## 3.12. Faculty & Faculty Ranked Administrator Review Process

Faculty and faculty ranked administrator performance is evaluated via two basic and interrelated processes: annual reviews and multi-year reviews. An annual review is an evaluation of the faculty member or faculty ranked administrator’s performance over one year, but within the context of the multi-year reviews. The multi-year reviews, involving multiple reviewers, are a more comprehensive examination of a faculty member or faculty ranked administrator’s contribution to the department, college, and university.

**A. Format of Annual Review – FPA & ARD**

The annual assessment of a faculty member or faculty ranked administrator’s contributions to the University will be based on the faculty member or faculty ranked administrator’s performance in reference to the criteria listed in the most recent Faculty Performance Agreement (FPA) and previous year’s Annual Review Document (ARD). The basis of this assessment is an ARD that is compiled by the faculty member or faculty ranked administrator to demonstrate the faculty member or faculty ranked administrator’s progress toward the criteria in the FPA. This document will convey accurate information and the criteria by which the faculty member or faculty ranked administrator is to be assessed, counseled, and judged. The faculty member or faculty ranked administrator’s ARD at KSU must address the quantity, quality, and significance of the contributions.

The FPA is a statement of the percentage of effort expected of each faculty member or faculty ranked administrator in the three areas of faculty responsibility: teaching, scholarship and creative activity, and professional service. The FPA is updated as a faculty member or faculty ranked administrator’s responsibilities change in consultation with the chair and in concert with university policies.

In addition to approximate percent effort in the areas of responsibility, some explanation of the types of activities appropriate within each area should be included. However, because the FPA is not an annual plan of work, it is inappropriate to include too much detail (e.g. specific committee assignments, specific courses taught, specific meetings to be attended). Any information provided should be kept general enough to allow the faculty member or faculty ranked administrator the flexibility and intellectual freedom to pursue promising leads and special opportunities for creative scholarship within each area included. Providing a general explanation for each area also allows the department chair / school director the flexibility to meet department needs by adjusting specific assignments within each area listed for that faculty member or faculty ranked administrator without having to modify the FPA. Reflections on accomplishments and plans for continued progress toward annual professional goals are included in the ARD each year.

The ARD addresses the goals from the previous year’s ARD, the response to the Chair’s guidance, and the responsibilities outlined in the current FPA. The exact format and layout of the ARD and the FPA will be determined by the faculty member or faculty ranked administrator’s college. The College P&T Committee, the department chairs / school directors, the dean, and the Provost must approve these formats. Since the ARD and the FPA are integral to Promotion and Tenure decisions, they must reflect the Promotion and Tenure guidelines.

The faculty member or faculty ranked administrator will submit the ARD through the digital review system. The first-level reviewer will comment upon the entire ARD. The ARD and reviewer’s evaluation will be advanced within the digital review system to the faculty member or faculty ranked administrator for response and then to the next administrative level for review. Within ten calendar days from any submission within the digital review system for any evaluation, the faculty member or faculty ranked administrator has the right to submit a written response within the digital review system to the entire package. Response letters are directed to the reviewing administrator and copied to the next level of review. Administrators reviewing candidates should be very clear in stating their expectations and in discussing problems in detail with the faculty member or faculty ranked administrator. Such responses become integral to the ARD throughout the review process.

ARDs, FPAs, and any additional comments, such as response letters, must be submitted with documents and materials for all Promotion and Tenure reviews, including pre-tenure reviews and post-tenure reviews.

The detailed annual review and evaluation of faculty and faculty ranked administrator performance adheres to the following schedule:

**Annual Review for Faculty and Faculty Ranked Administrators in Their First Year**

In August, the Department Chair meets with first-year faculty and faculty ranked administrators to develop an FPA and a list of short-term goals. In January, the Department Chair conducts a mid-year review based on the faculty member or faculty ranked administrator’s activity for mid-August to December (provided in the ARD) in the context of the FPA. The mid-year review is completed before the deadline for first-year nonrenewal decisions in February. During the mid-year review, examination of and updates to the FPA occur.

**Annual Review for Faculty and Faculty Ranked Administrators in Their Second Year**

In October, the Department Chair conducts a review based on the faculty member or faculty ranked administrator’s activity related to the previous ARD as well as the current FPA for January to September. This review is completed before the deadline for second-year non-renewal decisions in November.

**Annual Review for Faculty and Faculty Ranked Administrators beyond the Second Year**

In January of each year, the Department Chair conducts a review based on the faculty member or faculty ranked administrator’s activity related to the previous ARD as well as the current FPA. The review period for third-year faculty and faculty ranked administrators is one year and three months (October to December).

The general timeline for annual reviews and evaluation of faculty and faculty ranked administrator performance adheres to the following schedule:

* Last Friday of January: All completed ARDs and any necessary FPAs submitted by faculty and faculty ranked administrators to department chair.
* Second Friday of March: All reviews between faculty and faculty ranked administrators and department chairs completed; portfolios along with any revised ARDs and any necessary FPAs submitted to dean.
* Second Friday of April: Deans return portfolios to faculty and faculty ranked administrators.
* April-May: Salary recommendations (if applicable; exact date TBD based on Budget Office and Board of Regents directions).

Each college may elect to have due dates sooner, but not later, then those listed above. All faculty and faculty ranked administrators must have an annual review approved by the appropriate administrators at all levels by the due date listed above. Failure by a faculty member or faculty ranked administrator to submit all documentation required for annual reviews according to the University review timeline above shall be deemed as not meeting performance standards.

**ARD/FPA/Non-Renewal Dates for Faculty and Faculty Ranked Administrators with Professorial Rank**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **FPA & Short-Term Goals– Due Date to Dept. Chair\*** | **ARD – Due Date to Dept. Chair\*** | **Non-Renewal Date\*\*** |
| Faculty & Faculty Ranked Administrators in Their First Academic Year XX-YY | 30 August XX | 15 January YY  (Covers Aug XX – Dec XX) | 01 February YY |
| Faculty & Faculty Ranked Administrators in Their Second Academic Year XX-YY |  | 01 October XX  (Covers Jan XX-Sept XX) | 01 November XX |
| Faculty & Faculty Ranked Administrators in Their Third Academic Year XX-YY |  | Last Friday of January YY  (Covers Oct XX to Dec XX) | 01 August XX |
| Faculty & Faculty Ranked Administrators Beyond Their Third Academic Year XX-YY |  | Last Friday of January YY  (Covers Jan XX to Dec XX) | 01 August XX |

\* KSU Faculty Handbook [Section 3.7A](#_3.7._General_Expectations)

\*\*Notice of non-renewal, the BoR Policy Manual, [8.3.4.2](http://www.usg.edu/policymanual/section8/policy/C245/#p8.3.4_notice_of_employment_and_resignation) (and KSU Faculty Handbook [Section 4.1.8](#_4.1.8._Non-renewal_of)) says:

"Notice of intention to not renew a non-tenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:

1. At least three (3) months before the date of termination of an initial one-year contract;
2. At least six (6) months before the date of termination of a second one-year contract; or,
3. At least nine (9) months before the date of termination of a contract after two or more years of service in the institution.”

Letters must be approved by the Provost and sent to the faculty member or faculty ranked administrator by this non-renewal date.

**ARD/FPA/Non-Renewal Dates for Lecturers and Senior Lecturers**

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| --- | --- | --- | --- |
|  | **FPA & Short Term Goals – Due Date to Dept. Chair** | **ARD - Due Date to Dept. Chair** | **Non-Renewal\*** |
|  |  |  |  |
| Faculty in their First Academic Year XX-YY | 30 August XX | Last Friday of January  (Covers Aug XX – Dec XX) | encouraged to provide non-reappointment notice as early as possible, but no specific notice is required |
| Faculty in their Second Academic Year XX-YY |  | Last Friday of January  (Covers Jan YY to Dec YY) | encouraged to provide non-reappointment notice as early as possible, but no specific notice is required |
| 3 or more years but less than six years of full-time service |  | Last Friday of January  (Covers Jan YY to Dec YY) | at least 30 calendar days prior to the institution’s first day of classes of the semester |
| More than 6 years of full-time service |  | Last Friday of January YY  (Covers Jan YY to Dec YY) | at least 180 calendar days prior to the institution’s first day of classes of the semester |

\* See KSU Faculty Handbook [Section 4.1.8](#_4.1.8._Non-renewal_of). Letters must be approved by the Provost and sent to the faculty member by this non-renewal date.