

**College of Arts and Sciences**  
**Department of Social Transformation Studies**

**Policy Statement Concerning Personnel Review and Evaluation  
Standards/Procedures**

- Performance Evaluation Criteria
- Annual Evaluation
- Reappointment Evaluation for:
  - Annual Reappointment Reviews
  - Mid-Tenure Review
- Tenure
- Promotion
- Professorial Performance Award
- Chronic Low Achievement
- Post-Tenure Review
- Non-Tenure Track Faculty Titles

Approved by Faculty Vote: **April 2, 2026**

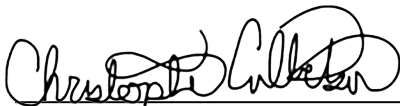
**NEXT REVIEW DATE: AY 2030-2031**



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Department Head's Signature

April 22, 2026

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Date



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Dean's Signature

April 30, 2026

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Date

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Provost's Signature

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Date

## **I. Introduction**

This document describes the procedures, standards, and criteria for reappointment, mid-tenure review, and review for tenure and promotion of tenure-track faculty, reappointment and promotion for regular faculty in non-tenure earning ranks, and annual review of part- and full- time temporary, visiting and regular, tenured, and tenure-track faculty in the Department of Social Transformation Studies.

## **II. Faculty Identity**

The Social Transformation Studies Department includes a number of positions and ranks. These include tenure-track and tenured, as well as non-tenure-track faculty. Non-tenure track positions include:

- Teaching Assistant Professor, Teaching Associate Professor, and Teaching Professor (C12.4)
- Instructor, Advanced Instructor, and Senior Instructor C12.0

Non-tenure-track faculty members with primary responsibilities in teaching and advising students may be recruited, hired, and appointed into regular or term positions. Initial appointment rank and subsequent promotions in rank are based on advanced degree(s) held, experience, performance, and achievements over time at a given rank. Note: Candidates for all of the Teaching Professor ranks must hold a terminal degree.

In addition to ranks and titles above, STRAN maintains lists of faculty from other departments to serve as affiliated faculty. Although these faculty are not evaluated as part of this document, they can play a role in reappointment, mid-tenure, tenure, and promotion.

## **III. Annual Goals Meeting and Distribution of Responsibilities**

Each tenure-track faculty member and regularized non-tenure-track faculty member will meet annually with the Head (usually at the end of an evaluation period) to establish jointly personal goals and objectives in research and other creative endeavors, teaching, and directed and non- directed service for the upcoming evaluation period and to discuss their relative importance within the context of the unit's goals. At this meeting, the distribution of responsibilities in the areas of research, teaching and service will be discussed.

The standard workload for tenure-track faculty at each of the three professorial ranks is as follows: teaching (five courses per academic year, advising, serving on master's and doctoral committees) for 60% of the workload; research, scholarship, and creative activity for 30% of the workload; and service for 10% of the workload. Faculty with administrative appointments have their workloads adjusted to accommodate these additional responsibilities.

After earning tenure, in certain circumstances, this standard workload may be adjusted, if the Head determines that it is appropriate and beneficial for the department and the faculty member. Reasons for adjustments can include, but are not limited to:

- buyout for an administrative position on campus
- buyout from a substantial grant-funded project

- taking on a significant university or professional service role (e.g. president of Faculty Senate, or president of a national academic association)
- a desire to shift focus away from research and toward teaching

The Head will base their decision on the performance of the faculty member and the needs of the department.

The following are minimum and maximum percentages for each of the three categories:

- Teaching: Minimum 50%; Maximum 70%
- Research/Professional Activity: Minimum 20%; Maximum 40%
- Service: Minimum 10%; Maximum 30%
- The adjusted percentages must add up to 100%.

The standard workload for non-tenure-track regularized faculty consists of teaching (six courses per academic year, advising, serving on master's and doctoral committees if a member of the Graduate Faculty) for 70% of the workload; and service. Non-tenure-track regularized faculty may or may not have research/scholarship/creative activity as part of their appointment. If research/scholarship/creative activity is a part of the appointment, it may constitute 5-15% of the workload. Service is generally expected of non-tenure-track regularized faculty and may constitute 15-30% of the workload.

#### **IV. Annual Merit Evaluation Process**

1. Annual merit evaluation process will be conducted by a two-person elected Merit Committee, and joined by the Head, in conjunction with the faculty member. Rubrics will be consulted in assigning scores (see Appendix A). The evaluation period for merit is from August 15 to August 14 of each year.
2. Each year, all faculty members are required to submit a vita, an annual Activity Report (following a template provided by the Head), and a one-page narrative summarizing classes taught, research activities, and service activities. Faculty should also include supporting documentation.
3. These documents are reviewed by the Merit Committee and the Head and each faculty is assigned an evaluation for each of their assigned areas and an overall evaluation, using the following scale: Exceptional Merit (5); Exceeds Expectations (4); Meets Expectations (3); Needs Improvement (2); Fails to Meet Minimum-Acceptable Levels of Productivity (1) based in the rubrics. The Head prepares a written evaluation of each faculty member and create a 3-year average based on the current year's evaluation and the previous two years. The specific criteria for the annual faculty merit process are found in Appendix A.
4. The Head gives a written copy of the annual merit evaluation to each faculty member, and meet with each faculty member to discuss the evaluation. Each faculty member signs the evaluation, indicating that they had the opportunity to review it and discuss it with the Head.
5. In the event of a disagreement between the faculty member and the Merit Committee and Head concerning the letter of evaluation or the rating, the faculty member has the right to submit a written addendum to the evaluation within seven working days of receiving the letter of evaluation. The Head signs and forwards the evaluation to the Dean of Arts & Sciences.

6. Criteria for distribution of merit increases: in accordance with the University Handbook, section C46.2: The unit Head will recommend a salary adjustment for each person evaluated. The recommended percentage increases will be based on the annual evaluation. Higher scores will be given to faculty with higher levels of accomplishment and less for those for faculty with lower levels of accomplishment.

7. Faculty who are on sabbatical for any part of the evaluation period have the option of filing an Activity Report for that period or accepting the average merit evaluation from the most recent three evaluation periods.

## **V. Reappointment (C50.1-66)**

The Head will appoint a three-person Promotion & Tenure Committee for each tenure track candidate. In selecting the P&T Committee members, the candidate and the Head will confer in constituting each three-person committee from the pool of departmental faculty and the two respective AMETH and GWSS affiliated faculty lists. Each review committee should contain members who reflect the disciplinary research area (AMETH or GWSS) of the candidate. Each review committee represents a different disciplinary knowledge base from either GWSS or AMETH. The Promotion & Tenure Committees are the lead faculty in reappointment, promotion, and tenure. Each committee evaluates and presents an evaluation/recommendation report to the Head and to the eligible voting faculty (tenured faculty above the rank of the reappointee). Then, any eligible voting faculty not on the candidate's Promotion & Tenure committee review the candidate's file and submit their votes and comments to the Head. The Head writes up the departmental recommendation letter, including the Head assessment, the P&T Committee's assessment, and the eligible voting faculty's vote and comments. Reappointment review is cumulative from the date of hire.

(Note: If a candidate's Promotion and Tenure committee is comprised solely of affiliated faculty members from outside the department, a departure from regular procedure is permissible. In this instance, the Head may attend the meeting at which the Promotion and Tenure committee evaluates and discusses the candidate's file and may take the lead in writing the evaluation/recommendation report.)

## **VI. Promotion and Tenure**

The Head will appoint a three-person Promotion & Tenure Committee for each tenure track candidate. In selecting the P&T Committee members, the candidate and the Head will confer in constituting each three-person committee from the pool of departmental faculty and the two respective AMETH and GWSS affiliated faculty lists. Each review committee should contain members who reflect the disciplinary research area (AMETH or GWSS) of the candidate. Each review committee represents a different disciplinary knowledge base from either GWSS or AMETH. The Promotion & Tenure Committees are the lead faculty in reappointment, promotion, and tenure. Each committee evaluates and presents an evaluation/recommendation report to the Head and to the eligible voting faculty. Then, any eligible voting faculty not on the candidate's Promotion & Tenure committee review the candidate's file and submit their votes and comments to the Head. The Head writes up the departmental recommendation letter, including the Head assessment, the P&T Committee's assessment, and the eligible voting faculty's vote and comments. Review for Promotion and Tenure is cumulative from the date of hire.

(Note: If a candidate's Promotion and Tenure committee is comprised solely of affiliated faculty members from outside the department, a departure from regular procedure is permissible. In this instance, the Head may attend the meeting at which the Promotion and Tenure committee evaluates and discusses the candidate's file and may take the lead in writing the evaluation/recommendation report.)

## **VII. Procedures for Annual Reappointment, Mid-Tenure Review, Tenure and Promotion, and Professorial Performance Award**

### **1) Procedures for tenure-track reappointment**

- a) Dates and timelines for reappointment are established by the university. Pre-tenure faculty are considered for reappointment during the spring semester of their first year (for year two), once during the fall (for year three) and again during the spring of their second year (for year four), and during the spring semester in subsequent years until tenure, in accordance with university deadlines.
- b) At the appropriate time, the faculty member is requested to submit a reappointment narrative using the template for submission of the tenure document for review by the Tenure and Promotion Committee and, subsequently, tenured members of the department and the Head
- c) Section IX. below defines the evidence that candidates should provide in their files.
- d) The Promotion and Tenure Committee will review the materials and evaluate the faculty member's materials for compliance with the unit's criteria and standards (section VIII).
- e) The Head is responsible for making each candidate's file and departmental tenure criteria documents available at least fourteen calendar days prior to the Promotion and Tenure committee's meeting to discuss the candidate's reappointment.
- f) Following its review, the Promotion and Tenure Committee will prepare a written evaluative report, which will accompany the committee's recommendation and vote.
- g) Before providing its report to the Head, a representative from the Promotion and Tenure committee will share it with the candidate and give them a chance to ask questions; the committee will also consider any changes the candidate may wish to suggest.
- h) Within seven days following the meeting between a representative of the committee and the faculty member, the Head will request any tenured members of the department not serving on the candidate's Promotion and Tenure committee to review the materials and submit their vote to the Head concerning the reappointment.
- i) The Head, after receiving the recommendation and votes, will forward a recommendation to the Dean of Arts & Sciences by letter, with unedited comments from the faculty ballots enclosed. The Head will communicate the recommendation, rationale, comments (redacted to maintain anonymity), and the outcome of the vote (C53.3) to the faculty member.

### **2) Procedures for Mid-Tenure Review**

- a) During the third year, probationary faculty undergo a mid-tenure review.
- b) The faculty member is responsible for compiling a file and submitting it to the Head at least two weeks prior to the scheduled meeting of the Promotion and Tenure Committee.
- c) The Head is responsible for making each candidate's file available to the Promotion and Tenure committee at least fourteen calendar days prior to their meeting.
- d) The file should, in general, include the following items and information:

- i) documentation of instructional activity can include: list of courses taught; course syllabi; examinations; information on curriculum and/or course development activities; listing of advisees; listing of thesis and dissertation committees (indicating chairship where appropriate); student ratings from all courses; and other relevant documentation of effective teaching;
  - ii) documentation of research/scholarship/creative activity can include: copies of manuscripts published, accepted for publication (including letter from editor), or under review; grant proposals submitted (indicating disposition); documents related to research grants in progress; and other evidence of research/scholarship/creative efforts;
  - iii) documentation of service activity can include: a list of institutional, professional, and public service activities, with notation of specific contribution.
- e) The Promotion and Tenure Committee will review the materials and evaluate the faculty member's materials for compliance with the standards for mid-tenure review.
  - f) Following its review, the committee will send ballots to the Head with comments and recommendations.
  - g) Within seven days, the Head will request any tenured members of the department not serving on the candidate's Promotion and Tenure committee to review the materials and submit their vote to the Head regarding whether the candidate is progressing normally toward tenure.
  - h) The Head, after receiving the recommendations, will forward a recommendation to the Dean of Arts & Sciences by letter, with unedited comments from the ballots appended.
  - i) The Head will communicate the recommendation to the faculty member, Promotion and Tenure committee, and the tenured members of the department.

### **3) Procedures for Promotion and Tenure**

- i) During or before the sixth year, probationary faculty will undergo a review for tenure and promotion.
- ii) The Head will provide the candidate with the description of their responsibilities during the review period, and this description will accompany the file throughout the review process.
- iii) The candidate is responsible for compiling a file and submitting it with a current vita and the university "[Tenure and Promotion Documentation](#)" form to the Head in early summer. The candidate must also submit a list of up to six potential outside reviewers at the rank of Associate or Full Professor. The list should consist of the names of highly regarded professionals outside of Kansas State University in the candidate's discipline and research specialty with the capacity to review the quality of the candidate's research. These outside reviewers may be familiar with the candidate's work. However, they should not have significant professional or personal ties (for example, major professors, classmates, or co-authors) that may cause a conflict of interest.
- iv) The Head will select three outside reviewers who will be asked to evaluate the candidate's accomplishments in research/scholarship/creative activity. The Head will secure letters from at least two of the people on the list provided by the candidate. The Head will provide the outside reviewers with the candidate's vita, samples of published work, a description of the candidate's responsibilities during the review period and assurance that it is our policy that the identity of reviewers are held in confidence. The candidate should expect that peer evaluations will not be available to them. These letters will become part of the file that is reviewed by the Tenure and Promotion Committee.

- v) See “GWSS Standards for Promotion to Associate Professor and Tenure” and “AMETH Standards for Promotion to Associate Professor and Tenure” for information about what the candidate’s file should contain.
- vi) The Tenure and Promotion Committee will review the materials and evaluate the candidate’s materials’ compliance with the standards for tenure and promotion review.
- vii) Following its review, the committee will prepare a written report, which will accompany the committee’s recommendations.
- viii) Before providing its report to the Head, the Tenure and Promotion committee will share it with the candidate and give them a chance to ask questions; the committee will also consider any changes the candidate may wish to suggest.
- ix) Within seven days following the meeting between the committee and the candidate, the Head will request that any tenured members of the department not serving on the candidate’s Promotion & Tenure committee review the materials, vote by ballot, and submit comments to the Head concerning the granting of tenure and promotion.
- x) The Head, after receiving the ballots and comments, will forward a recommendation to the Dean of Arts & Sciences, by letter, with the Promotion and Tenure committee’s report, as well as the numerical vote of the tenured members of the department and their unedited comments appended.
- xi) The Head will communicate the recommendation to the faculty member

#### **4) Procedures for Promotion to Professor**

- a) In consultation with the Head, tenured Associate Professors may apply for promotion to Professor. An associate professor who seeks promotion to full professor will notify the head by no later than March 1, prior to the fall semester of the intended promotion year.
- b) The Head will provide the candidate with the description of their responsibilities during the review period and this description will accompany the file throughout the review process.
- c) The candidate is responsible for compiling a file and submitting it with a current vita and the university “Tenure and Promotion Documentation” form to the Head in early summer, in accordance with formats and procedures provided by the provost and dean (see “Promotion / Tenure Decisions” found at: <https://www.k-state.edu/provost/resources/dhmanual/>). The candidate must also submit a list of up to six potential outside reviewers at the rank of Professor. The list should consist of the names of highly regarded professionals in the candidate’s discipline and research specialty with the capacity to review the quality of the candidate’s research. These outside reviewers may be familiar with the candidate’s work. However, they should not have significant professional or personal ties (for example, major professors, classmates, or co- authors) that may cause a conflict of interest.
- d) The Head will select three outside reviewers who will be asked to evaluate the candidate’s accomplishments in research/scholarship/creative activity. The Head will secure letters from at least two of the people on the list provided by the candidate. The Head will provide the outside reviewers with the candidate’s vita, samples of published work, a description of the candidate’s responsibilities during the review period and assurance that it is our policy that the identity of reviewers are held in confidence. The candidate should expect that peer evaluations will not be available to them. These letters will become part of the file that is reviewed by the Tenure and Promotion Committee.
- e) See “GWSS Standards for Promotion to Professor” and “AMETH Standards for Promotion to Professor” for information about what the candidate’s file should contain.

- f) The Tenure and Promotion Committee will review the materials and evaluate the candidate's materials' compliance with the standards for promotion review.
- g) Following its review, the committee will prepare a written report, which will accompany the committee's recommendations.
- h) Before providing its report to the Head, the Tenure and Promotion committee will share it with the candidate and give them a chance to ask questions; the committee will also consider any changes the candidate may wish to suggest.
- i) Within seven days following the meeting between the committee and the candidate, the Head will request that any members of the department at the rank of Professor who are not on the Promotion committee review the materials, vote by ballot, and submit comments to the Head concerning the granting of promotion.
- j) The Head, after receiving the ballots and comments, will forward a recommendation to the Dean of Arts & Sciences, by letter, with the Promotion committee's report, as well as the numerical vote of the full professor members of the department and their unedited comments appended.
- k) The Head will communicate the recommendation to the faculty member,

#### **5) Procedures for Professorial Performance Award**

- a) The Professorial Performance Award (PPA) is a university-wide award available to faculty at the rank of full professor. As described in sections 49.1C-C49.14 of the [University Handbook](#), the award is designed to reward strong performance at the highest rank with a base salary increase in addition to that provided for by the annual evaluation process. Unlike the move from assistant professor to associate professor or associate professor to professor, the PPA is not a promotion. Moreover, it is not a right accorded to every faculty member at the rank of professor, nor is it granted simply for meeting assigned duties with a record free of notable deficiencies.
- b) Recommendations for the Professorial Performance Award will follow the timeline associated with the annual evaluation (Merit) review.
- c) Eligible candidates for review compile and submit a file that documents their professional accomplishments for at least the previous six years. The Head will prepare a written evaluation of the candidate's materials in terms of the criteria, standards, and guidelines established, along with a recommendation for or against the award.
- d) Each candidate for the award will have the opportunity to discuss the written evaluation and recommendation with the Head, and each candidate will sign a statement acknowledging the opportunity to review the evaluation. Within seven working days after the review and discussion, each candidate has the opportunity to submit written statements of unresolved differences regarding their evaluation to the Head and to the dean. A copy of the Head's written recommendation will be forwarded to the candidate.
- e) The Head will submit the following items to the dean:
  - f) A copy of the evaluation document used to determine qualification for the award.
  - g) Documentation establishing that there was an opportunity for the candidate to examine the written evaluation and recommendation.
  - h) Any written statements of unresolved differences concerning the evaluation.
  - i) The candidate's supporting materials that served as the basis of adjudicating eligibility for the award.

**6) Procedures for annual reappointment of non-tenure-track faculty (Teaching Professors and Instructors)**

- a) Faculty members on regular non-tenure-track appointments are evaluated annually to determine whether or not they will be reappointed for another year (see C60-C66 of the University Handbook).
- b) Early in each evaluation period, the Head will meet with each non-tenure-track faculty member and review their individual goals in each of their assigned areas.
- c) Once goals are set and on file, they can be modified midway through the evaluation period. It is the responsibility of the faculty member to ask the Head to consider the modifications.
- d) At the appropriate time, the candidate compiles and submits documentation of their professional accomplishments in accordance with the standards outlined in “Standards for Reappointment and Promotion of Regularized Non-Tenure-Track Faculty (Instructors and Teaching Professors).”
- e) The Head makes the candidate’s file available to eligible members of the department. Eligible members of the department will include those at a rank higher than the candidate (including both tenured faculty members and non-tenure-track members).
- f) Eligible members of the department will review the candidate’s materials and evaluate them for compliance with the unit’s standards.
- g) Note #1: A non-tenure-track faculty member may request that a member of the affiliated faculty with relevant expertise join the eligible members of the department in reviewing their materials.
- h) Note #2: If the eligible members of the department do not include someone from the discipline of the faculty member (AMETH or GWSS), the Head will try to include at least one member of the affiliated faculty to join the eligible members of the department in reviewing the faculty member’s materials.
- i) Following their review, eligible department members (including any affiliated faculty, where relevant) will convene for discussion, and will subsequently vote by ballot, providing written comments.
- j) The Head, after receiving the ballots and written comments of eligible department members, will draft a recommendation to the Dean of Arts & Sciences.
- k) Before submitting their recommendation, the Head will share a draft of their letter with the candidate and give them a chance to ask questions; the Head will also consider any changes the candidate may wish to suggest.
- l) After submitting their recommendation to the Dean of Arts & Sciences, with unedited comments from the faculty recommendations enclosed, the Head will communicate the substance of the recommendation to the faculty member
- a)

**7) Procedures for Promotion for non-tenure-track faculty (Teaching Professors and Instructors)**

- a) The procedures for promotion in the non-tenure track Instructor and Teaching Professor ranks are similar to the processes for promotion of tenure-track/tenured faculty in the University Handbook (see sections C110-C116.2 and c150-C156.2).
- b) The average time in rank interval prior to consideration for promotion is expected to be 5 years, although shorter and longer intervals are possible.

- c) The Head will solicit a file from each candidate seeking promotion that documents activities and achievements in instruction, service, and research (if applicable).
- d) The candidate should include in the file a listing of goals and objectives that will guide professional activities for the next five years.
- e) The file will be provided to the eligible members of the department for their evaluation. Eligible faculty include TT and NTT at any rank above the candidate.
- f) Note #1: A non-tenure-track faculty member may request that a member of the affiliated faculty with relevant expertise join the eligible members of the department in reviewing their materials and voting on their promotion.
- g) Note #2: If no one from among the eligible members of the department is in the discipline (AMETH or GWSS) of the faculty member seeking promotion, the Head will try to include at least one member of the affiliated faculty to join the eligible members of the department in reviewing their materials and voting on their promotion.
- h) Following their review, eligible department members (including any members of the affiliated faculty, where relevant) will convene for discussion, and will subsequently vote by ballot, providing written comments.
- i) The Head, after receiving the ballots, will forward the candidate's file, along with a recommendation to the Dean of Arts & Sciences, with a record of the votes, as well as the unedited comments from the eligible faculty members appended.
- j) The Head, after receiving the ballots and written comments of eligible department members, will draft a recommendation to the Dean of Arts & Sciences.
- k) Before submitting their recommendation, the Head will share a draft of their letter with the candidate and give them a chance to ask questions; the Head will also consider any changes the candidate may wish to suggest.
- l) After submitting their recommendation to the Dean of Arts & Sciences, with unedited comments from the faculty recommendations enclosed, the Head will communicate the substance of their recommendation to the faculty member

#### **8) Procedures for Evaluation of Courses taught by GTAs, temporary, and visiting faculty members**

- a) Courses taught by GTAs, temporary, and visiting faculty members will be reviewed by the Merit Committee and the Head.
- b) Instructors of such classes will be asked, upon the conclusion of the relevant course or courses to submit the following materials:
  - i. The course syllabus
  - ii. Tevals
  - iii. A no more than 1-page self-reflection narrative about the course
  - iv. Any other materials they wish (assignments, exams, grading rubrics, etc.)
- c) The Merit committee and Head will examine these materials in order to ascertain the quality of the course material and instruction. These evaluations will be used in overall Department oversight, and in making decisions regarding repeat offering of the course or re-hiring of the instructor, as applicable.

## **VIII. Standards for Reappointment, Mid-tenure Review, Tenure, Promotion, and Professorial Performance Award**

### **1) Standards for Reappointment, Mid-tenure Review, Tenure, Promotion, and Professorial Performance Award for Tenure-Track GWSS faculty**

#### **a) GWSS Standards for tenure-track reappointment in First and Second Year**

- i. Candidates must show evidence of effective teaching that contributes to the mission of the department, including syllabi, examples of student work, assignments, student (required) and/or peer evaluations, reflective self-evaluation, and a summary of any revisions based on experience and input and the outcomes of those revisions. Some measures of successful teaching might include the intellectual rigor of their courses, special awards, pedagogical innovations, and similar considerations.
- ii. Evidence of research/scholarship/creative activity may include any of a variety of projects related to Gender, Women, and Sexuality Studies, including grants or research awards supporting scholarly work, publication of scholarly articles in refereed journals, manuscripts, products of creative activity, and the like.
- iii. Publications (articles, presentations, and the like) in other disciplines will also fulfill Gender, Women, and Sexuality Studies publication requirements if they relate to the field.
- iv. Evidence of service may include activities in the Department, the college, the university, and in professional and public service.

#### **b) GWSS Standards for Mid-tenure review (in the third year)**

- i. Candidates must show evidence of an ongoing record of excellence in teaching that contributes to the mission of the department, including syllabi, examples of student work, assignments, student (required) and/or peer evaluations, reflective self-evaluation, and a summary of any revisions based on experience and input and the outcomes of those revisions. Some measures of successful teaching might include the intellectual rigor of their courses, special awards, pedagogical innovations, and similar considerations.
- ii. Candidates should show concrete evidence that they are actively working toward the scholarly performance standard required for tenure and promotion. Such evidence could include the following: documentation of manuscript submission(s) to specific journals; correspondence with editors; peer review reports for revise & resubmits; rejection letters; and accepted research presentations at national conferences. Candidates should include a brief description of this evidence in their file for mid-tenure review.
- iii. Candidates should provide evidence of service, including activities in the department, the college, the university, and in professional and public service.

#### **c) GWSS Standards for Promotion to Associate Professor and Tenure (before or during sixth year)**

- i. Candidates must demonstrate clear, sustained scholarly performance that indicates a high probability of continued research productivity, with some, though not necessarily all, in a Gender, Women, and Sexuality Studies area. Publications in other disciplines will also fulfill Gender, Women, and Sexuality Studies publication requirements if they relate to the field, broadly construed. Candidates should have at least four (4) articles in peer-reviewed journals or collections or the equivalent thereof.

- ii. Candidates must show evidence of an ongoing record of excellence in teaching that contributes to the mission of the department, including syllabi, examples of student work, assignments, student (required) and/or peer evaluations, reflective self-evaluation, and a summary of any revisions based on experience and input and the outcomes of those revisions. Some measures of successful teaching might include the intellectual rigor of their courses, special awards, pedagogical innovations, and similar considerations.
- iii. Candidates must show evidence of significant and ongoing service contributions that include activities within at least two of the following areas: department or program, college, university, and professional and public service.

**d) GWSS Standards for Promotion to Professor**

- i. The rank of professor presupposes a superior record in all areas of faculty activity. Candidates are expected to demonstrate leadership in their assigned responsibilities. The standards for promotion to full professor are substantially higher than those for promotion to associate professor.
- ii. Candidates must demonstrate significant research/scholarship/creative activity since the last promotion. It is expected that the candidate's sustained scholarly performance has resulted in a national or international reputation in some area of Gender, Women, and Sexuality Studies. This can be demonstrated by discussions of and references to their work in the scholarly literature, invitations to give lectures or performances, presentations of papers or exhibits, contributions of articles to edited collections: requests to referee manuscripts, and the like. The minimum expectations since the last promotion are either: (1) a book; or (2) five peer-reviewed articles; or (3) a reasonable equivalent thereof. Accomplishments in other disciplines will also fulfill Gender, Women, and Sexuality Studies requirements if they treat issues relevant to the field.
- iii. Community-engaged research products reflect the University's land grant mission, and one such substantial product may be considered equivalent of up to two peer-reviewed journal articles, to be determined by the Head and Promotion Committee.
- iv. When seeking promotion to Full Professor, competitive, peer-reviewed major research grants from private foundations or government funding sources may be used to demonstrate clear, sustained scholarly performance. The Head, along with the candidate's Promotion Committee, will consider the candidate's role in preparing the grant application and in conducting the research project, the amount awarded, the duration of the grant, and the funding source (external or internal). One such award of a substantial, competitive, peer-reviewed grant from an extramural funding source (government agency or program-relevant foundation) that lists the candidate as a principal investigator or project director may be considered equivalent to one peer-reviewed journal article. The equivalency of other grants and contracts will be determined by the Head and the Promotion Committee.
- v. Candidates must show evidence of an ongoing record of excellence in teaching that contributes to the mission of the department, including syllabi, examples of student work, examinations, student (required) and/or peer evaluations, reflective self-evaluation, and a summary of any revisions based on experience and input and the outcomes of those revisions. Some measures of successful teaching might include the intellectual rigor of their courses, special awards, pedagogical innovations, student evaluations, and similar considerations.

- vi. Candidates must show evidence of significant and ongoing service contributions that include activities within at least two of the following areas: department, college, university, and professional and public service. The candidate will be expected to show that they have regularly and willingly accepted service assignments and have successfully performed their duties since the last promotion.

**e) GWSS Standards for Professorial Performance Award**

- i. The candidate must be a full-time professor and have been in rank at Kansas State at least six years since the last promotion or Professorial Performance Award;
- ii. The candidate must show evidence of sustained productivity in at least the last six years before the performance review;
- iii. The candidate's productivity and performance must be of a quality comparable to that which would merit promotion to professor according to current approved departmental standards.

**2) AMETH Standards for Reappointment, Mid-tenure Review, Tenure, Promotion, and Professorial Performance Award**

**a) AMETH Standards for tenure-track reappointment in First and Second Year**

- i. Candidates must show evidence of effective teaching that contributes to the mission of the department, such evidence may include syllabi, examples of student work, examinations, class materials, peer evaluations, advising materials, course development materials, special contributions to teaching diverse student populations, pedagogical publications, conferences and awards, evidence of subject matter mastery, and/or contributions to particular needs of the department. Student evaluations (TEVALS or other measurements), and representative instructional material must be included.
- ii. Candidates must demonstrate sustained excellence in, and commitment to research, and that there is a high probability of continued research productivity after tenure and promotion. The kinds of evidence necessary to show such sustained excellence should include the regular publication or acceptance for publication of sole-authored or coauthored high-quality, original refereed articles or manuscripts, and may also include the presentation of conference papers; the publication of collections and/or editions; the procurement of grants and/or fellowships; and awards for and/or the reprinting of candidate's work.
- iii. The successful candidate for tenure must demonstrate sustained excellence in and commitment to service. Candidates should provide evidence of service, including activities in the department, the college, the university, and in professional and public service. Examples of service activities include community service, department committees, university committees, service in national or international organizations, AESSA or other student groups, study abroad, editorial work, professional recognition (for example, awards), library ordering, open-house or career day organization, and campus talks.

- iv. Evidence of service may include activities in the Department, the college, the university, and in professional and public service. The successful candidate for tenure must demonstrate sustained excellence in and commitment to service. Candidates should provide evidence of service, including activities in the department, the college, the university, and in professional and public service. Examples of service activities include: community service, department committees, university committees, service in national or international organizations, AESSA or other student groups, study abroad, editorial work, professional recognition (for example, awards), library ordering, open-house or career day organization, community talks, community training, and campus talks.

**b) AMETH Standards for Mid-tenure review (in the third year)**

- i. Candidates must show evidence of an ongoing record of excellence in teaching that contributes to the mission of the department, including syllabi, examples of student work, assignments, student, and/or peer evaluations, reflective self-evaluation, and a summary of any revisions based on experience and input and the outcomes of those revisions. Some measures of successful teaching might include the intellectual rigor of their courses, special awards, pedagogical innovations, and similar considerations.
- ii. Candidates should show concrete evidence that they are actively working toward the scholarly performance standard required for tenure and promotion. Such evidence could include the following: documentation of manuscript submission(s) to specific journals; correspondence with editors; peer review reports for revise & resubmits; rejection letters; and accepted research presentations at national conferences. Candidates should include a brief description of this evidence in their file for mid-tenure review.
- iii. Candidates should provide evidence of service, including activities in the department, the college, the university, and in professional and public service.

**c) AMETH Standards for Promotion to Associate Professor and Tenure (before or during sixth year)**

- i. Candidates must demonstrate clear, sustained scholarly performance that indicates a high probability of continued research productivity, with some, though not necessarily all, in American Ethnic Studies. It is expected that the content of the publications will pertain to American Ethnic Studies. However, publications in other related disciplines will be acceptable as long as the content is related to American Ethnic Studies and fulfills the requirements for tenure. Candidates are required to publish four peer-reviewed manuscripts with relevant journals and/or presses or equivalent. A book is equal to the requirement of four journal articles, and a chapter in an edited peer-reviewed book counts as an article; these are two examples, but are not exhaustive of the possibilities. It is the responsibility of the candidate to demonstrate how their scholarship portfolio meets the standard of quality, consistency, and quantity set by AMETH.
- ii. Candidates must show evidence of an ongoing record of effectiveness in teaching that contributes to the mission of the department, such evidence may include syllabi, examples of student work, examinations, class materials, peer evaluations, advising materials, course development materials, special contributions to teaching diverse student populations, pedagogical publications, conferences and awards, evidence of subject matter mastery, and/or contributions to particular needs of the department. Student evaluations (TEVALS or other measurements), and representative instructional material must be included.

- iii. Candidates must show evidence of significant and ongoing service contributions that include activities within at least two of the following areas: department or program, college, university, and professional and public service.

**d) AMETH Standards for Promotion to Professor**

- i. The rank of professor presupposes a superior record in all areas of faculty activity. The standards for promotion to full professor are higher than those for promotion to associate professor.
- ii. Candidates must demonstrate significant research/scholarship/creative activity since the last promotion. It is expected that the candidate's sustained scholarly performance has resulted in a national or international reputation in some area of American Ethnic Studies. This can be demonstrated by discussions of and references to their work in scholarly literature, invitations to give lectures or performances, presentations of papers or exhibits, contributions of articles to edited collections, and the like. The minimum expectations since the last promotion are either (1) a book; (2) five peer-reviewed articles; (3) a reasonable equivalent thereof. A peer-reviewed chapter within an edited volume counts as an article.
- iii. Community-engaged research products reflect the University's land grant mission, and one such substantial product may be considered equivalent of up to two peer-reviewed journal articles, to be determined by the Head and Promotion Committee.
- iv. When seeking promotion to Full Professor, competitive, peer-reviewed major research grants from private foundations or government funding sources may be used to demonstrate clear, sustained scholarly performance. The Head, along with the candidate's Promotion Committee, will consider the candidate's role in preparing the grant application and in conducting the research project, the amount awarded, the duration of the grant, and the funding source (external or internal). One such award of a substantial, competitive, peer-reviewed grant from an extramural funding source (government agency or program-relevant foundation) that lists the candidate as a principal investigator or project director may be considered equivalent to one peer-reviewed journal article. The equivalency of other grants and contracts will be determined by the Head and the Promotion Committee.
- v. Candidates must show evidence of an ongoing record of effectiveness in teaching that contributes to the mission of the department, such evidence may include syllabi, examples of student work, examinations, class materials, peer evaluations, advising materials, course development materials, special contributions to teaching diverse student populations, pedagogical publications, conferences and awards, evidence of subject matter mastery, and/or contributions to particular needs of the department. Student evaluations (TEVALS or other measurements), and representative instructional material must be included.
- vi. Candidates must show evidence of significant and ongoing service contributions that include activities within at least two of the following areas: department or college, university, and professional and public service.

**e) AMETH Standards for Professorial Performance Award**

- i. The candidate must be a full-time professor and have been in rank at Kansas State at least six years since the last promotion or Professorial Performance Award;
- ii. The candidate must show evidence of sustained productivity in at least the last six years before the performance review;

- iii. The candidate's productivity and performance must be of a quality comparable to that which would merit promotion to professor according to current approved departmental standards.

**3) Standards for reappointment and promotion of regularized non tenure-track faculty (Instructors and Teaching Professors)**

**a) Standards for annual reappointment of regularized non-tenure- track faculty (Instructors and Teaching Professors)**

- i. Candidates must show evidence of an ongoing record of excellence in teaching that contributes to the mission of the department. Evidence may include syllabi, examples of student work, examinations, student (required) and/or peer evaluations, reflective self-evaluation, and/or a summary of any course revisions based on experience and input and the outcomes of those revisions. Some measures of successful teaching might include the intellectual rigor of their courses, special awards, pedagogical innovations, and similar considerations.
- ii. If research is part of the faculty member's appointment, evidence of research/scholarship/creative activity may include any of a variety of projects related to Gender, Women, and Sexuality Studies and/or American Ethnic Studies, including Scholarship of Teaching and Learning projects, publication in forums (journals, refereed blogs, etc.) devoted to publishing work about teaching and student learning, conference presentations about teaching and student learning, publication of scholarly articles in refereed journals, manuscripts, products of creative activity, and the like.
- iii. Candidates should provide evidence of service in the department. Candidates may also include any service performed for the college, the university, and/or professional and public service.
- iv. Note: Specific standards for reappointment in non-tenure- track positions will be dependent on candidates' assignment, i.e. what percentage of their appointment is devoted to teaching, service, and research (if any).

**b) Standards for promotion from Teaching Assistant Professor to Teaching Associate Professor**

- i. Candidates must show evidence of an ongoing record of excellence in teaching that contributes to the mission of the department. Evidence may include syllabi, examples of student work, examinations, student (required) and/or peer evaluations, reflective self-evaluation, and a summary of any course revisions based on experience and input and the outcomes of those revisions. Some measures of successful teaching might include the intellectual rigor of their courses, special awards, pedagogical innovations, and similar considerations.
- ii. Candidates must show evidence of significant and ongoing service contributions to the department. Candidates may also include any service performed for the college, the university, and/or professional and public service.
- iii. If research is part of the faculty member's appointment, evidence of research/scholarship/creative activity may include any of a variety of projects related to Gender, Women, and Sexuality Studies and/or American Ethnic Studies, including Scholarship of Teaching and Learning projects, publication in forums (journals, refereed blogs, etc.) devoted to publishing work about teaching and student learning, conference presentations about teaching and student learning, publication of scholarly articles in refereed journals, manuscripts, products of creative activity, and the like.

- iv. Note: specific standards for research/scholarship/creative activity, e.g. number and kinds of publications, will be dependent on candidates' assignment, i.e. what percentage of their appointment is devoted to this area.

**c) Standards for promotion from Teaching Associate Professor to Teaching Professor**

- i. Candidates must show evidence of an ongoing record of excellence in teaching that contributes to the mission of the department. Evidence may include syllabi, examples of student work, examinations, student (required) and/or peer evaluations, reflective self-evaluation, and a summary of any course revisions based on experience and input and the outcomes of those revisions. Some measures of successful teaching might include the intellectual rigor of their courses, special awards, pedagogical innovations, and similar considerations.
- ii. Candidates must show evidence of significant and ongoing service contributions to the department. Candidates may also include any service performed for the college, the university, and/or professional and public service. The candidate will be expected to show that they have regularly and willingly accepted service assignments and have successfully performed their duties since the last promotion.
- iii. If research is part of the faculty member's appointment, candidates must demonstrate significant research/scholarship/creative activity since the last promotion. It is expected that the candidate will have achieved national recognition and visibility as a scholar in some area of Gender, Women, and Sexuality Studies, American Ethnic Studies, and/or the scholarship of teaching and learning. This can be demonstrated by discussions of and references to their work in the scholarly literature, invitations to give teaching workshops, presentations of papers or exhibits, contributions of articles to edited collections, requests to referee manuscripts, and the like.
- iv. Note: specific standards for research/scholarship/creative activity, e.g., number and kinds of publications, will be dependent on candidates' assignment, i.e., what percentage of their appointment is devoted to this area.

**d) Standards for promotion from Instructor to Advanced Instructor**

- i. Candidates must show evidence of an ongoing record of effective teaching, including syllabi, examples of student work, examinations, student (required) and/or peer evaluations, reflective self-evaluation, and a summary of any course revisions based on experience and input and the outcomes of those revisions.
- ii. Candidates should provide evidence of service in the department. Candidates may also include any service performed for the college, the university, and/or professional and public service.

**e) Standards for promotion from Advanced Instructor to Senior Instructor**

- i. Candidates must show evidence of an ongoing record of excellence in teaching that contributes to the mission of the department. Evidence may include syllabi, examples of student work, examinations, student (required) and/or peer evaluations, reflective self-evaluation, and a summary of any course revisions based on experience and input and the outcomes of those revisions. Some measures of successful teaching might include the intellectual rigor of their courses, special awards, pedagogical innovations, and similar considerations.

- ii. Candidates should provide evidence of service in the department. Candidates may also include any service performed for the college, the university, and/or professional and public service. The candidate will be expected to show that they have regularly and willingly accepted service assignments and have successfully performed their duties since the last promotion.

## **IX. Chronic Low Achievement**

### **Guidelines for Identifying and Handling Cases of Tenured Faculty Who Fail to Meet Minimum-Acceptable Levels of Productivity**

Following section C31.5-7 of the University Handbook, the Head will make a determination of when a tenured faculty member receives a rating of “Fails to Meet Minimum-Acceptable Levels of Productivity” (This would normally happen as part of the annual merit evaluation process when a tenured faculty member receives “Fails to Meet Minimum-Acceptable Levels of Productivity,” but could take place outside of that process). The Head will indicate this, in writing, to the faculty member. The Head will also provide to the faculty member a suggested course of action for the improvement of performance. The Head will meet with the faculty member to ensure that the faculty member understands and agrees with the course of action. Minor modifications in the course of action can be made at this time with the agreement of the Head and the faculty member. In keeping with regular procedures in matters of tenure (C112.1 and C112.2), eligible departmental faculty will have input into any decision on individual cases unless the faculty member requests otherwise.

In subsequent evaluations, the faculty member will report, in writing, on activities aimed at improving performance as stipulated in the course of action and provide any evidence of improvement. If the Head determines that the faculty member has fallen below minimum standards in the subsequent year or three times within a five-year period, unless the faculty member does not wish it, a meeting of the Department’s tenured faculty will be held in order to review the decision. After reviewing the annual merit evaluation documents and any other relevant information, with the faculty member permitted to be present, members of the tenured faculty will vote to reject or accept the evaluation of “Fails to Meet Minimum-Acceptable Levels of Productivity.” Voting will be by ballot, as in the tenure and promotion process. To accept, two thirds of the tenured faculty members present (including proxies) must vote to concur with the evaluation. (The Head will not participate in the voting.) Any number short of two-thirds will indicate rejection of the evaluation. The Head will take this vote under advisement in rendering a final decision. In the event that the faculty member decides not to have the tenured faculty review their case, the Head will decide whether or not to accept the evaluation. In reaching this decision, the Head may seek the advice of the tenured faculty. If accepted, the name of the faculty member will be forwarded to the Dean.

## **X. Post-Tenure Review**

The post tenure review process and documentation shall comply with university and KBOR procedures as outlined in either University Handbook and/or PPM.