POST TENURE REVIEW GUIDELINES
(Approved by Faculty Vote on 12/11/2014)

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Date signed: 2/15/2015

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Date signed: 2/20/2015

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Date signed: 2/26/2015

*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.
LARCP POST TENURE REVIEW Policy
Department of Landscape Architecture and Regional & Community Planning (LARCP)
College of Architecture, Planning and Design, Kansas State University
Approved by faculty vote on December 11, 2014

I. Introduction and Intent
As stated in Appendix W: Post-Tenure Review Policy of the University Handbook:

The purpose of post-tenure review at Kansas State University is to enhance the continued professional development of tenured faculty. The process is intended to encourage intellectual vitality and professional proficiency for all members of the faculty throughout their careers, so they may more effectively fulfill the mission of the university. It is also designed to enhance public trust in the University by ensuring that the faculty community undertakes regular and rigorous efforts to develop as teachers, scholars, and agents of public service/outreach.

Kansas State University recognizes that the granting of tenure for university faculty is a vital protection of free inquiry and open intellectual debate. It is expressly recognized that nothing in this policy alters or amends the University’s policies regarding removal of tenured faculty members for cause (which are stipulated in the University Handbook). This policy and any actions taken under it are separate from and do not supersede the chronic low achievement or annual evaluation policies and processes.

The department policy on post-tenure review follows the overarching purpose, principles, objectives, and procedures in the university policy on post tenure review (see University Handbook, Appendix W), which was approved by Faculty Senate on February 11, 2014.

All tenured faculty members will complete a formal post-tenure review of continued professional development once every six years.

This review, which is to be completed at the same time as the Faculty Annual Evaluation, is intended to be a 6th-year checkpoint and cumulative review of progress of what was reported in the prior six Faculty Annual Evaluation submissions. This review is undertaken to support a faculty member’s long-term goals for professional development while recognizing shorter-term department, college, and university needs and expectations.

II. Materials to be Used in the Review:
Faculty shall submit for post tenure review (hereafter PTR material):

a. A one-page statement summarizing long-term (5-year) strategy for continued professional development.

b. The six previous annual evaluations and a one-page cumulative summary of progress made toward long-term strategy and professional development objectives.

It is suggested that the LARCP department head’s PTR review will be overseen by the dean of the College of Architecture, Planning and Design. The department head’s annual and five-year reviews should be included in the materials to be used in the review.

III. Assessment Procedure and Timeline:
The department head is responsible for review of the materials. The department head will provide an assessment of professional development by each faculty member, using one of the following qualitative outcomes:
a. PTR material shows evidence of professional development relative to the long-term strategy and actions, achievements and/or accomplishments related to effective research, teaching, and service.
b. PTR material indicates the need for improved alignment between long-term goals and strategy and actions, achievements and/or accomplishments.
c. PTR material indicates a well-developed long-term strategy with partial or insufficient accomplishment related to actions, achievements and/or accomplishments.
d. PTR material indicates strength related to short-term actions with the need for a more focused strategy for long term professional development.

The department head will meet with the faculty member to discuss the PTR assessment and recommend one of the following. The faculty member should:

a. Continue the course (professional development is on track).
b. Align long-term (5-year) strategy and short-term (year-to-year) actions.
c. Develop a long-term (5-year) strategy to match and focus or develop existing year-to-year teaching, research, and service activities.
d. Develop a specific short-term plan of action (considering appropriate tactics, methods and activities) to match an existing long-term strategy.

The department head’s assessment will be conveyed in writing to the faculty member two weeks in advance of the meeting to discuss the review. The faculty member will acknowledge receipt by signature of the department head’s review and his/her assessment of the faculty member’s professional development.

Faculty post tenure reviews will occur as per the timeline recommended in the University Handbook, Appendix W (beginning with faculty having the longest running post-tenure review clock and incorporating faculty each year until all have engaged in the process).

More specifically, the following events shall modify and reset the post-tenure review clock:

- application for promotion to full professor;
- application for the Professorial Performance Award (University Handbook C49);
- receipt of a substantial college, university, national or international award requiring multi-year portfolio-like documentation, such as University Distinguished Professor, University Distinguished Teaching Scholar, an endowed chair or other national/international awards (see list of Faculty Awards [http://www.k-state.edu/provost/resources/natlawards.html]).

The schedule for post-tenure review could also be delayed for one year to accommodate sabbatical leave, a major health issue, or another compelling reason, provided that both the faculty member and department/unit head approve the delay.