

Check Sheet for Review of Departmental Documents

Department: _____

Action: _____ Department head forwards document to dean for approval.
_____ Dean forwards document to Provost for approval.
_____ Dean or Provost return document to the department for further review.

- Dates of revision (or the vote to continue without revision) and approval signatures appear on the first page.**

This form can be found at: <http://www.ksu.edu/academicservices/forms/criteria.htm>

- Evaluation ([See C30.1-C39](#))**

Explains the overall evaluation system to be used.

Provides for goal setting in advance of the annual evaluation.

Requires multiple criteria to evaluation teaching, research (creative endeavor) and service.

- Annual Merit Salary Adjustments ([See C40-C48.3](#))**

Includes criteria on how merit increases will be distributed.

- Promotion ([See C120-C156.2](#))**

Clearly states criteria for promotion for all areas of responsibility for all ranks.

Outlines the procedures for review consistent with the University Handbook.

- Tenure ([See C70-C116.2](#))**

Clearly states the criteria for earning tenure.

Outlines the procedure of review consistent with the University Handbook.

- Mid-tenure Review ([See C92.1-C93](#))**

Indicates when this activity will occur and the procedures that will be followed consistent with the University Handbook.

- Reappointment ([See C50.1-C66](#))**

Indicates when this activity will occur and the procedures that will be followed consistent with the University Handbook.

Indicates the criteria that will be used to determine reappointment.

- Chronic Low Achievement Policy ([See C31.1-C31.8](#))**

Indicates the policy only applies to tenured faculty members.

Defines minimum-acceptable levels of productivity for all applicable areas of responsibility.

Indicates how the department will determine when a tenured faculty member's low performance in one or more instances fails overall to meet the minimum acceptable level.

Outlines procedures to handle such cases consistent with section C31.5.

- Professorial Performance Award ([See C49.1- C49.14](#))**

Indicates when this activity will occur and the procedures that will be followed consistent with the University Handbook.

Indicates the criteria that will be used to determine eligibility for the Professorial Performance Award.