# Open Meeting on Promotion and Tenure

## Important Information and Links

* Standards and procedures for Promotion and Tenure are found in the [Faculty Senate Rules and Regulations, Article VI](http://policy.ku.edu/governance/FSRR#ArticleVI)
* Information for candidates and evaluators and all the necessary forms for the 2023-2024 Academic Year are available on the [Faculty Affairs website](https://facultyaffairs.ku.edu/promotion-and-tenure)

## Spring and Summer 2023 Activities

* Candidates submit suggestion for external evaluators to initial review unit. Additional suggestions are provided to the chair (or dean in schools without departments).
* In some schools, the lists are submitted to the dean’s office for selection of the individuals who will be invited as external evaluators.
* Candidates should make sure that they have a copy of their unit’s criteria and procedures for promotion and tenure.
* Candidates provide CV and copies of scholarship that will be sent to external evaluators.
* Departments (or schools without departments) send out requests to external reviewers of candidates for promotion and tenure.
* In late summer, departments (or schools without departments) share the job description from with candidates for candidates’ review and approval.

***Deadlines are set by Departments and Schools/Colleges/Research***

## Fall 2023 Activities: Schools with Departments, the College, and Office of Research

* If not completed in the summer, departments (or schools without departments) share the job description form with candidates for candidates’ review and approval.
* Departments receive the external evaluation letters.
* Candidates submit CV & Candidate Statements to the department committee by the department deadline.
* Department committees meet and review dossiers, completing the Initial Evaluation Review form.
* Department chairs send candidates the Initial Review Summary for Candidate document via email.
* Departments send dossiers with initial review documents to the school by the school’s deadline.
* Candidates with marginal/poor evaluation ratings or a negative recommendation may submit a Candidate Response form to the school dean’s office by the school deadline.
* School promotion and tenure committees meet initially to review dossiers.
* Requests for information (if applicable) are sent to departments and responses are added to dossiers. Candidates receive copies of these requests and may submit their own responses.
* School promotion and tenure committees meet for the final time and issue Intermediate Review Summary for Candidate documents to candidates via email.
* Schools submit all candidate dossiers to our office by **January 2, 2024**.
* Candidates with marginal/poor evaluation ratings or a negative recommendation from the school committee may submit Candidate Response forms to our office by **January 9, 2024**.

## Fall 2023 Activities: Schools without Departments

* If not completed in the summer, departments (or schools without departments) share the job description form with candidates for candidates’ review and approval.
* Schools receive the external evaluation letters.
* Candidates submit CV & Candidate Statements to the school committee by their deadline.
* School committees meet and review dossiers, completing the *Initial Evaluation Review* form.
* School promotion and tenure committees send candidates the *Initial Review Summary for Candidate* document via email.
* Schools submit all candidate dossiers to our office by **January 2, 2024**.
* Candidates with marginal/poor evaluation ratings or a negative recommendation from the school committee may submit Candidate Response forms to our office by **January 9, 2024**.

## University Dates

**January**

* ***January 2, 2024:*** Promotion and Tenure files due to the Office of the Provost by 5:00pm
* ***January 9, 2024:*** Candidate Response to negative Recommendation or Marginal/Poor Evaluation from School, College, or Research Center due in Provost office by 5:00pm.

**February**

* **Early February:** UCPT Initial Discussion Meeting; Requests for Information letters delivered to deans for distribution to departments and candidates.
* **Late February:** UCPT Final Review Period and UCPT Final Discussion Meeting

**March**

* **March 1, 2024:** UCPT and Provost Recommendation delivered to candidates, department chairs/directors, and deans/vice chancellor.
* **March 11, 2024:** Candidates who receive a negative recommendation from UCPT and the Provost may:
  + - Submit a ***Candidate Response to Negative Recommendation from UCPT*** form for consideration by the Chancellor, due in Provost Office by 5 p.m. **or**
    - Submit an appeal of the recommendation to the Faculty Rights Board, due in the Faculty Governance office by 5 p.m.

**April**

* Candidates receive final notification of the Chancellor’s decision on the promotion and tenure recommendations from UCPT through email.

## Tenure Clock Reminders

* **KBOR extension** – All tenure-track faculty who were in their probationary period during the Spring 2020 or began their appointments at KU in Fall 2020 had their tenure clocks automatically extended by one year. At their choosing, faculty can go through the P&T process on their original schedule. This extension does not count as one of the two extensions allowed under KBOR policy for birth/adoption of a child or other extenuating circumstances.
* **Other extensions to the tenure clock** - Untenured faculty members in tenure-track appointments who have not yet entered the mandatory review may interrupt the tenure clock under the [interruption of the tenure clock policy](https://policy.ku.edu/provost/interruption-of-tenure-clock). Significant COVID-19 impacts continue, and the deadline for submitting a request to interrupt the tenure clock has been temporarily extended. A request for such an extension may be granted by the Provost upon written request of the faculty member and/or appropriate dean. Requests must be received by the Provost no later than May 31, 2023, for those whose mandatory review year is 2021-2023.

## External Reviewers

Are you or your unit still working to find a suitable list of external reviewers to invite to write evaluations?

Our Faculty Insight tool from Academic Analytics has a feature called "related terms and people" in each faculty member's profile that lists academics who may match with a faculty member's expertise. Some have found this useful in thinking about their reviewer lists.

The link to Faculty Insight is available under “Login Links” on [Academic Analytics page](https://aire.ku.edu/academic-analytics) of the AIRE website.

## Documenting Teaching Effectiveness

* **Reports from the student survey of teaching**
  + Optional to include in your dossier from Spring 2020 – Summer 2021
* **How can faculty document teaching effectiveness, and how can P&T committees evaluate teaching effectiveness without student survey reports from Spring 2020 – Summer 2021?**
  + Our policies require that multiple sources of information be used to evaluate teaching.
  + Please visit these pages on CTE’s website for a wealth of information and guidance for best practices in documenting teaching effectiveness:
    - [Representing and Evaluating Teaching | Center for Teaching Excellence (ku.edu)](https://cte.ku.edu/representing-teaching)
    - [CTE's Benchmarks for Teaching Effectiveness website](https://cte.ku.edu/benchmarks-teaching-effectiveness-project)

## COVID-19 Impacts

**Guidelines on taking COVID-19 impacts into account in the P&T process**

We recognize that faculty work has been affected since Spring 2020 by COVID-19 disruptions:

* As individuals, we experienced the impacts in different ways.
* These impacts are not distributed evenly.
* We can't assume we know the impacts across our faculty.

Therefore, as we move into the upcoming cycle for promotion and tenure, it is important to enable our faculty to document any impacts arising from the pandemic and have review committee members document how they took those impacts into account in their evaluations.

Thus, all candidates have the option to address the impact of COVID-19 disruptions on their teaching, research/scholarship/creative or artistic work (hereafter, scholarship), service, and professional performance in their candidate statements for P&T. While not required, Faculty Affairs encourages candidates to supplement their candidate statements, as applicable, given the challenges raised by COVID-19 disruptions, specifically:

* It may be that some normally expected activities were simply not possible to accomplish or were drastically curtailed during the pandemic, especially, but not exclusively, in the area of scholarship.
* The conditions of the pandemic may be directly related to a change in the pattern or types of activity faculty pursued in the face of the challenges.

For privacy reasons, candidates should not share any personal circumstances in their statements, but rather focus on the impact to outcomes that they want to address. The inclusion of this supplemental information about the impacts of COVID-19 disruptions, will allow chairs, deans, and promotion and tenure committee members to carefully review faculty dossiers and conduct fair and contextual evaluations of whether, except for COVID-19 disruptions, faculty are meeting our standards for P&T (FSRR 6.2).

[Complete guidance](https://facultyaffairs.ku.edu/promotion-and-tenure) is posted on the Faculty Affairs website:

* A non-exclusive list of some of the types of impacts faculty may want to address in their candidate statements.
* How internal evaluators are expected to respond, in each evaluation section of the form (teaching, scholarship, service, professional performance), to any impacts from COVID-19 mentioned by candidates.

## Questions

If you have any questions, please contact the Office of Faculty Affairs at [facultyaffairs@ku.edu](mailto:facultyaffairs@ku.edu)