College of Engineering

Faculty Workshop on Promotion and Tenure

Promotion and Tenure Success Strategies

Gary Clark
Senior Associate Dean
College of Engineering
Promotion & Tenure Overview

• Your Professional Progress
  – Professional Goals
  – Professional Involvement
  – Identify a Mentor

• Policies and Process
  – Office of Academic Personnel
  – Organizing Your Documentation
Your Professional Progress

• Professional Goals

  — Short Term
  • Submit XX proposals; publish xyz journal articles; ...
  • Strengthen teaching by ..... 

  — Long Term
  • Get promoted to ____ by DATE
  • Secure a _____ NSF grant
  • Establish national recognition in _______
Your Professional Progress

• Professional Involvement
  – Become an active member/leadership role on a technical committee
  – Establish strong collaborative research activity with…..
  – Become more active with national /international symposia and/or workshops
Your Professional Progress

• Identify a Mentor
  – Someone you respect and who will work with you
  – Establish periodic meetings; Can be formal or informal
  – Openly discuss goals, professional development, progress,.....
Policies and Process

• Office of Academic Personnel
• Organizing Your Documentation
Susana L. Valdovinos, M.A., J.D. is the director of the Office of Academic Personnel.

This office exists to assist the provost, deans, department heads and faculty in employment related matters relative to faculty and unclassified professionals as well as to assure compliance with university policies, federal and state legislation, and Board of Regent's policy.

Additional Responsibilities of the Office

Conflict of Interest
In some cases the external activities of faculty and staff, such as consulting, outside employment, public service, pro bono work, or serving as an officer of an external entity, even without compensation, can result in real or apparent conflicts regarding commitment of time.

Dispute Resolution
The purpose of this website is to provide faculty and staff at K-State
Policies and Process
Office of Academic Personnel

• University Handbook
• P&T Specific Policies & Forms
• Departmental Documents
University Handbook
http://www.k-state.edu/academicpersonnel/fhbook/

Section C: Identity, Employment, Tenure
University Handbook
http://www.k-state.edu/academicpersonnel/fhbook/

• Tenure: C70 – C116.2
  • Background; Guidelines; Standards; Procedures

• Promotion: C120 – C156.2
  • Background; Guidelines; Standards; Procedures
Policies and Process
Office of Academic Personnel

- University Handbook
- P&T Specific Policies & Forms
- Departmental Documents
Policies and Forms

Items Specific to Promotion & Tenure

Office of Academic Personnel

Policies

Departmental Evaluation, Promotion Tenure Documents
Check Sheet and Related Policies  [pdf]  [Word]
Approval Signature Sheet
Departmental Documents

Promotion and Tenure

Promotion and Tenure Checklist
Checklist and Standards for Notice of Reappointment and Non-reappointment
University Handbook Section C70-C162.5 on Tenure
University Handbook Section C92.1 on Mid-Probationary Review
Guidelines for the Organization and Format of Mid-Tenure Review Documentation
University Handbook Section C120-C156.2 on Promotion in Rank
Guidelines for the Organization and Format of Tenure and Promotion Documentation  [pdf]  [word]
Promotion and Tenure Transmittal Form  [pdf]  [word]
Delay of Tenure Clock
Promotion and Tenure Electronic Review  [pdf]  [word]
Promotion and Tenure Checklist

Submit only the approved university promotion and tenure document request for probationary faculty.

*Please use these dates as a guide for suggested deadlines.

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

2013

Sept/Oct  □ Candidate prepares application materials and submits file to Department Head/Chair. (C111, C151)

Sept 13 □ Department Head/Chair solicits letters from outside reviewers. (C112.2, C152.2)

Oct 4 □ Documents made available for review by department faculty. (C112.1, C152.1)

Oct 28-Nov 1 □ Department faculty meet to discuss tenure and promotion (at least 14 days after documents made available to faculty.) (C112.3, C152.3)

□ Faculty may ask to meet with candidate. (C112.4, C152.4)

□ Faculty submit recommendations to department head/chair. (C112.3, C152.3)

Nov 11 □ Department Head/Chair submits recommendation and documents to Dean. (C112.5, C152.5)

□ Department Head/Chair’s recommendation is forwarded to candidate. (C112.5, C152.5)

□ Dean forwards documents to College Promotion and Tenure Committee. (C113.2, C153.2)

Dec 2 □ College Promotion and Tenure Committee reports findings to Dean of College. (C113.2, C153.2)

Dec 9 □ Dean notifies candidate and Department Head/Chair of college and Dean’s recommendations. Candidates may withdraw within seven days. (C113.3, C113.4 C153.3, C153.4)
Policies and Process
Office of Academic Personnel

• University Handbook
• P&T Specific Policies & Forms
• Departmental Documents
Use this link to access Departmental Documents
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 the 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
Policies and Process
Organizing Your Documentation

Key Elements of the Document:

• III Statement by Candidate
• IV Instructional Contribution (Teaching)
• V Research and Other Creative Endeavors
• VI Service Contribution
• VII Cooperative Extension
• VIII External Letters of Evaluation
Policies and Process
Organizing Your Documentation

• III Statement by Candidate
  – Limited to One Page
  – Statement of Five Year Goals

• VIII External Letters of Evaluation
  – Cannot be former committee chair or close friend
  – Your professional engagement makes a difference
Policies and Process
Organizing Your Documentation

• Instructional Contribution
  – Courses Taught
  – Summary of Student Feedback
  – Graduate Student Supervision
  – Other Scholarship Related to Instruction
    • Online tools
    • Videos
    • Software
    • Workshops & Shortcourses

These can each be summarized using a tabulated format
Policies and Process
Organizing Your Documentation

• Research and Other Creative Endeavors
  – One Page Statement
    • Be concise; Consider the reader
    • Summarize Funded Grants & Contracts; Publications; Research Accomplishments; Research Impact
  – Publications
    • Follow recommended citation styles (*grad students)
  – Grants and Contracts
    • Funding Period; Agency; Amount; Title; Role (PI; Co-PI)
    • A tabulated format is easy to follow
Policies and Process
Organizing Your Documentation

• Service Contributions
  – Local
    • Dept/College/University Committees
    • Student Organizations
    • Special Activities (Open House; ESSI; ....)
  – National
    • Peer Reviewer
    • Technical Committees
    • Session Moderator, ....
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