Annual Evaluation and Promotion Processes for Non-tenure Track Faculty Department of Entomology

Proposed addendum to Department of Entomology's "Criteria, Policies, and Procedures; Faculty Performance Evaluation" – the department's evaluation, promotion, and tenure document (addendum approved by unanimous positive vote of Entomology Faculty, 11 December 2015. Vote was 16 in favor, 0 against, 2 not present and voting; revision approved by unanimous positive vote of Entomology Faculty, 11 March 2016. Vote was 15 in favor, 2 not present and voting)

Approved by Dean John Floros

Approved by Provost April Mason (March 14th 2016)

Approvals:

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John R. Ruberson, Professor and Department Head

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John Floros, Dean, College of Agriculture; Director, Kansas State Research and Extension

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April Mason, Provost

Annual Evaluation and Promotion of Non-tenure Track Faculty
Department of Entomology, Kansas State University

Addendum to Department of Entomology "Criteria, Policies, and Procedures; Faculty Performance Evaluation" (Approved by vote of Entomology Faculty, 11 December 2015; revision approved by vote of Entomology Faculty, 11 March 2016)

Non-tenure track faculty are classified as:
1. Research Assistant Professor, Research Associate Professor, Research Professor
2. Extension Assistant Professor, Extension Associate Professor, Extension Professor
3. Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor

Non-tenure track faculty may be recruited, hired, and appointed into regular or term positions. Initial appointment rank and subsequent promotions into rank are based on advanced degree(s) held, experience, performance, and achievements over time within a given rank. They shall have all voting and participatory privileges within the department as tenure-track faculty, with the exception of tenure-track hiring, promotion of tenure-track faculty, and tenure decisions.

Annual Evaluation and Reappointment Processes and Criteria

Annual evaluation procedures and timing will follow those of tenure-track faculty, except that the evaluation will be conducted by the immediate supervisor of the non-tenure track faculty, whether the supervisor is a tenure-track faculty member or the department head. If the supervisor is other than the department head, the annual evaluation, including numerical score, will be forwarded to the department head to review and file. The same procedures and criteria for performance evaluation, and process for appealing a negative outcome, will be applied as for tenure-track faculty. The criteria used will be appropriately aligned with the allocation of the non-tenure track faculty member's duties. Merit raises will be based on average performance evaluations for the most recent three-year period or shorter, depending on length of time in the position. Merit raises will be awarded only in years when tenure-track faculty receive raises, and only if funds to support a raise are available from the non-tenure track funding source. The dollar amount of the merit raise will be based on the numerical ranking of the non-tenure track faculty member in relation to the tenure-track faculty, and the amount that the latter would receive for that ranking.

Reappointment evaluations will be conducted each year and will follow the same procedure and timing as outlined for tenure-track faculty. The vote on reappointment will include only tenured faculty.

As a component of the annual evaluation and reappointment process, non-tenure track faculty will receive annual feedback on progress toward promotion.

Appointment and Promotion of Non-tenure Track Faculty

Non-tenure track faculty are initially appointed to a specific rank only after the tenure-track and non-tenure track faculty at or above the desired rank level have reviewed and voted favorably on the credentials of the prospective appointee. Non-tenure track faculty may be elected as members of the KSU Graduate Faculty and direct graduate students if the academic department and Graduate Council

approves the nomination. The procedures for promotion will be similar to the processes for promotion of tenure-track faculty outlined in the University Handbook.

To be promoted from Assistant to Associate or Associate to full Professor within the non-tenure track ranks, the applicant must make a request to the department head and receive the endorsement of the direct supervisor. The applicant also must meet the same criteria (qualifications and time in rank), and provide the same documentation and follow the same procedures for promotion as tenure-track faculty at the same rank. Criteria used will be those relevant to the assignment of duties of the position. External review letters will be solicited by the department head, as is the case for tenure-track faculty.

All tenure-track and non-tenure track faculty at or above the rank to which the non-tenure track faculty member is requesting promotion will evaluate and vote on the submitted materials by either ballot or voice, depending on department head discretion. The department head will notify the applicant of the outcome of the departmental decision. If the vote for promotion is favorable, the outcome will be submitted in writing to the applicant, and copied to the Dean and the supervisor of the applicant. In the event of a negative decision, the department head will provide a summary of the faculty's rationale for the decision to the applicant, the faculty who participated in the decision, and the Dean. An appeal of a negative decision may be made in writing to the department head.

If a promotion is recommended, the department head will decide with the candidate and the dean on the length of the new appointment. The options are:
- Regular appointment, one year entitled to Notice of Non-Reappointment,
- Term appointment for a one, two or three year term, with no Notice of Non-Reappointment.

Once the type and length of the appointment is decided, it will need to be communicated in the recommendation to the dean.