K-STATE LIBRARIES

POST-TENURE REVIEW GUIDELINES
(Approved by Faculty Vote on 5/15/2014)

Lori Goetsch, Dean
Date signed: 1/21/2015

April C. Mason, Provost and Senior Vice President
Date signed: 2/12/2015
PART E
PROCEDURES FOR POST-TENURE REVIEW

Introduction 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 hold all of its members accountable for high professional standards.

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 [UH]). This policy and any actions taken under it are separate from and have no bearing on 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, which was approved by Faculty Senate on February 11, 2014. (UH Appendix W)

Criteria:

1. The faculty member must be a tenured member of the faculty. Post-tenure review will be conducted every six years, or in the sixth year following promotion or awarding of a major university performance award. Certain substantial national or international awards, and the five year review of department heads and administrators may reset the post-tenure review clock. Faculty members who have formally announced their retirement, or have begun phased retirement are exempt from post-tenure review. (UH Appendix W Section 2.e.)

2. The faculty member must show evidence of professional competencies of duties appropriately associated with his or her position based on position descriptions and unclassified professional plans in the last six years before the performance review. (UH Appendix W Section 1.ii.)

Procedures

1. The faculty member will provide the following supporting materials which will form the basis of the review:
   a. Copies of previous six annual evaluations for each year since tenure, or the last promotion, or major award requiring multi-year portfolio-like documentation.
   b. The Post-Tenure Review Evaluation Form summarizing the six years of evaluation ratings.

2. The supervisor reviews the supporting materials and prepares a written recommendation on the Post-Tenure Review Evaluation Form. At a minimum, the
post-tenure review should assess the faculty member’s strengths and areas for improvement to determine whether he or she is making appropriate contribution to the University or whether additional plans or activities need to be developed.

3. The faculty member shall be given a copy of the review.
4. The supervisor meets with the faculty member to review the recommendation.
5. The recommendation and supporting materials are forwarded to the Dean of Libraries at the same time the annual evaluation is forwarded.
6. The Dean of Libraries forwards a summary of post-tenure reviews to the Provost.
POST-TENURE REVIEW

EVALUATION FORM

Date: __________________________

Name: __________________________
Title: __________________________
Dept: __________________________

Date of Tenure or Promotion at K-State: __________________
Date of Significant Awards or Review: ________________
Name of Award or Review: ________________
Date of Last Post-tenure Review: ________________

<table>
<thead>
<tr>
<th>Assessment Date (Year)</th>
<th>Overall Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervisor’s Recommendation:

_________________________________________  Date  __________
Supervisor

_________________________________________  Date  __________
Faculty Member

My signature certifies that I have discussed the post-tenure evaluation review form with my supervisor.

Approved May 15, 2014  (K-State Libraries Faculty)