

# 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/provost/forms/deptdocs-checksheet.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.