

November 2, 2020

RE: Mid-post-tenure Evaluations for Associate Professors

The Tenure and Promotion Committee is aware that post-tenure faculty members often do not have formal mentorship or receive significant feedback regarding research, teaching and service/outreach activities that are evaluated as part of their promotion to Professor. However, the Division of Biology and Kansas State University expect continued professional growth and productivity in all evaluated areas. To assist with a positive evaluation for promotion to Professor, the Tenure and Promotion Committee is offering a new and optional review opportunity.

The Committee discussed how to provide constructive and meaningful feedback as part of a “mid”-post-tenure evaluation in an effort to provide an appraisal of cumulative scholarship, teaching and service past their tenure and promotion evaluation on progress toward promotion to full Professor. This would *not* be a required evaluation but an optional service for faculty who feel they could benefit from this evaluation prior to submitting their promotion to Professor dossier. A decision to not participate in this opportunity will not affect the evaluation criteria of their promotion to Professor credentials when submitted.

Associate Professor guidelines:

1. Associate Professors may submit materials to the Chair of the Tenure and Promotion Committee one time, prior to submitting evaluation materials for promotion to Professor. The Tenure and Promotion Committee suggests submitting materials at least three years following the tenure and promotion evaluation. A second evaluation can be requested, but the candidate should consult first with the Chair of the Tenure and Promotion Committee.
2. Submit the following materials in a single PDF file by the requested date or March 1st, if a call for materials was not made.
 - A brief cover letter describing future plans or providing additional information that would help the Committee evaluate the materials, if needed
 - A comprehensive *Curriculum vitae*
 - Annual reports, including TEVALS, since the tenure and promotion evaluation, or the last five annual reports if it has been longer than 5 years since promotion to Associate Professor
 - If there was a sabbatical leave, the corresponding sabbatical report could be included

Tenure and Promotion Committee guidelines:

1. The Tenure and Promotion Committee will evaluate the submitted credentials in the areas of research, teaching and service.
2. The Tenure and Promotion Committee will provide a letter to the Associate Professor noting areas of strengths and weaknesses. The Committee will provide an overall evaluation rating regarding adequate progress to date toward a successful evaluation to promotion to Professor.

3. Evaluation of cumulative progress will be based on expectations described in the Division of Biology's *Policies and Procedures for Annual Merit Evaluation, Reappointment, Tenure, & Promotion*.
4. The letter will not be shared with the Director of the Division of Biology, the Dean of the College of Arts & Sciences, other administrators or offices.
5. No salary increases, promotion, or future promotion guarantees will be associated with this evaluation.

If you have any questions, comments or suggestions on this process, please do not hesitate to contact the Tenure and Promotion Committee.