

Appendix A. Progress Toward Tenure Review Procedures

POLICY OWNER: DEPARTMENT OF HISTORY

REVIEW, APPROVAL & CHANGE HISTORY:

Approved by vote of the faculty in the Department of History on April 17, 2019.

I. Purpose and Principles

The purpose of the Progress Toward Tenure Review (PTTR) is to provide faculty members with a meaningful appraisal of their cumulative progress to date toward earning tenure. A secondary purpose is to orient the tenure-track faculty member toward basic aspects of the tenure process. The review is conducted at the department and College levels.

The review assesses the faculty member's cumulative accomplishments and pattern of progress in research, teaching, and service at the University of Kansas. The reference point for this assessment is the History Department's and University's criteria for promotion and tenure and departmental and University goals for pre-tenure faculty. Neither the record of the review nor its results shall be included in a faculty member's promotion and tenure record and recommendations for or against promotion and tenure should not be influenced by favorable or unfavorable results of the Progress Toward Tenure Review. This limitation does not prevent consideration during the promotion and tenure review of the same documents and information considered by the Progress Toward Tenure Review.

Guidelines for "Pre-Tenure Matters" are covered by Article VI, Section 4 of Faculty Senate Rules and Regulations (FSSR), available at <https://policy.ku.edu/governance/FSRR#art6sect4>.

II. Period for Review

The Progress Toward Tenure Review is a formal review conducted approximately midway through the probationary period for tenure-track faculty. The review normally occurs during the third year of the tenure-track appointment. The start date of the tenure-track appointment is the base for calculating the timing of the progress toward tenure review. A faculty member's credited years of prior university service (as determined by the Provost Office at the time of initial appointment) are also counted when determining the Progress Toward Tenure Review date. For example, a faculty member with one year of credited prior service will be reviewed during the second year of their KU appointment. A faculty member will be exempt from the Progress Toward Tenure Review if they have received three or more years of prior service credit. Changes in the mandatory tenure review date under the policy for interruption of the tenure clock do not automatically affect the timing of the progress toward tenure review.

III. The PTTR Process

The major steps in the Progress Toward Tenure Review process within the department are as follows:

1. After receiving appropriate notification from the Dean and University administration, on a date decided by the Department Chair, each faculty member under review will submit to the Governance Committee a dossier on research, teaching, and service prepared according to current Progress Toward Tenure Review guidelines of the University.
2. Three tenured faculty on the Governance Committee will prepare a review on each dimension of this dossier and select one of the following overall outcomes:
 - a. Evidence supports continuing appointment at this time.
 - b. Evidence requires subsequent formal review during the next academic year.
 - c. Evidence supports a recommendation for notice of non-reappointment. (Procedures for notice of non-reappointment are governed by FSSR 6.4.3.)
3. The Department Chair will provide their own assessment of this dossier and the Governance Committee's review, and then forward the dossier, Governance Committee's review, and their own review to the College for assessment at that level.
4. After receiving feedback from the College, the Department Chair will schedule a conference with the faculty member to discuss the completed Progress Toward Tenure Review.