

COLLEGE OF ENGINEERING DEANS OFFICE

**DEANS OFFICE UNCLASSIFIED PERSONNEL ANNUAL EVALUATION
GUIDELINES**

Approved May 6, 2016

Revised September 29, 2021

**DEANS OFFICE NON-TENURE TRACK FACULTY ANNUAL REAPPOINTMENT
AND PROMOTION GUIDELINES**

Approved May 6, 2016


Revised September 29, 2021

REVIEW DATE FOR ANNUAL EVALUATION GUIDELINES: MAY 2021


REVIEW DATE FOR PROMOTION GUIDELINES: MAY 2021



Gary Clark, Senior Associate Dean
Date Signed: September 29, 2021



Matt O'Keefe, Dean
Date Signed: September 29, 2021



Charles Taber, Provost and Senior Vice President
Date Signed: 10/27/2021

KANSAS STATE UNIVERSITY
COLLEGE ENGINEERING
DEANS OFFICE UNCLASSIFIED PERSONNEL
ANNUAL EVALUATION GUIDELINES

September 29, 2021

- **CALENDAR OF EVENTS**
 - **DOCUMENTATION GUIDELINES**
 - **ANNUAL REPORT FORM**
 - **ANNUAL EVALUATION SUMMARY FORM**
-

CALENDAR OF EVENTS

UNCLASSIFIED ANNUAL EVALUATIONS

Refer to the University Handbook for specific policy-related dates.

JANUARY 15: Unclassified personnel submit documentation of activities and accomplishments for the period being evaluated.

JANUARY 31: Unit Head completes evaluations for unclassified personnel.

FEBRUARY: Unit Head meets with unclassified personnel; discusses and shares evaluation.

MARCH 1: Unit Head forwards evaluation materials to the Dean.

MARCH 11: Deans forward summary evaluation materials to the Provost.

APRIL 11: The Provost and Vice Presidents return evaluation comments and evaluations to the Deans and Unit Heads.

APRIL/MAY : Evaluation ratings are finalized. A list of individual faculty/staff evaluation ratings and recommended percentage increases (See section on Annual Merit Salary Increases for more information) are submitted to the Provost office.

DOCUMENTATION GUIDELINES

1. **Key areas of programmatic responsibility.** Provide a general statement along with a bulleted listing of the key areas of your programmatic responsibility.
2. **Goals and Objectives**
 - 2.1. **Prior year goals and objectives.** Briefly list your prior year goals / objectives, and activity / accomplishments related to those goals and objectives.
 - 2.2. **Current/Future year goals and objectives.** List the top three priorities associated with your position/unit that you intend to focus on in the current year. May also include items that may carry over into the next year.
3. **Accomplishments and activities.**
 - 3.1. Please provide a summary of your academic, administrative, programmatic, and professional accomplishments and activities for the previous year. Use short and concise bullet points for those activities and events that have been associated with your position and your unit as applicable. Include pertinent information related to progress on continuing programs and new initiatives.
 - 3.2. With reference to the programmatic activities and events that have been associated with your position/unit please provide your brief assessment of their importance and their support of the COE's goals, initiatives, strategic planning themes, and core values. [Note: depending upon your position and responsibilities, you may not have activity in each of these areas.]
 - 3.3. Provide listings of significant contacts/appointments made, honors and awards, presentations, publications, etc. [Note: depending upon your position and responsibilities, you may not have activity in each of these areas.]
4. **Non-directed service.**
 - 4.1. Profession Based (executive roles; professional association committees [include role]; editorial roles [i.e. paper/grant reviews]; meeting or conference coordination...)
 - 4.2. Institution Based (college / university committees; task force assignments; grad committees [as member]...)

[Note: depending upon your position and responsibilities, you may not have activity in each of these areas.]
5. **Suggestions for improvement.**
 - 5.1. Please comment on the continuation, elimination, or modification of existing activities, and/or provide suggestions for improvement. Again, please use a bulleted list format.

ANNUAL REPORT FORM

Annual Report - for 20_____

Date:

Name:

Department Unit:

Evaluation Period:

1. Key areas of programmatic responsibility.

- Topic 1
 - Item 1
- Topic 2
 - Item 1

2. Program Focus

2.1. Summary of goals/objectives and associated activity/accomplishments for prior year.

- Topic 1
 - Item 1
- Topic 2
 - Item 1

2.2. Current year priorities.

- Topic 1
 - Item 1
- Topic 2
 - Item 1

3. Summary of academic, administrative, programmatic, and professional accomplishments and activities.

- Topic 1
 - Item 1
- Topic 2
 - Item 1

4. Non-directed service.

- Topic 1
 - Item 1
- Topic 2
 - Item 1

5. Suggestions for improvement.

ANNUAL EVALUATION SUMMARY FORM

Date of Conference:

Name:

Position:

Evaluation Period:

Major Accomplishments:

-

Areas needing attention: Note: the following are not issues or concerns, but rather areas that require some additional focus.

-

Goals for next period:

-

Exceeded expectations *

Met expectations

Fallen below expectations but has met minimum acceptable levels of productivity

Fallen below minimum acceptable levels of productivity

Additional Comments:

Supervisor

Date

Employee Signature

Date

* Evaluation expectation categories as defined in the University Handbook Section C37 (Unclassified Professional Evaluations)

KANSAS STATE UNIVERSITY
COLLEGE ENGINEERING
DEANS OFFICE NON-TENURE TRACK FACULTY
ANNUAL REAPPOINTMENT AND PROMOTION GUIDELINES

~~May 10, 2016~~
September 29, 2021

Non-tenure track instructional faculty members, with primary responsibilities in teaching and advising, 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). Initial appointment rank, and subsequent promotions in rank, are based on advanced degree(s) and experience, and achievements over time within a given rank.

Periodic Evaluations

Regular non-tenure track faculty members will be reviewed and evaluated by two independent processes, annual reappointment evaluation and annual evaluation of progress toward promotion, in addition to the annual merit salary evaluation. In both cases, the Senior Associate Dean will provide information about deadlines and guidelines about materials to be prepared, sufficiently in advance of deadlines to allow for preparation and review.

1. Annual Reappointment Evaluation

Regular, non-tenure track, faculty in positions of instructor, teaching assistant professor, or professor of practice and those at higher ranks will be reviewed annually with regard to reappointment. Each teaching faculty member will provide an updated CV and cumulative instructional evaluations. The Senior Associate Dean will make these available for, and request input from the Associate Dean for Research and Graduate Programs before making a recommendation to the Dean on reappointment/non-reappointment.

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.

2. Annual Evaluation of progress toward promotion

Regular and term non-tenure track faculty, who do not yet hold the highest academic rank for which they are eligible, will be reviewed annually during the spring semester, with emphasis on the progress of the faculty member toward promotion in rank. Faculty will provide the Senior Associate Dean with a CV and/or appropriate supporting materials describing accomplishments, as appropriate, in teaching and advising, scholarship, and service, following guidelines provided by the Senior Associate Dean. This information will be given to the Dean's office staff that hold academic rank above the person(s) being

evaluated. The Senior Associate Dean along with these other faculty will provide a written commentary of the review and the faculty member's progress toward promotion. The goal of this internal review is to provide regular guidance and feedback to the faculty member in order to facilitate success in professional advancement.

I. Review for Promotions in Rank

The procedures for promotion in the instructor (instructor, advanced instructor, and senior instructor; University Handbook, C12.0), teaching professor (teaching assistant professor, teaching associate professor, and teaching professor; University Handbook, C12.4), and professor of practice (professor of practice and senior professor of practice; University Handbook, C12.3) 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 Senior Associate Dean will solicit from each candidate a CV and a portfolio documenting scholarship in instructional (teaching and advising) and service activities, and research activities (if applicable).

Portfolio items to document scholarship in instruction can include copies of syllabi materials presented to classes; descriptions of changes in course delivery from previous offerings; copies of exams, quizzes, and problem sets showing the level of course materials; outcomes assessment information; notices of awards or special recognition for educational activities; anecdotal information and student comments showing the impact of the instructional activities on student progress; listing of dissertations, theses, and other evidence of scholarly achievements by students directed by the candidate (if s/he is a member of the graduate faculty); advising activities; listing of grants active during the evaluation period, submitted or pending grant proposals to support instructional scholarly activities; listing of publications and presentations related to instruction (including peer-reviewed journal articles, books, etc.); and peer evaluations of classroom and additional instructional scholarly activities. Student evaluations of instructional activities for each class that is taught, obtained in a manner, which is controlled for student motivation and other possible bias (usually TEVALs), must also be included as one component of the portfolio.

Portfolio items to document non-directed service can include: listing membership on Department, College, and University committees; service to national or societal committees; outreach activities; professional reviewing activities of manuscripts, grants, or textbooks; service on funding agency panels; and editorial activities. Such listings should also document the role(s) which the faculty member plays and the level of individual responsibility.

Portfolio items to document scholarship in research, if relevant, can include: a listing (with copies provided) of publications (journal articles, review articles, book chapters, etc, with those having been peer-reviewed clearly identified); descriptions of how published works have been cited in the professional literature; platform or poster presentations at regional, national and international meetings; seminars and invited symposium presentations; patents submitted or obtained; software developed; listing of dissertations, theses, and other evidence of scholarly achievements by students directed by the candidate (if s/he is a member of the graduate faculty); listing of grants active during the evaluation period, submitted or pending grant proposals to support research activities; and notices of awards or special recognition for research activities.

The candidate should include in the portfolio a listing of goals and objectives that will guide professional activities for the next five years. The portfolio will be provided to the Senior Associate Dean who will then share these documents with the Non-Tenure Track Faculty Promotion Committee for their evaluation and individual promotion recommendation. Feedback from this committee will

then be shared with the Senior Associate Dean, the Associate Dean for Research and Graduate Programs, and the Dean. These three individuals will consider the committee feedback along with the responsibilities of the candidate during the evaluation period, and the accomplishments of the candidate in fulfilling those responsibilities to provide a recommendation concerning the promotion decision.

II. Itemized Listing of Responsibilities in Non-Tenure Track Faculty Promotion Activities

The following list presents these activities and the responsibility of each participant in the process:

The Candidate:

1. Prepares a complete and detailed Curriculum Vitae.
2. Provides a portfolio that documents achievements in scholarship regarding instruction, research, and service, as appropriate based on appointment and effort distribution. This portfolio must include documentation in the common KSU and College of Engineering format required by the standard promotion documentation format.

The Senior Associate Dean:

1. Identifies and contacts all instructors, advanced instructors, assistant teaching professors, associate teaching professors, and professors of practice eligible for promotion. Interviews potential candidates to reach a conclusion concerning the desirability and feasibility of consideration for promotion. Describes the evaluation process to the candidates and requests from them the documentation that will be required to ensure a meaningful evaluation.
2. Provides promotion portfolio of each candidate to the Non-Tenure Track Faculty Promotion Committee for their evaluation and recommendation.
3. Compiles general recommendations and comments from the Non-Tenure Track Faculty Promotion Committee, along with the candidate's promotion package, and discusses these with the Associate Dean for Research and Graduate Programs and the Dean.
4. Discusses the recommendation decision with each candidate, and provides the candidate with a copy of the letter of recommendation to the Dean. The Senior Associate Dean may, but is not required to, also provide the candidate with transcribed comments (edited to avoid individual identity).
5. Forwards the following to the Dean: the Senior Associate Dean's recommendation, unedited comments, and the candidate's credentials.

Non-Tenure Track Faculty Promotion Committee:

1. Annually assesses progress of non-tenure track faculty (regular and term) working toward promotion by examination of updated credentials, with a goal to provide substantive feedback to aid in faculty improvement. Provides a written assessment for the faculty member, with a copy forwarded to the Senior Associate Dean.

2. Evaluates credentials of candidates for promotion; these consist of materials provided by the candidate.
3. After receiving the relevant materials from the Senior Associate Dean, the chair of the Promotion Committee assigns primary responsibility for each candidate to an appropriate member of the Committee. At the discretion of the chair, additional committee members may be asked to provide secondary reviews.
4. The Committee Chair may discuss issues with the candidate to clarify questions and comments. The reviewers then present the collected information in a closed session to the committee, and the committee discusses in depth the merits of the promotion request.
5. All members vote approval or disapproval of a candidate's application, and the committee provides a substantive report on the rationale for the approval/disapproval recommendation.
6. The committee vote and recommendation for promotion are forwarded in writing to the Senior Associate Dean.
7. All deliberations of the College of Engineering Dean's Office Non-Tenure Track Faculty Promotion Committee are treated as confidential information, and are not to be divulged to anyone except the Senior Associate Dean.

III. Non-Tenure Track Faculty Promotion Committee

Composition and Selection of the Non-Tenure Track Faculty Promotion Committee

The committee shall consist of five full-time College of Engineering faculty members who hold the rank of either Associate Professor or Associate Teaching Professor, and either Professor, Teaching Professor or Senior Professor of Practice, including both tenured and/or non-tenure track members on regular appointments. The Senior Associate Dean shall appoint the members in consultation with their respective Department or Unit Head and the Dean; these members shall serve renewable one-year terms. These appointments shall be made to achieve a committee composed of individuals with recognized achievements in teaching, advising, scholarship and service. The Senior Associate Dean will appoint a member of the committee as the committee chair. The chair will convene the meetings, assign reviewers and write the evaluation statement transmitted to the Senior Associate Dean after committee approval. In the event that a non-tenure track committee member is under consideration for promotion, he/she will be excused from promotion-related deliberations 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. The committee will conduct its affairs with no less than four members present. In the event that fewer than four members are able to convene, the Senior Associate Dean will appoint an alternate. There shall be no restrictions regarding succession for appointed members of the committee.

IV. Process Review

Review of these procedures and processes by the faculty of the College of Engineering Dean's Office will take place at least every five years.