Check Sheet for Review of Departmental Documents

Department: ____________________________________________

Action:  
- Department head forwards document to OAP for pre-faculty-vote review.  
- 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.k-state.edu/academicpersonnel/forms/criteria.pdf

Evaluation (See C30.1-C39)  
☐ Explains the overall evaluation system to be used.  
☐ Provides for goal setting in advance of the annual evaluation. (UHB C45.1)  
☐ 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.

Reviewed 09-04-2012