s) and experience, and achievements over time within a given rank. Individuals holding these titles are hereafter referred to as non-tenure track faculty members.

Both the department head and the non-tenure track faculty review committee provide recommendations for reappointment and promotion to the college. The non-tenure track faculty review committee consists of all faculty members (tenured and non-tenured) actively serving in the department (excluding the department head) who are above the rank of the individual being considered for promotion or reappointment. The chair of this committees is a full-time tenured faculty member with the highest rank in the department and is selected by the department head. The chair is also a voting member of the committee.

In the event that a non-tenure track faculty member is under consideration for promotion, he/she will be excused from the non-tenure track faculty review committee for that academic year. Likewise, consistent with the University nepotism policy (PPM Chapter 4095), should a person of a committee member's immediate household be under consideration for promotion, that committee member will be excused from all related deliberations for that academic year.

10.1 Periodic Evaluations

Non-tenure track faculty members will be reviewed by the department head annually in accordance with Section 2 of this document. The Department or Unit Head will provide information about deadlines and guidelines about materials to be prepared, sufficiently in advance of deadlines to allow for preparation and review.

10.1.1 Annual Reappointment Evaluation

Non-tenure track faculty on regular appointments at all ranks will be reviewed annually with regard to reappointment in accordance with the procedures documented in sections C60 through C66 of the University Handbook. A non-tenure track faculty member seeking reappointment should submit a portfolio of his or her accomplishments to the department head. This portfolio must contain an updated CV and cumulative instructional evaluations including student evaluations. Additional information related to teaching, research and service may also be provided.

The portfolio will be provided to the relevant non-tenure track faculty review committee and the committee will provide an overall recommendation for reappointment to the department head. Each committee member's recommendation and comments will accompany the overall recommendation. The department head provides a recommendation and accompanying explanation for reappointment to the Dean, along with the candidate's complete file and the overall recommendation of the review committee. A copy of the department head's written recommendation letter alone is forwarded to the candidate.

Minimum time for the committee members to have access to the materials, prior to providing input to the department head, will be 14 calendar days. Annual deadlines for review and documentation vary somewhat in the first two years of the appointment compared to the deadlines in subsequent years. See Appendix A of the University Handbook for the specific deadlines that apply in specific years of the appointment.

10.1.2 Mid-rank Evaluations

A non-tenure track faculty member who does not hold the highest academic rank for which he or she is eligible may request a mid-rank evaluation by the department head. This evaluation cannot be used for either reappointment or annual merit evaluations. The purpose of this evaluation is to provide the faculty member with guidance toward achieving a promotion.

The mid-rank evaluation should follow the deadlines and timelines of the mid-tenure review process with the exception that no documents are forwarded to the college. The faculty member will submit his or her portfolio and the non-tenure track faculty review committee and department head will have at least 14 days to evaluate the material. The non-tenure track faculty review committee will convene and provide written feedback regarding activities that the faculty member should pursue and/or continue to do to achieve promotion. Additionally, the department head will also provide a separate written report regarding activities that the faculty member should pursue and/or continue to do to achieve promotion. The goal of these reports is to provide guidance and feedback to the faculty member in order to facilitate success in his or her professional advancement.

10.2 Promotion Procedures

The procedures for promotion in the instructor, teaching professor, research professor, and professor of practice ranks are similar to the requirements in the University Handbook for general promotion evaluation; see sections C150-C156.2. The average time in rank interval prior to consideration for promotion is expected to be 5 years, although shorter and longer intervals are possible. The deadlines for this promotion process follow the timelines for tenure and promotion.

A non-tenure track faculty member seeking promotion should submit his or her portfolio to the department head by Sept. 1. The portfolio should document scholarship in instructional, service, and research activities (if there is a research effort distribution or research activities to report). The appropriate items to include in the portfolio (as applicable) are similar to those referred to in Section 6.2, and contained in Section 5.4 of this document. Please note that the college has a specific format for submission that the candidate must follow (see Attachment C).

The non-tenure track faculty review committee will have at least 14 days to review the candidate's portfolio. The committee will meet and discuss the candidate's performance. The candidate's portfolio is appended with a report from the non-tenure track faculty review committee. This report must contain the results of the vote for promotion. The portfolio is also appended with a report from the department head which includes his or her recommendation on promotion. The updated portfolio is sent to the college's committee on promotion and tenure. This committee attaches its recommendation, which is then forwarded to the Dean. The Dean will make a recommendation to the Deans Council for its consideration and is responsible to communicate the outcome back to the candidate.

Individuals promoted to advanced instructor, teaching associate professor, or research associate professor should demonstrate strong performance in all areas of their appointments. Section 5.4 of this document provides examples of the items for each area of teaching, research, and service. In regard to instruction, performance includes not only the student evaluations, but also the rigor of the material covered and the learning achieved by the students. Individuals promoted to senior instructor, teaching professor, research professor, or senior professor of practice should demonstrate high performance in all areas of their appointments and also demonstrate leadership. Leadership positions and activities may be limited to those conducted at Kansas State University. This leadership typically includes development of courses and curriculum, publications, grants, presentations and other activities that demonstrate a larger impact from the faculty member.

If a promotion is approved, it may either be to a regular appointment of one year that is entitled to Notice of Non-Reappointment or to a term appointment for a period of one to three years with no Notice of Non-Reappointment being required.

Attachment A

Individual Faculty Member's Recommendation for Tenure

I have reviewed the materials submitted by _____ in support of reappointment conferring tenure. On the basis of these materials, supplemented where appropriate by my knowledge of the candidate and the candidate's work and/or relevant comments from colleagues whose opinions I have reason to value, I recommend as follows:

_____ I believe the candidate **definitely should** be tenured for the following reasons.

_____ I believe the candidate **probably should** be tenured for the following reasons.

_____ I believe the candidate **probably should not** be tenured for the following reasons.

_____ I believe the candidate **definitely should not** be tenured for the following reasons.

Date: _____

Signature: _____

Attachment B

Individual Faculty Member's Recommendation for Promotion

I have reviewed the materials submitted by _____ in support of a promotion. On the basis of these materials, supplemented where appropriate by my knowledge of the candidate and the candidate's work and/or relevant comments from colleagues whose opinions I have reason to value, I recommend as follows:

_____ I believe the candidate **definitely should** be promoted for the following reasons.

_____ I believe the candidate **probably should** be promoted for the following reasons.

_____ I believe the candidate **probably should not** be promoted for the following reasons.

_____ I believe the candidate **definitely should not** be promoted for the following reasons.

Date: _____

Signature: _____

Attachment C

Guidelines for the College of Engineering P&T Packets

Guidelines for the College of Engineering P&T Packets

Purpose: To provide guidelines in preparing tenure and promotion documentation for the College of Engineering. Additional information is provided in the document, “GUIDELINES FOR THE ORGANIZATION AND FORMAT OF TENURE AND PROMOTION DOCUMENTATION,” to offer some guidance and consistency for the College of Engineering.

Document Files

Promotion documents (mid-tenure and P&T) for review by the College of Engineering P&T Committee and the Dean should only include the items documented in the list below. Items as identified as Sections I through X are from Guidelines for the Organization and Format of Tenure and Promotion Documentation are discussed in this document and may be found at: <http://www.k-state.edu/academicpersonnel/forms/promotionguidelinesfororganization.pdf>

All documents are to be submitted electronically. Each of the items identified below (a-g) are to be provided as independent pdf files. These files are then to be saved in an e-folder with the candidate’s name. Please use the file naming convention as shown below.

Item	Contents / Description	Filename (e.g. Lastname...)
a)	Sections I-VIII	Smith_Sec_I_VII_2015.pdf
b)	Section X.a: Teaching evaluations (last three years). Note, if student comments are to be provided, the ALL student comments should be provided. These may be submitted as a typed (not edited) list and included as a pdf file.	Smith_TEVAL_2015.pdf or Smith_IDEA_2015.pdf
c)	Section X.b: Reprints and/or Manuscripts – These items are Optional and are not required by the College. They may be required at the departmental level.	Smith_Publication_2015.pdf
d)	Section X.c: Other Materials: Name of Item. Other Materials not required by the College, but required at the departmental level, may be provided as a separate file	Smith_Other_2015.pdf
e)	Section X.d: Detailed Curriculum Vitae	Smith_CV_2015.pdf
f)	Copies of departmental/unit faculty ballots, including verbatim comments (these may be scanned or typed)	Smith_Ballots_2015.pdf
g)	Department/unit head’s letter of recommendation	Smith_DH_Ltr_2015.pdf

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 for Section X, Supporting Documents. Formatting and submittal guidelines for this information is discussed below under "Document Files."

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 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

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

Candidate's Signature

Date

Head's Signature

Department

Date

STATEMENT BY CANDIDATE

Statement of Candidate Accomplishments

SECTION III - A

KSU 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.

COE Additional Guidelines: Summarize major achievements and recognition related to responsibilities or assignments. Write in a positive manner – but don't pad or misrepresent contributions.

- Teaching – include a short statement of teaching philosophy and summary of teaching contributions/achievements (e.g., courses developed, courses taught, student ratings of instruction, number of students advised, honors and awards on teaching and/or advising).
- Research – include a short statement of research focus/areas and summary of research accomplishments/contributions (e.g., impacts of research, funded grants – number and amount, publications, honors and awards).
- Service – include a short statement of service philosophy and summary of service contributions to the department, college, university and profession, honors and awards.

STATEMENT BY CANDIDATE

Statement of Five-Year Goals

SECTION III - B

KSU 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.

COE Additional Guidelines: Include 5-year goals with respect to teaching, research, service, and other scholarly activity. The list should demonstrate clear focus and objectives and should relate to goals/mission of the department and college. Examples:

- Teaching – Dr. Coe will continue efforts to be an effective and involved teacher and advisor at both the undergraduate and graduate levels. Goals for the next five years are as follows:
 - 1.
 - 2.
 - 3.
- Research – Dr. Coe will enhance efforts in establishing a well-funded research program on ___ by pursuing the following goals:
 - 1.
 - 2.
 - 3.
- Service – Dr. Coe will continue to serve the university and his/her profession through the following goals:
 - 1.
 - 2.
 - 3.
- Other scholarly activity and/or professional development – Dr. Coe will pursue the following professional development activities to enhance his/her leadership, teaching, and research skills:
 - 1.
 - 2.
 - 3.

SUMMARY OF CANDIDATE'S INSTRUCTIONAL ACTIVITY**SECTION IV - A**

KSU 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.

COE Additional Guidelines: Begin with a brief statement on teaching philosophy and summarize major teaching contributions.

- Summary statement – e.g., Coe developed and taught courses in __, advised undergraduate students, supervised graduate students, and upgraded the __ laboratory.
- Courses taught -- List each course taught since last promotion or date of hire (whichever is applicable) – in reverse chronological order. Include the following information: courses taught by semester and year; course number, title, and number of credit hours; official course enrollment; percentage of course taught based on proportion of total student contact hours in course; brief explanation of role, if not solely responsible for course. Do not include in this list independent studies, credit workshops, continuing education, or other non-credit courses.

Course Number	Course Title	Credit Hours (Contact Hours/Week)	Term (Number of Students)

- Undergraduate student advising -- Describe specific responsibilities in advising. Provide information on the number of students advised (as academic advisor), supervision of undergraduate student research, etc.
- Thesis supervision of graduate student advisement - Provide information (in reverse chronological order) on graduate students supervised – either on a tabular format (see below) or numbered listing.

Ph.D. students

Student Name	Chair/co-Chair*	Dates Supervised	Current Status	Thesis/Project Title/Area

*Include name of co-Chair if applicable.

M.S. Students

Student Name	Chair/co-Chair	Dates Supervised	Current Status	Thesis/Project Title/Area

- Other significant student supervision (membership on graduate supervisory committees, etc.)
- Other contributions to instructional programs (e.g., new courses developed, laboratory development/improvement, curriculum development, short courses, workshops, and other educational programs)

SUMMARY OF CANDIDATE'S INSTRUCTIONAL QUALITY**SECTION IV - B**

KSU 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.

COE Additional Guidelines

- Student ratings of classroom instruction – Provide data on teaching evaluations (TEVAL and/or IDEA). Include the raw scores (and adjusted scores in parentheses) for “overall effectiveness as teacher” (for TEVAL), “excellent teacher” (for IDEA), “amount learned” (for TEVAL) and “progress on relevant objectives” (for IDEA). Tabular formats are preferred. Include as supporting documents (Section X) copies of the TEVAL/IDEA report for each course taught for the last three years.

On student comments: If the candidate would elect to include student comments in this section, all comments should be included. These may be added as an addendum in Section X: Supporting Documents.

Student ratings of classroom instruction

Course No.	Term	Number of Students	Overall Effectiveness as Teacher or Excellent Teacher*	Amount Learned or Progress on Relevant Objectives*

*Scale: 5 -- Very High; 4 -- High; 3 -- Medium; 2 -- Low; 1 -- Very Low. Adjusted scores (in parentheses) are adjusted for student characteristics and class size.

- Peer evaluation - Reports of observations by peers, if available, can be included in this section or included in the department head’s statement. Peer evaluation reports should describe the overall quality of teaching and the basis for that evaluation (e.g., in-class observation; review of syllabus, examinations, student work, etc.). The course(s) observed and the point in the semester at which the observation(s) took place should be specified.
- Academic advising survey – Results of individual advisor report from the fall academic advising survey would provide information on the quality of advising. If available, the candidate should include at least the score on “Overall Satisfaction of Advisees.” Tabular format is preferred.

Year	Number of Respondents	Overall Satisfaction of Advisees		
		Mean Response	Department Mean	College Mean

- Honors and Awards - List commendations received for recognized excellence in teaching and/or advising. These awards may include citations from academic or professional units (department, college, university, professional association) that have formal procedures and stated criteria for outstanding teaching and/or advising.

OTHER EVIDENCE OF SCHOLARSHIP AND CREATIVITY IN INSTRUCTION

SECTION IV - C

KSU 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.

COE Additional Guidelines: Provide other evidence of scholarship and creativity in instruction.

- Innovative teaching methods – description & outcomes
- Publications related to teaching
- Presentations related to teaching
- Other evidence of scholarship and creativity in instruction
 - Development of teaching materials - Give specific examples of new teaching methods or materials developed.
 - Curriculum development - Give specific examples of involvement in curriculum development and/or assessment (e.g., role in the design and implementation of new or revised courses; role in assessment data collection or analysis and how it was used to document or improve student learning).
 - Service-learning, interdisciplinary activities, or study abroad activities - Give specific examples of the incorporation of service-learning activities, interdisciplinary activities, or study abroad activities into courses.

RESEARCH AND OTHER CREATIVE ACTIVITIES

SECTION V - A

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

COE Additional Guidelines: State the focus of research. Explain the research questions/topics pursued and major contributions/accomplishments. Include the following information in the narrative:

- Grants and contracts funded during the evaluation period (number of projects, total amount as PI, total amount as co-PI, amount assigned to candidate)
- Total number of Ph.D. students who graduated during the evaluation period
- Total number of M.S. students (with thesis, without thesis)
- Publications (number of refereed journal articles, number of peer-reviewed conference proceedings, others)
- Recognition of the quality and impact of the research, including honors and awards
- Other creative activities – development of artifacts (e.g., simulation systems, network, software system, robots, etc.) and impacts

RESEARCH AND OTHER CREATIVE ACTIVITIES**SECTION V - B**

KSU 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.

COE Additional Guidelines: Provide a numbered list of in-print publications in reverse chronological order (most recent first) in each of the categories below. Page numbers for publications are required on all items. Publications that are accepted, but not yet in print may be included at the top of each category, but these must be clearly labeled as “accepted.” If the document is available electronically, the website address also should be identified.

List all co-authors, and indicate with footnotes (or some other means) graduate students and post-docs advised: e.g. your graduate students¹, your post-docs², etc. If possible, give the number of citations for some or all of the papers; indicate the source of the citation counts, e.g. Google Scholar and/or Web of Science. “Publish or Perish” (available from <http://www.harzing.com/pop.htm>) may be a useful resource in documenting research impact.

Use the following sections as a guide to identify your publications and creative works:

- Articles in peer-reviewed journals (published, in print or accepted)
- Articles in peer-reviewed high quality conference proceedings (published, in print or accepted)
- Chapters in books
- Books authored or co-authored
- Books edited or co-edited
- Patents
- Bulletins, reports, non-peer reviewed conference proceedings
- Conference papers and presentations
- Other creative items

RESEARCH AND OTHER CREATIVE ACTIVITIES**SECTION V - C**

KSU 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.

COE Additional Guidelines: Provide information on funding -- funding agency, project title, role or involvement (include the PI's, co-PI's and co-Investigators), total dollar amount, amount you personally are responsible for, and other details as appropriate (e.g. subcontract amounts, University matching funds), and the start and finish dates. Tabular format is preferred. Separately list funded, pending, and (optional) unfunded proposals.

Funded grants and contracts

Investigators (PI Name First)	Funding Agency	Total Amount (\$)	% Total Budget Assigned to Candidate (%)	Amount Assigned to Candidate (\$)	Start date (Month -Year)	End date (Month -Year)	Project Title (Shortened)	Compe tiveness*

*Competitiveness – N (National – e.g., NSF, DOE, USDA), R (Regional – e.g., Sun Grant), S (state – e.g., EPSCoR, KDOT), K (on-campus – e.g., research initiation grants within KSU), NC (non-competitive – congressional earmarks, KSU internal allocation, gifts, etc.)

Pending proposals

Investigators (PI Name First)	Funding Agency	Total \$ Amount (Percent Under Candidate Control)	Effective Dates	Title of Project

Unfunded proposals (Optional)

Investigators (PI Name First)	Funding Agency	Total \$ Amount (% budget assigned to candidate)	Effective Dates	Title of Project	Date submitted

SERVICE CONTRIBUTIONS**SECTION VI**

KSU 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.

COE Additional Guidelines: Begin with a statement of service philosophy and identify areas in which significant contributions have been made. Discuss/present service contributions in each of the three areas – focusing on leadership positions held, special projects completed, etc. Include honors and awards received in recognition of service activities.

1. Profession-based service – involves work that is directly related to the function of the department and that provides leadership and service to the profession or discipline, including, for example
 - a. Offices held in professional societies. List organization in which office was held or service performed and dates of service. Describe the nature of the organization: i.e., open or elected membership, honorary, etc.
 - b. Participation in state or regional, national or international programs or special assignments. List specific activities (e.g., panel member, session chair). Include brief description.
 - c. Other professional service, if not included elsewhere, such as reviewer of proposals or manuscripts, or external examiner.
2. Institution-based service – including, for example
 - a. Appointed or elected administrator or head of any academic group at the department, college, or university levels.
 - b. Chair or member of task forces or committees providing service to the department, college, or university.
3. Public-based professional service – involves applications of expertise for the benefit of non-academic audience, including for example
 - a. Chair or member of a task force, committee, board or commission providing service to local, state, regional, national, or international organizations.
 - b. Professional consultant to public or private organizations.

COOPERATIVE EXTENSION

SECTION VII

KSU 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.

COE Additional Guidelines: For candidates with extension appointments (some faculty in the Department of Biological and Agricultural Engineering), provide a summary of scholarly extension program development and delivery, including, for example, development of extension educational media (i.e., publications, presentations, etc.), extension educational program activities (i.e., seminars, workshops, short courses, and demonstrations), quality of programs, securing of support for the candidate's extension program. Include honors and awards received in recognition of extension activities.

Resources

- 1) Academic Departmental Guidelines/Documents - <http://www.k-state.edu/academicpersonnel/add/eng/index.html>
- 2) Promotion and Tenure Checklist - <http://www.k-state.edu/academicpersonnel/depthead/manual/promotion/promote.html>
- 3) University Handbook
 - a) Tenure - Section C70-C162.5 - <http://www.k-state.edu/academicpersonnel/fhbook/fhsecc.html#70>
 - b) Promotion – Section C120-C156.2 - <http://www.k-state.edu/academicpersonnel/fhbook/fhsecc.html#120>
- 4) Guidelines for the Organization and Format of Tenure and Promotion Documentation - <http://www.k-state.edu/academicpersonnel/fhbook/fhsecc.html#120>