

Check Sheet for Review of Departmental Documents

Department, College: _____

Document Drafters:

This is the checklist we use to aid in the review of department documents. All documents must have the ten elements listed below. We also provide a [template for organizing departmental documents](#) that may be followed to facilitate the drafting process. If you have questions about this checklist or the template, please contact Ruth Dyer/Michelle Langvardt at 532-6439.

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/academicpersonnel/forms/criteria.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.

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.

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.

Tenure ([See C70-C116.2](#))

- Clearly states the criteria for earning tenure.
- Outlines the procedure of review consistent with the University Handbook.

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.

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.

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.

Post-Tenure Review Policy ([See Appendix W](#))

- Indicates criteria that will be used.
- Defines procedures to accomplish PT reviews.