#### DEPARTMENT OF CIVIL ENGINEERING

**ANNUAL EVALUATION GUIDELINES**

**(Approved by Faculty Vote on 4/06/2012)**

**PROMOTION AND TENURE GUIDELINES**

**(Approved by Faculty Vote on 9/07/2012)**

REVIEW DATE FOR ANNUAL EVALUATION GUIDELINES \*(WHICH INCLUDES THE CHRONIC LOW ACHIEVEMENT STATEMENT AND THE PROFESSORIAL PERFORMANCE AWARD): **4/2017**

REVIEW DATE FOR PROMOTION AND TENURE GUIDELINES\*: **9/2017**

**Alok Bhandari, Department Head**

**Date signed: 9/09/2012**

**John English, Dean**

**Date signed: 9/12/2012**

**April C. Mason, Provost and Senior Vice President**

**Date signed: 10/04/2012**

\*Each academic department is required by University Handbook policy to develop department documents containing criteria, standards, and guidelines for promotion, tenure, reappointment, annual evaluation and merit salary allocation. These documents must be approved by a majority vote of the faculty members in the department, by the department head or chair, by the dean concerned, and by the provost.In accordance with University Handbook policy, provision must be made to review these documents at least once every five years or more frequently if it is determined to be necessary. Dates of revision (or the vote to continue without revision) must appear on the first page of the document.

**Department of Civil Engineering**

**Faculty Evaluation Procedures**

 This is a summary of the procedures used in the Department of Civil Engineering to

 determine recommendations for merit salary increases for faculty members.

1. At the end of each calendar year, each faculty member is asked to complete

 and return to the department head forms summarizing accomplishments for

the past calendar year. All faculty members must submit a Faculty Activity

Report along with Faculty Evaluation Summary, which includes a numerical

scoring of the various activities.

1. The department head reviews the information submitted by each faculty

member and then prepares Faculty Counseling Form. Performance in various

activities is reviewed and written comments for improvements are prepared by

the department head. In finalizing the numeric scores of the faculty, the

 department head looks for consistency in the way faculty members are

awarded points in each of the categories.

1. A copy of the Faculty Counseling Form is given to the faculty member and a

meeting is held to discuss the evaluation and plans for the next year. The

assignment of tenths for teaching, research, and service, for next year is

reviewed in light of the future plans. Signed copies of the Faculty Counseling

Forms are then forwarded to the Dean of Engineering.

1. Annual merit increases in salary are determined in accordance with Sections

C40 - C48.3 in the University Handbook. The sum of the numeric scores

from the Faculty Evaluation Summary form in the four categories – teaching activities, research and creative activities, professional activities, and

institutional and public service, is used as the criterion for annual merit salary adjustments. In the case of a faculty member whose number of tenths

 assigned in a given category is different from the rest of the faculty members,

the scores in the category are proportionately weighed. In all cases, the merit

increase is allotted strictly in proportion to the total scores on Faculty

Evaluation Summary form.

 Attachments: Faculty Activity Report

 Faculty Evaluation Summary

 Faculty Counseling Form

**FACULTY ACTIVITY REPORT**

DEPARTMENT OF CIVIL ENGINEERING

PERIOD: January, 1999 to December, 1999

Approved by Faculty 3/06/97

Reapproved by Faculty 11/22/02

NAME:

RANK:

I. PAST RECORD (attach a copy of your most recent personal data sheet)

II. TEACHING ACTIVITIES

 a1. Undergraduate courses taught, please give enrollment in each.

 Spring Semester Fall Semester

 a2. Graduate courses taught, please give enrollment in each.

 Spring Semester Fall Semester

 Graduate students under your supervision

 b1. M.S. candidates:

 Semester in Estimated

 Name Attendance Grad. Date

 b2. PhD candidates

 Semester in Estimated

 Name Attendance Grad. Date

 c1. New instructional approaches developed.

 c2. Preparation of instructional devices or aids.

 c3. New courses or teaching laboratories developed.

 c4. Additional training and education for enhancing teaching effectiveness (attach any available evidences such as certificate and diploma).

 c5. Teaching assignments that are unusually demanding or that require special expertise or preparation.

 d1. Number of undergraduates you advised. Spring \_\_\_\_\_ Fall\_\_\_\_\_

 d2. Supportive evidence of diligent and effective advisement of undergraduate advisement.

 e. Honors or recognition for teaching accomplishments.

 f. Selection for special activities outside the University related to teaching.

 g1. Presentations and posters related to instruction.

 g2. Paper published in proceedings.

Professional publications related to instruction.

 h. Submitted to a refereed journal.

 i. Published in a refereed journal.

 j. Pre-proposals for extramural funding of innovative teaching related activities.

 k. Proposals for extramural funding of innovative teaching related activities.

 l. Grants received for innovative teaching related activities (give annual expenditure).

 m. Presentation of papers on teaching before learned societies.

III. RESEARCH AND CREATIVE ACTIVITIES

a1. Books published.

 a2. Monographs published and/or edited books.

b. Published papers in peer-reviewed journals.

 c1. Reports.

 c2. Bulletins and Magazine articles.

d1. Material submitted to journal (original submission only).

 d2. Material accepted by a journal.

 e1. Presentations and posters (without a written portion).

 e2. Paper published in a proceedings.

 f1. Research pre-proposals submitted.

 f2. Research proposals submitted.

 g. Research grants (annual expenditure).

 h. Patents granted.

 i. Research honors and recognition.

IV. PROFESSIONAL ACTIVITIES

 a. Summer research

 b. Professional consulting services

 c. Important professional appearances and invitational lectures.

 d. Other professional activities.

 e1. Technical and professional committees

 e2. Paper/proposal reviewer

 f. Student Org. Advisor

 g. Professional honors/recognition

V. INSTITUTIONAL AND PUBLIC SERVICE

 a. Committee assignments (department, college of engineering, and univeresity.

b. Other institutional services

 c. Public service assignments.

VI. OTHERS (list or indicate any additional activities and items not previously covered).

Reapproved 11/22/02

Department of Civil Engineering

FACULTY EVALUATION SUMMARY

 Rank

Teaching Activities Name

a.) Instructional Activities (for each course determine the following and sum for the total)

 (credit hours)\*(class-size multiplier)\*(course-level multiplier)\*(teaching effectiveness multiplier)

 Class-size multiplier = [1.0 + 0.01\*(N-20)] for

 classes larger than 20, where N= number of

 students assigned grades in the class.

 Course-level multiplier: <700=1.0, 700s=1.1, 800s=1.2, 900s=1.3

 Teaching effectiveness multiplier (evidence from evaluation forms) =

 0.8 (poor); 1.0 (fair); 1.2 (good); 1.4 (very good); 1.6 (excellent)

 [use 1.0 for classes not evaluated or when enrollment 10]

b.) Graduate Students = 0.5 each per semester  5

c.) New approaches, new courses, teaching labs,  3

 off-campus, etc.

d.1)Undergraduate advising = 0.05 each per semester

d.2)Evidence of diligent and effective undergraduate advisement 0.5

 (supportive evidence required)

 National Regional State Local

e.) Teaching honors/recog. 0‑4.0 0‑3.0 0‑2.0 0‑1.0

  4.0

f.) Selection for spec.

 extramural activities 0.25 0.10 — —

 w.r.t. teaching 1.00

g.1) Presentations and posters 0.5 0.2 — —

 (without written portion)

 2.0

g.2) Paper published in 0.75 0.4 — —

 proceedings 4.0

h.) Professional publication 1.5 0.4 — —

 (submitted) 6.00

i.) Professional publication 1.0 0.4 — —

 (refereed)

j.) Preproposals 0.10 — — —

 (submitted) 0.40

k.) Proposal for extramural 1.5 1.2 0.8 0.4

 funding 6.0

l.) Grants (annual expenditure) 0.25/K 0.16/K 0.08/K 0.04/K

 Total number of points capped at 30

m.) Teaching presentations 0.25 0.1 — —

 to learned soc. 1.0

Teaching Activities Total \_\_\_\_\_\_\_\_\_\_

 Rank

Research and Creative Activities Name

 Regional/

 National Kansas Local

a.1) Books 0‑15 each

a.2) Monographs & edited 0‑6 per book or monograph based on contribution

b.) Published papers in 1.0 each — —

 Peer‑reviewed Journals

c.1) Research Reports 3.0 1.0 each 0.5 0.1

c.2) Bulletins & Magazine 1.0 each

 articles. 3.00

d.1) Material submitted 2.0 each

 to journal (original

 submission only) 8.0

d.2) Material accepted 1.0 each

 by a journal

 e.1) Presentations and posters 1.0 each 0.4 —

 (without written portion)

 4.0

 e.2) Paper published in 2.0 each 0.4

 proceedings 8.0

 National Regional State Local

f.1) Preproposals submitted .30 — — —

 1.2

f.2) Full Proposals submitted 1.5 1.2 0.8 0.4

 6.0

g.) Grants (annual expenditure) 0.25/K 0.16/K 0.08/K 0.04/K

 Total number of points capped at 30

h.) Patents 6.0 3 each

i.) Research honors/recog. 0-4.0 0-3.0 0‑2.0 0‑1.0

  4

 Research and Creative Activities Total \_\_\_\_\_\_\_\_\_\_

 Rank

Professional Activities Name

a.) Summer Research 1.0

 National Regional State

b.) Professional

 Consulting Services 4.0 1.0 0.5 0.25

c.) Invited Presentations 1.0 0.25 0.1

d.) Other Professional

 Activities 1.0

e.1) Tech. & Prof. Comm. 5.0 1.0 0.5 0.25

e.2) Paper/Proposal Reviewer 4.0 0.2 0.1 (each)

f.) Student Org. Advisor 0‑3

g.) Professional honors/recog. 4.0 0‑4.0 0‑3.0 0‑1.0

Institutional and Public Service

 University, College Dept.

a) Committees  3.0 0.75 each 0.25

b) Other Institutional

 Service, (e.g., 3.0

 organizing conferences,

 serving on faculty

 senate, etc.)

c) Public Service 1.5 0‑0.5 each activity

Professional Activities & Institutional and Public Service Activities Total \_\_\_\_\_\_\_\_\_\_

 Rank

 Name

|  |  |  |
| --- | --- | --- |
| General Evaluation Summary |  Tenths Assigned |  Points |
|  |  |  MALP |  Actual |
| Teaching Activities |  |  |  |
| Research & Creative Act. |  |  |  |
| Prof. Act. & Inst. & Pub. Svc. |  |  |  |
| Current Total |  |  |  |

Department of Civil Engineering

FACULTY COUNSELING FORM

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Employed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Counseling\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Summary, Past Year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Component |  % | Score | Met/ExceededExpectations | NeedsImprovement | Failed toMeet Expectations |
| Teaching Activities |  |  |  |  |  |
| Research/Creative Activities |  |  |  |  |  |
| Professional, Institutional and Public Service Activities |  |  |  |  |  |
| Total  |  |  |  |  |  |

Teaching Activities

 [Summary and Comments]

Research and Creative Activities

 [Summary and Comments]

Professional Activities and Service

 [Summary and Comments]

General Evaluation Summary

 [Summary and Comments]

Activity Level for the Coming Year

|  |  |  |  |
| --- | --- | --- | --- |
|  Component | TenthsAssigned | MALP | Recommendations on changes in responsibilities or expectations - see also comments by category  |
| Teaching Activities |  |  |  |
| Research/Creative Activities |  |  |  |
| Professional, Institutional & Public Service Activities |  |  |  |

Recommended Goals and Objectives for the Coming Year

 [Mutually agreed upon by faculty member and the head]

Head, Department of Civil Engineering\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Member Evaluated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Approved Feb. 11, 1994**

 **Reapproved Jan. 25, 1999**

 **Reapproved Dec. 12, 2003**

**DEPARTMENT OF CIVIL ENGINEERING**

**STANDARDS AND CRITERIA FOR**

**TENURE AND PROMOTION**

### GENERAL OVERVIEW

Criteria and standards for tenure, promotion and mid-probationary review in the Department of

Civil Engineering shall be guided by the following philosophy:

 • They must be tied to the annual department evaluation procedure, and priorities.

 • They must be flexible, and to a large degree, judgmental.

 • Current departmental priorities require satisfactory performance in teaching, research and service.

 • Satisfactory performance will be judged at the department level by annual evaluations, peers and the department head.

 • They must fit within the University guidelines which follow in Section A.

### SECTION A - TENURE, GENERAL UNIVERSITY GUIDELINES

 Tenure may be granted to those on full-time probationary appointments at the rank of associate professor and above.

 Tenure will not be granted below the rank of associate professor except in special circumstances approved by the provost.

 For persons appointed at the rank of assistant professor, the maximum probationary period for gaining tenure and promotion to associate professor consists of six (6) regular, annual appointments at Kansas State University, atthe probationary rank.

 Tenure will not be granted to an assistant professor without simultaneous elevation to the rank of associate professor.

 For persons whose initial appointment is at the rank of associate professor or professor, the maximum probationary period for obtaining tenure shall be five (5) regular, annual appointments at Kansas State University at theprobationary rank~~s~~.

 A formal review of a probationary faculty member shall be conducted midway through the probationary period. The mid-probationary review should normally be conducted during the

candidate’s third year of appointment. For those whose initial appointment is at associate

professor or full professor, the time designated for the mid-probationary review should be agreed upon by the candidate and the department head, preferably at the time of the initial appointment.

### General University Standards/Procedures

 **General principles**. There can be no simple list of accomplishments that, when achieved, guarantee that a faculty member will obtain tenure. Instead, tenure is granted. This action, taken by the Kansas Board of Regents, is based on the assessment of the tenured faculty of the University that a candidate has made outstanding contributions in appropriate academic endeavors. By granting tenure only to such individuals, the continued excellence of the University is ensured.

 **Versatility**. A primary purpose of the probationary period is the opportunity it affords candidates to demonstrate versatility and the University to evaluate it. Versatility should be exhibited by the ability to function well across major areas of work (e.g., teaching, research and other creative endeavor, service and extension) as well as in a variety of settings within one or more areas.

 **Timing**. Recommendations for tenure are considered annually. Faculty members in the final year of probation will be automatically reviewed for tenure, unless they resign. A faculty member may request an early tenure review. Ordinarily, this is done after consultation with the department head and the tenured faculty members in the department.

 **Candidate’s responsibilities**. The candidate compiles and submits a file that documents her or his professional accomplishments in accordance with the criteria, standards, and guidelines established by the department.

### SECTION B - DEPARTMENTAL CRITERIA FOR TENURE

 **General**. Tenure evaluation is not merely the sum of the annual merit evaluations. In practice, the factors of mission relevance of work, and supply and demand should receive greater weight in tenure recommendations than in evaluation for annual salary adjustment. Too, tenure decisions are focused on the anticipated future responsibilities of the University and the department while annual salary evaluations are focused on the recent past. Nonetheless, well prepared annual evaluations should, in general, give the probationary faculty member an awareness of his or her progress toward tenure and promotion within the department as well as career guidance. As such, annual evaluations provide relevant, but not sufficient, information to predict tenure decisions.

 **Philosophy**. Wise tenure decisions (be they positive or negative) are never made solely on the basis of individual excellence. Tenure should be granted only to those who have demonstrated individual excellence and whose expertise corresponds to the missions of the University and the department. Therefore, probationary faculty members should be regularly informed of the evolution of institutional missions just as they must be notified of evaluations of their performance.

 Tenure should be granted only to those who have demonstrated individual excellence and whose expertise corresponds to the present and anticipated continuing needs of the University and the department. Thus tenure decisions are based mainly on the candidate’s contribution to the institutional mission.

 Although service time per se is not a criterion for tenure and promotion, because it could be granted at any time, six years, both initially and between promotions, should be considered average and four years should be considered a minimum, except in cases of extraordinary achievement.

 Because faculty members on probationary status, who have met the criteria and standards may be granted tenure prior to the above maximum times, no credit shall be granted for years of service prior to employment at Kansas State University. However, this does not preclude credit for previous accomplishments, e.g., published works.

 **Departmental procedures**. The department head is advised by the tenured faculty members of the department regarding the qualifications of the candidate for tenure. Department heads are responsible for making the candidate’s file available to tenured faculty members in the department in a timely manner.

 At the department head’s discretion, comments are solicited from students and from other faculty members and department heads in the college or University. Outside reviewers recognized as having competent, technical, knowledge in the area(s) of the candidate’s expertise will be asked to advise. An equal number will be selected by the candidate and the department head by mutual agreement.

 Ordinarily, eligible faculty members individually review the candidate’s file, considering the department’s criteria, standards and guidelines for tenure, and then meet to discuss the candidate’s petition. It is expected that this meeting is only for the purpose of sharing relevant facts and discussing concerns; not for the purpose of a collective decision. The recommenda- tion(s) and written comments of the faculty members should be made individually, in writing, after this meeting, and forwarded to the department head. The department shall adopt the forms attached as Attachment A and Attachment B for tenure and promotion, respectively.

 Any member of the eligible faculty may, prior to the submission of any recommendations to the department head, request that a candidate meet with the eligible faculty to discuss, for purpose of clarification, the record of accomplishment submitted by that candidate.

 Following receipt of written recommendations from all eligible faculty, the department head forwards a written recommendation to the dean, accompanied by an explanation of her or his judgment. The individual recommendation(s) and written comments (unedited) of the tenured faculty members and the candidate’s complete file also are forwarded. Recommendations will be based on the criteria in the following sections.

### SPECIFIC CRITERIA

 **Criterion No. 1** **Have all positive annual evaluations.**

 The relevance of the annual evaluation data to tenure decisions resides in the fact that positive annual evaluations are a necessary, albeit not sufficient, condition for tenure. Relative standing (to other department faculty) on annual evaluations is less important than actual accomplishments; e.g. being first in the department would be meaningless if it were because no one else had any accomplishments.

 **Criterion No. 2** **Demonstrate excellence and versatility in teaching.**

 **Teaching evaluations**. All non-tenured faculty shall have each and every course taught evaluated by students, and a record shall be kept by the department. Also, materials similar to those required by ABET should be kept for each and every course. These shall include:

 • course descriptions,

 • course outlines,

 • tests and quizzes,

 • grades and grade distributions,

 • any other relevant material.

 Institutional excellence is enhanced by faculty versatility. For example, if several people had equal competence in their area(s) of specialization, one who could also perform outside the specialty would be of greater value to the department. A major purpose of the probationary period is to provide opportunity to assess a candidate’s versatility.

 Versatility may be exhibited in numerous ways. Within teaching and advising, one may be able to perform well in various modes of instruction such as undergraduate classroom teaching, undergraduate laboratory instruction, graduate classroom teaching, graduate laboratory instruction, and graduate seminar instruction. In addition, one may exhibit excellence in undergraduate and/or graduate advising. Faculty may also be proficient in teaching across areas.

 In the Department of Civil Engineering a candidate must be capable of excellence in teaching in her/his area of expertise in undergraduate and graduate courses, advising of both undergraduate and graduate students, and directing Masters and PhD thesis. Other evidence of versatility is the ability and willingness to teach undergraduate service courses, in accordance with departmental needs.

 If it is in the best interest of fulfilling the department’s mission, and the department head and faculty concur, some versatility may be sacrificed in order to achieve excellence in a new or developing area, or developing specialized laboratories or courses in a particular area.

 **Criterion No. 3** **Demonstrate excellence in the research area.**

 Excellence in research should be demonstrated by: a) showing an ability to attract extramural research from competitive sources; b) satisfactorily conducting the research; and c) having the results of research published in refereed publications of recognized quality in the candidate’s area of expertise.

 **Criterion No. 4** **Have a good record of service to the university, college, department and the profession.**

 The candidate must: a) perform in an exemplary manner on departmental, college and university committees as requested; b) show interest and success in being a productive member of outside committees and organizations that make use of the candidates professional expertise; and c) show evidence of having made active contributions on one or more professional committees. In summary, the candidate should be able to show a record of contributory participation and accomplishments beyond simply holding membership.

 An additional significant factor within non-directed service is simply good citizenship within the department. This includes such things as helping to build and maintain departmental student activities and helping to provide stability and a sense of collegiality among the faculty in the department.

 It is expected that the candidate show arecord of interest in and support for

the engineering and/or teaching profession by such activities as:

 • attending or otherwise supporting student chapter activities, particularly ASCE,

 • active membership in one or more professional societies,

 • committee work for one or more professional societies,

 • participating in professional society activities,

 • registration as a Professional Engineer,

 • professional consulting, and

 • community service that utilizes the candidate’s professional expertise.

 **Criterion No. 5** **Show professional demeanor.**

 The candidate should have no substantiated cases of unprofessional or incompetent behavior in his/her record. For example, suppose a probationary faculty members performs well ininstruction, has a fine record of research or other creative endeavor, and a solid performance in non-directed service; yet there are in the records several, independent, substantiated complaints

by students of research exploitation with regard to credit for publications, sexual harassment, or violation of the rights of human subjects, etc. Although a narrow numeric calculation of such a person’s performance might yield an acceptable or better “score”, such a person should not be tenured because tenure should be awarded only to those who are excellent overall and who are at least adequate in every significant aspect of job performance. Similarly, behaviors that adversely affect collegiality or are chronically disruptive would properly influence tenure decisions in a negative manner.

 **Criterion No. 6** **Have no unsatisfactory record on any criteria.**

 The candidate should have demonstrated excellence when considering the above criteria taken as a whole, i.e., no less than “satisfactory” on major aspects of performance, in teaching, research and service.

### GUIDANCE FOR DOCUMENTING PERFORMANCE

The candidate should be aware of the forms that he/she is required to complete and submit. As a whole, these constitute the “significant aspects of job performance” in the Department of Civil Engineering. These forms, one page each, are from “Guidelines for the Organization and Format of Tenure and Promotion Documentation” **(**CE Office**)**. Browse through this document and the following statements and guidance will be more meaningful. Pages from this document are listed by their headings (10 items) in the following pages. These forms contain only headings. The “guidance” statements have been added below where appropriate and are given here as expectations of the Civil Engineering Department.

 The following ten form headings, 1 through 10, are forms that the candidate must complete and submit. To give guidance to the candidate on what the Civil Engineering Department expects, the form headings are repeated and guidance is given in italics. The guidance given in italics is intended to be an enhancement of the material presented above in this document.

STATEMENT OF CANDIDATE’S ACCOMPLISHMENTS Section III-A

**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.

 ***Added C.E. Departmental Guidance/Expectations****: Candidate must**keep detailed files documenting accomplishments throughout the probationary period.*

1. **STATEMENT OF FIVE-YEAR GOALS** Section III-B

**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.

 ***Added C.E. Departmental Guidance/Expectations****: Candidate’s goals should not conflict with departmental goals. It is the candidate’s responsibility to enquire about departmental goals.*

1. **SUMMARY OF CANDIDATE’S INSTRUCTIONAL ACTIVITY** Section IV-A

**Instructions:** Candidate is to provide a one page summary of courses taught, student advisement, thesis supervision, and any other evidence of instructional productivity.

1. **SUMMARY OF CANDIDATE’S INSTRUCTIONAL QUALITY** Section IV-B

**Instructions:** Candidate is to provide a one page summary showing evidence of instruction quality such as student ratings, peer evaluations, evaluation of advisement, outcomes of instructional projects directed, awards, etc.

 ***Added C.E. Departmental Guidance/Expectations:***

*4.1 All non-tenured faculty should keep a record of all courses taught, course outlines, grade distribution, quizzes and tests, and other relevant material.*

 4.2 All classes mustbe evaluated by the students and the evaluations reviewed by the department head.

 *4.3 In-class observation by peers or the**department head shall be at the discretion of the department head.*

*4.4 The method of evaluation(s) and a summary should be discussed annually by the department head with each faculty**member.*

5. **OTHER EVIDENCE OF SCHOLARSHIP**

**AND CREATIVITY IN INSTRUCTION** Section IV - C

**Instructions:** Candidate is to provide any other evidence of scholarship and creativity to promote excellence in teaching such as multimedia presentations, computer-aided instruction, innovative teaching methods, instruction-related publication, presentations, etc. (Summary is limited to one page.)

 ***Added C.E. Guidance/Expectations:*** *Candidate must**keep detailed records****,*** *conduct evaluations**and show evidence of positive results of innovations.*

6. **RESEARCH AND OTHER CREATIVE ACTIVITIES** Section V- A

**Instructions:** Candidate is to provide a one page statement of research and other creative activities.

 ***Added C.E. Guidance/Expectations:*** *This form is to list general or unfunded research activities and other creative activities, i.e., specific publications are listed on form V-B and specific grants and contracts are listed on formV-C.*

7. **RESEARCH AND OTHER ACTIVITIES: PUBLICATIONS**  Section V-B

**Instructions:** Candidate is to provide a list of publications and other creative achievement for the evaluation period. Include items accepted but not yet published/presented.

 ***Added C.E. Guidance/Expectations:***

*7.1 It is expected that a person be the primary author of several refereed publications in high quality journals****.***  *One publication per year, in high quality archived journals should be a minimum but not necessarily sufficient condition for tenure or promotion. The primary determination of quality****,*** *quantity**and sufficiency of refereed publications shall be made primarily**by the tenured faculty in the candidate’s area of expertise,**or tenured faculty**in the candidate’s area of expertise that rank above a person being considered for promotion to Professor.*

 *7.2 In case of disagreement, either the department head or the person being considered may decide on, or request, outside**reviewers of**authored publications by faculty of peer institutions.*

8.**RESEARCH AND OTHER CREATIVE ACTIVITIES:**

 **GRANTS AND CONTRACTS** Section V-C

**Instructions:** Candidate is to provide a list of grants and contracts funded during the evaluation period. Include agency, funding level, duration, title and collaborators. Multi-investigator grants and contracts should be documented to indicate candidate’s level of effort and contribution.Candidate may provide a separate list of grants and contracts applied for but not funded during the evaluation period.

 ***Added C.E. Guidance/Expectations:***

*8.1 As a prerequisite to tenure or first promotion after becoming a member of the CE departmental faculty at KSU, there should be evidence of ability to 1) obtain extramural funding as ~~a principal~~ a primary**investigator from a competitive source by a proposal; 2) successfully conduct research and 3) have research results published in a refereed publication of recognized quality in the person’s area of expertise. The following sub-section is presented for clarification.*

 *8.1.1 Proficiency in conduct of research shall be evaluated by means decided at the department head’s discretion and discussed annually with the candidate.*

9. **SERVICE CONTRIBUTIONS** Section VI

**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.

 ***Added C.E. Guidance/Expectations:***

*9.1 Conscientious service on University, College and Department committees is expected.*

 *9.1.1 Evaluation of service shall be at the discretion of the department head and shall follow the same general guidelines as the annual evaluation.*

 *9.2 Service to the engineering and teaching profession is desirable.*

 *9.3 Professional service to the community is desirable****.***

10*.* **EXTENSION ACTIVITIES**

**Instructions:** Candidate is to provide a one page summary of his/her record of extension activitiesfor 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.

 ***Added C.E. Guidance/Expectations:*** *Civil Engineering Department faculty are not normally involved in extension activities, per se, however, developing successful conferences, workshops, etc., as the principal organizer-promoter, when in addition to the candidate’s normal duties, shall be considered additional evidence of versatility.*

### SECTION C - PROMOTION IN RANK, GENERAL UNIVERSITY GUIDELINES

 **General principles.** Successful candidates for promotion will demonstrate superior professional accomplishments and excellence in the performance of their assigned duties. The assessment of a faculty member’s performance upon which a recommendation regarding promotion will be based, must reflect the professional expectations of the department conveyed during annual evaluations.

 **Definition.** Faculty members may be expected to advance through the academic ranks on the basis of demonstrated individual merit in relation to their association with the University’s mission, the Department’s mission and within their own disciplines. (Each higher rank demands a higher level of accomplishment and peer recognition.)

 Promotion is based upon an individual’s achievements related to the specific criteria, standards, and guidelines developed by departmental faculty members in consultation with the department head and the appropriate dean as presented in this document.

 Promotion to assistant professor reflects an acceptable level of achievement and potential for excellence. Promotion to associate professor rests on substantial professional contributions that reflect excellence in three areas, teaching, research, and other creative endeavor, directed service, or extension. Promotion to professor is based on attainment of excellence in the assigned responsibilities of the faculty member and recognition of excellence by all appropriate constituencies, i.e., national recognition.

 **Terminal degree requirements.** A doctorate or other appropriate terminal degree is a prerequisite for holding the rank of assistant professor, associate professor, or professor. The provost maintains a list of appropriate terminal degrees as recommended by the deans. There may be special cases in which accomplishments or experience other than the terminal degree will allow promotion to one of the professional ranks. Such situations will be considered on an individual basis.

 **Time in rank.** While there is no explicit time in rank required for promotion, the median time for promotion at Kansas State University has been about six years. Promotion may be

granted earlier when the faculty member’s cumulative performance at rank is generally outstanding and clearly meets the standards for promotion.

 **Timing.** Recommendations concerning promotion are considered annually. Department heads are expected to notify faculty members regarding their progress toward or readiness for promotion review.

 **Candidate’s responsibilities.** A faculty member, after consultation with the department head or appropriate departmental faculty, may request a review for promotion. The candidate compiles and submits a file that documents his or her professional accomplishments in accordance with the criteria, standards, and guidelines established by the department.

 **Departmental procedures.** The department head is advised by the eligible faculty members of the department regarding the qualifications of the candidate for promotion. Department heads are responsible for making the candidate’s file available to eligible faculty members in the department in a timely manner.

 At the department head’s discretion, comments are solicited from students and from

other faculty members and department heads in the college or University. Outside reviewers recognized as having competent, technical, knowledge in the area(s) of the candidate’s expertise will be asked to advise. An equal number will be selected by the candidate and the department head by mutual agreement.

 Ordinarily, eligible faculty members individually review the candidate’s file, considering the department’s criteria, standards and guidelines for promotion, and then meet to discuss

the candidate’s petition. It is expected that this meeting is only for the purpose of sharing relevant facts and discussing concerns; not for the purpose of a collective decision. The recommendations(s) and written comments of the faculty members should be made individually, in writing, after this meeting, and forwarded to the department head. The department shall adopt the forms attached as Attachment A and Attachment B for tenure and promotion, respectfully.

 Any member of the eligible faculty may, prior to the submission of any recommendations to the department head, request that a candidate meet with the eligible faculty to discuss, for purpose of clarification, the record of accomplishment submitted by that candidate.

 Following receipt of written recommendations from all eligible faculty, the department head forwards a written recommendation to the dean, accompanied by an explanation of her or his judgment. The individual recommendation(s) and written comments (unedited) of the eligible faculty members and the candidate’s complete file also are forwarded. Recommenda-tions will be based on the following criteria.

### SECTION D – DEPARTMENTAL CRITERIA FOR PROMOTION IN RANK

 The~~se~~ guidanceshall be essentially the same as those contained herein under guidelines for tenure. It is expected that the level of excellence that led to tenure be continued. It is further expected that professional productivity and recognition in his or her field grow steadily. When evaluating a person for a second promotion, the primary consideration shall be evidence of

activity since the previous promotion. The accomplishments of the candidate in teaching, research, and service since the previous promotion shall be documented in a format similar to that outlined in Section B, items 1 to 10. Full professor is the highest standard rank in academy. For promotion to professor, it is expected that the candidate have a long and distinguished record of professional activity recognized by his or her peers. “Time in grade” or longevity are not suitable reasons to promote to full professor. National and international reputation in scholarly activities, and adequate performance in all assigned areas of work are expected for promotion to Professor. The award of nationally competitive grants, publications in high quality archived journals, national and international citations, and leadership roles in professional societies and national and international organizations are some of the outcomes that must be part of the promotion documentation package.

Attachment A

Recommendations for Tenure

I have reviewed the materials submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in support of reappointment conferring tenure. On the basis of these materials, supplemented where appropriate by my knowledge of the candidate and the candidate’s work and/or relevant comments from colleagues whose opinions I have reason to value, I recommend as follows:

\_\_\_\_\_ I believe the candidate **definitely should** be tenured for the following reasons.

\_\_\_\_\_ I believe the candidate **probably should** be tenured for the following reasons.

\_\_\_\_\_ I believe the candidate **probably should not** be tenured for the following reasons.

\_\_\_\_\_\_I believe the candidate **definitely should not** be tenured for the following reasons.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachment B

Recommendation for Promotion

I have reviewed the materials submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in support of a promotion. On the basis of these materials, supplemented where appropriate by my knowledge of the candidate and the candidate’s work and/or relevant comments from colleagues whose opinions I have reason to value, I recommend as follows:

\_\_\_\_\_ I believe the candidate **definitely should** be promoted for the following reasons.

\_\_\_\_\_ I believe the candidate **probably should** be promoted for the following reasons.

\_\_\_\_\_ I believe the candidate **probably should not** be promoted for the following reasons.

\_\_\_\_\_ I believe the candidate **definitely should not** be promoted for the following reasons.

Date:\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. RECOMMENDATION BY DEPARTMENT HEAD

*To be completed by the Department Head*

Department/Unit: Civil Engineering.

1. Name of Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. For tenure: Yes\_\_\_\_\_; No\_\_\_\_\_. If already tenured, date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. For promotion: Yes\_\_\_\_\_; No\_\_\_\_\_. To rank of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Current rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year and month received:\_\_\_\_\_\_\_\_\_.
5. Average distribution of Assignment:

 Research

 Instruction

 Service

 Cooperative Extension

 Administration

1. Highest degree:\_\_\_\_\_; date:\_\_\_\_\_\_\_\_\_\_; institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Years of professional experience prior to KSU\_\_\_\_\_\_\_; at KSU\_\_\_\_\_\_\_.
3. Years of prior service credited toward tenure consideration:\_\_\_\_\_\_\_\_.

I have reviewed the documents contained herein and they contain 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: \_\_\_\_\_\_ \_\_\_\_\_\_

Department Head Recommendation: Yes\_\_\_\_\_; No\_\_\_\_\_.

Department Head’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**II. RESPONSIBILITIES DURING EVALUATION PERIOD**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## To be completed by Department Head and signed by Candidate and Head

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Signature Department Head’s Signature

Date\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# III. STATEMENTS BY CANDIDATE

**III - A. STATEMENT OF ACCOMPLISHMENTS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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 mid-probationary review. Summary is limited to the space provided below.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**III - B. STATEMENT OF FIVE-YEAR GOALS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*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.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**IV. INSTRUCTION CONTRIBUTIONS**

**IV - A. STATEMENT OF ACTIVITIES**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*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.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**IV - B. EVIDENCE OF INSTRUCTIONAL QUALITY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Instructions: Candidate is to provide evidence of instructional quality such as student ratings, peer evaluations, evaluation of advisement, outcomes of instructional projects directed, awards, etc. Summary is limited to the space provided below.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**IV - C. OTHER EVIDENCE OF SCHOLARSHIP AND CREATIVITY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**V. RESEARCH AND OTHER CREATIVE ENDEAVORS**

**V - A. SUMMARY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Instructions: Candidate is to provide a one page statement of research and other creative activities. Statement is limited to the space provided below.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**V - B. LISTING OF RESEARCH PUBLICATIONS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Instructions: Candidate is to provide a list of publications and other creative achievement for the evaluation period. Include items accepted but not yet published/presented.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**V - C. LIST OF GRANTS AND CONTRACTS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*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.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**VI. SERVICE CONTRIBUTIONS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*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.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**VII. COOPERATIVE EXTENSION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*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.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kansas State University**

**Department of Civil Engineering**

**Reappointment of Faculty Members**

**On Probationary Appointments**

Faculty members on probationary appointments are evaluated to determine whether or not they will be reappointed for another year. Annual evaluations also serve to provide feedback to a faculty member on probationary appointment about his or her performance in comparison to the department’s criteria and standards for tenure. The procedures describing reappointment of faculty members on a probationary appointment are in Sections C50.1 - C56 of the Faculty Handbook. The Head makes the reappointment file available to all tenured faculty members in the department at least 14 days prior to the annual faculty reappointment meeting. This file includes a cumulative record of written recommendations and accompanying explanations forwarded to the candidate from previous reappointment meetings and any written comments from relevant individuals outside the department. Any tenured faculty member may request the candidate to meet with the tenured faculty to discuss, for purposes of clarification, the record of accomplishment submitted by the candidate, prior to the reappointment meeting. Subsequent to the meeting, there will be a ballot of the eligible faculty on reappointment of the candidate.

Following the vote, a letter summarizing the faculty discussion is provided by the Head to the candidate. The Head forwards a written recommendation and accompanying explanations to the Dean of the College of Engineering, along with the candidate’s complete reappointment file, unedited written comments of the department’s tenured faculty members, and number of votes by the tenured faculty in the categories of yes, no, and not voting. The Head meets with the candidate to discuss progress towards tenure and promotion subsequent to the reappointment meeting. The Head’s written recommendation to the Dean and accompanying explanations will be made available to the candidate and will become part of the candidate’s reappointment file. Throughout this process, the goal is to ensure that each non-tenured faculty member is aware of the requirements for promotion and tenure and that she or he is informed of perceived progress toward that goal. A faculty member on a probationary appointment who will not be reappointed must be informed explicitly in writing of the decision not to renew their appointment in accordance with The Standards of Notice of Non-Reappointment (Appendix A of the Faculty Handbook).

Kansas State University

**Department of Civil Engineering**

**Minimum-Acceptable Level of Productivity**

**(Chronic Low Achievement Standards)**

### Approved 2/13/04

# Introduction

 This document discusses issues related to the “minimum-acceptable level of productivity” for tenured faculty members within the Department of Civil Engineering. It serves as a supplement to the procedures outlined in the CE Faculty Evaluation Procedures. The purpose, as required by the Kansas State University Handbook, Section C31.5 - C31.8 Chronic Low Achievement, is to clarify issues related to a tenured faculty member’s evaluation which fails to satisfy the minimum-acceptable level of productivity.

# General Statement

 Each tenured faculty member is expected to perform their professional duties at or above a minimum-acceptable level.

# Procedures

 During the annual review of all faculty the Department Head will determine whether any tenured faculty appear not to meet the “minimum-acceptable level of productivity” as defined in this document. The decision will be based on annual evaluation material. If the Department Head determines, after following procedure C31.5 in the faculty handbook, that a tenured faculty member appears not to meet the minimum standard in any area of assigned responsibility, a committee of Professors will be convened (unless the faculty member requests otherwise) to review performance.

 If the Department Head receives adequate evidence that an individual does not meet the minimum-acceptable level of productivity in any substantial or critical area of work, then action will be initiated following procedures outlined in the KSU University Handbook.

# Standards

 All faculty members must perform all duties outlined in the KSU University Handbook and be in compliance with all University policies. The minimum number of points per 10% of faculty time are set at 2.0 points per year in each category of responsibilities (see Faculty Evaluation Summary for a description of points corresponding to various faculty activities). These standards are expected to be achieved in each category of assigned responsibilities and will apply to all tenured faculty members in the department.