

## 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. These folders can then be uploaded into Canvas. 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

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
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 students<sup>1</sup>, your post-docs<sup>2</sup>, 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 titen ess*

\*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.

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**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>