

## MEMORANDUM

DATE: August 6, 2018

TO: College of Engineering Department Heads

FROM: Gary A. Clark, Senior Associate Dean

RE: 2018/2019 Academic Year Deadlines for Decisions Related to Promotion, Tenure, Reappointment and Professorial Awards

Faculty members who are required or who are opting to go through the Promotion/Tenure/Reappointment (P/T/R) review during the 2018-2019 academic year should be preparing materials for review. All parties involved in the P/T/R processes should be apprised of the most recently approved departmental/college/university policies and procedures documents. The P/T/R processes are sequenced with recommendations and actions by several groups. Evaluations from outside reviewers and the inclusion of the review of promotion/tenure documents by the College Advisory Committee provide valuable input in the overall promotion/tenure process.

All college P/T actions leading up to the Dean's recommendations must be completed by **December 1, 2018**. The dates listed in the following schedule will allow time for the candidate, department faculty, outside reviewers, department head, and college advisory committee to develop appropriate input for the Dean's consideration. Refer to Section C of the Kansas State University for specific details related to each deadline and to the KSU Department Head's Master Calendar.

### **Promotion, Tenure, and Reappointment Deadlines:**

**Mid-August to early September, 2018:** Promotion/Tenure/Reappointment candidates prepare materials for review. Department Head identifies possible external reviewers.

**September 1, 2018:** Name of departmental representative (tenured, full professor) to College Advisory Committee submitted to the dean. College Advisory Committee reviews P&T documents in the fall semester and mid-probationary review documents in the spring semester. The College Advisory Committee does not review routine reappointment documents.

### **September (early to mid-) 2018:**

- Student Ratings: Departments should notify tenure-track faculty that student ratings are needed for reappointment.
- Promotion/Tenure candidates submit files to department head.
- Department Head solicits letters from external reviewers.

**Early October, 2018:** Final draft of all promotion/tenure documents are made available for review by department faculty.

**Mid- to late- October, 2018:** Department faculty members with appropriate academic rank meet to discuss reappointment (**second year faculty**), tenure, and promotion (at least 14 days after documents are made available to faculty). Faculty members may ask to meet with each candidate. Eligible faculty members submit P/T recommendations to department head.

**November 1, 2018:** SABBATICAL LEAVE: Faculty members applying for a sabbatical leave during the next academic year must make formal application to their department head.

**November 9, 2018:** Department's (including department head) promotion/tenure recommendations and documents are forwarded to the Dean (pdf/electronic only). Department's P&T recommendations/documents/procedures are made available to College Advisory Committee. Reappointment documents are submitted to Dean only. Department head's recommendation is forwarded to candidate. Head meets with candidate (reappointment only). Late packages will not be accepted.

**December 3, 2018: (Monday):** College P/T Advisory Committee's recommendations are forwarded to the Dean.

**December 10, 2018:** Dean notifies P/T candidates and department head of dean's recommendation regarding promotion and tenure. Candidate may withdraw within 7 days.

**December 15, 2018:**

- Notice of NON-REAPPOINTMENT: Regular or probationary faculty/staff members in their second year of service must be notified of non-reappointment by December 15th. Regular or probationary faculty/staff members who have completed two years of service must be given one year notice of non-reappointment.
- SABBATICAL LEAVE REQUEST: Applications must be submitted to the Office of the Provost by December 15th.

**December 19, 2018:** Promotion/tenure documents and summaries for each candidate (who has not withdrawn) are submitted to the Deans Council for review.

**December 2018/January 2019:** Deans Council reviews candidates' promotion and tenure files.

**January 2019:**

- UNCLASSIFIED EVALUATIONS: Unclassified personnel submit documentation of activities and accomplishments for the period being evaluated. **[Internal department deadlines may be established]**
  - Department heads complete unclassified evaluations.
  - Department heads share evaluations with unclassified personnel
  - Department heads forward evaluation materials to appropriate Dean or Vice-President
- PROFESSORIAL PERFORMANCE AWARD: Eligible full professors for the Professorial Performance Award submit documentation to the department head. **[Internal department deadlines may be established]**
- POST TENURE REVIEW: *Prior to January 16*, faculty identified for review submit documentation to the department/unit head. **Colleges and departments will establish internal deadlines.**

**February 6, 2019:** Deans Council notifies candidate and department head of Council's promotion/tenure vote. Deans Council provides written report to candidate, department head, and dean if finding differs from that of college. Deans Council forwards P & T documents and recommendations to the Provost for approval of tenure and promotion. Candidates not recommended by the Deans Council have fourteen days to appeal to the Provost.

**February 1-15, 2019:** Candidates in their third year of appointment submit mid-probationary documents to department head and documents are made available for review by department faculty. Unless specified by

department criteria, outside reviewers' evaluations are not necessary. Note Sections C92.1-C92.4 in the Kansas State University Handbook.

**February 27, 2019:**

- Departments recommend faculty for emeritus status to the Dean.
- Provost sends recommendations for tenure and promotion to President.

**February 15-March 7, 2019: [REAPPOINTMENT]**

- Department faculty meet to discuss reappointment at least 14 days after documents made available to faculty; (C53.1).
- Faculty may ask to meet with candidate; (C53.1).
- Faculty submit recommendations to department head/chair; (C53.1).
- Ballot of faculty conducted for reappointments; (C53.1).

**March 1, 2019:** Deadline for notification of non-reappointment for regular or probationary faculty/staff members who are in their first year of service.

**March 1, 2019:**

- UNCLASSIFIED EVALUATIONS: Department heads forward unclassified evaluation materials and recommendations to the Dean. Include copy of dept procedures.
- PROFESSORIAL PERFORMANCE AWARD: Department Heads forward their recommendations for the Professorial Performance Award to the Dean along with the candidates' materials.
- POST TENURE REVIEW: Department Heads forward Post Tenure Review Tracking Template to the Dean.

**March 12, 2019:**

- PROMOTION/TENURE: Provost informs candidates of promotion/tenure decisions.
- EMERITI: Deans and other unit heads reporting to the Provost forward recommendations to the Provost by emailing [provostpersonnel@ksu.edu](mailto:provostpersonnel@ksu.edu).
- PROFESSORIAL PERFORMANCE AWARD: Deans forward their recommendations for the Professorial Performance Award to the Provost along with the candidates' materials.
- REAPPOINTMENT: Department head submits reappointment recommendation to the Dean (for tenure-track faculty with 3+ years of service). {Note: Department head's recommendation is forwarded to candidate. Head meets with candidate.}

**March 30, 2019:** Mid-probationary documents to Dean's office for committee review.

**April 9, 2019:**

- UNCLASSIFIED EVALUATIONS: UNCLASSIFIED EVALUATIONS: Deans or unit heads forward the evaluation materials to the Provost or appropriate Vice President. For the academic organization, Deans/Unit Heads reporting to the Provost should submit a workbook containing the [Summary Annual Evaluation Spreadsheets](#) for their units to [provostpersonnel@ksu.edu](mailto:provostpersonnel@ksu.edu).
- POST TENURE REVIEW: Deans forward summary of reviews to the Provost by emailing the completed [Post-Tenure Review Tracking Sheet](#) to [provostpersonnel@ksu.edu](mailto:provostpersonnel@ksu.edu).

**April 19, 2019:**

- College Advisory Committee's recommendations regarding decisions on mid-probationary reviews (reappointment) are forwarded to the dean.
- PROFESSORIAL PERFORMANCE AWARD: The Provost approves or denies the award and returns the candidates' materials to the Deans.

**April 30, 2019:**

- UNCLASSIFIED EVALUATIONS: The Provost and Vice Presidents return evaluation comments to the Deans and Unit Heads, as appropriate.

**May/June 2019:**

- BUDGET ALLOCATIONS: Final budget allocations are made to the units.

**May 2019:** (Prior to May 15)

- Regular or probationary faculty/staff members on nine-month appointments who have completed two or more years of service and will not be reappointed must be given one-year notice of non-reappointment.
- [ONE YEAR NOTICE OF NON-REAPPOINTMENT]: Regular or probationary faculty/staff members on twelve-month appointments who have completed two or more years of service may be given one-year notice of non-reappointment at any time, so long as it is a one-year (twelve-month) notice.
- Dean notifies department head and candidate of non-reappointment decision. Applies to regular and probationary faculty/staff members in their third and subsequent years of service. This non-reappointment decision provides for one additional year of appointment.

**June/July 2019:**

- ANNUAL BUDGET REPORT: Units report finalized annual salaries, promotions, and tenure decisions to the Budget Office.
- ANNUAL BUDGET DEVELOPMENT: Start budget process for next year.
- UNCLASSIFIED EMPLOYMENT CONTRACTS: Copies of all contracts for all full time faculty and unclassified professionals are sent to [Human Capital Services](#).
- CONFLICT OF INTEREST FORMS: Faculty and unclassified professionals file their individual electronic conflict of interest forms.

**July 2019**

- FY2019 BUDGET: Budget Office reports annual salaries and promotion decisions to Human Capital Services for payroll files.

Note: Please refer to the Department Head's Manual on the Web for deadlines, notification dates, and additional information regarding **sabbaticals, unclassified evaluations, emeriti and phased retirement requests, and budget considerations.**

<http://www.k-state.edu/academicpersonnel/depthead/manual/master.html>

cc: Darren Dawson  
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