

Post-Tenure Review for Administrative Faculty

FAQs List

Revised 7/31/2025

Q1: Who are the “Above” and “Peer” reviewers for a Dean?

A1: The “Above” and “Peer” reviewers for a Dean are from outside the college. All Chairs and Assistant/Associate Deans evaluate the Dean as direct reports, in addition to all permanent full-time faculty and staff in that college.

Q2: Who are the “Above” and “Peer” reviewers for an Assistant/Associate Dean?

A2: The “Above” and “Peer” reviewers for an Assistant/Associate Dean (AD) are from outside the college. All Chairs and other ADs evaluate the AD reviewee, in addition to all permanent full-time faculty and staff in that college. In short, for “Peer”, all ADs in the college receive the survey, so the AD reviewee needs to secure other AD’s from outside the college. For this group (ADs), it is left up to the AD reviewee and the Dean to decide the makeup of the 5 “Above” and 5 “Peer” reviewers irrespective of the reviewer’s administrative rank. The selected reviewers at each level are individuals, from outside the college, who work regularly with the AD reviewee, can provide meaningful and constructive feedback, and assist the Dean to make a sound assessment of the AD reviewee’s performance.

Q3: Can Assistant/Associate Deans invite reviewers above the Dean’s rank (AVPs/VPs) who work regularly with the administrator?

A3: Yes. Please see Q2.

Q4: Can Assistant/Associate Deans share their portfolios with faculty and staff in their Colleges?

A4: No. If Assistant/Associate Deans have concerns about their portfolios, they should consult with their Dean.

Q5: Will the Chair or School Director under review task the DFC with reviewing the Admin PTR survey feedback?

A5: No. The PTR Coordinator contacts and informs the DFC Chair of the task to review the Admin PRT survey feedback and discuss the findings with the reviewee’s supervisor (Dean). The DFC includes one permanent full-time staff representative elected from (and by) the staff in that department. The DFC Chair coordinates the election process.

Q6: Will the Dean under review task the CFC with reviewing the Admin PTR survey feedback?

A6: No. The PTR Coordinator contacts and informs the CFC chair of the task to review the Admin PTR survey feedback and discusses the findings with the reviewee’s supervisor (Provost). The CFC includes one permanent full-time staff representative elected from (and by) the staff in that College. The CFC Chair coordinates the election process.

Q7: When a Chair or School Director is under review, should the supervisor send the list of direct-report reviewers to the PTR Coordinator (list of ALL full-time faculty and staff in that department)?

A7: No. The PTR Coordinator obtains the list from Academic Affairs and sends it to the supervisor to review for accuracy and to add the 5 “Above” and 5 “Peer” reviewers. The list includes the reviewer’s names, emails, titles, unit (Dept/College/etc.), and 360-Level (“Above” or “Peer”).

Q8: When Assistant/Associate Dean or Dean is under review, should the supervisor send to the PTR Coordinator the list of ALL full-time faculty and staff in that College?

A8: No. The PTR Coordinator obtains the list from Academic Affairs and sends it to the supervisor to review for accuracy and to add 5 “Above” and 5 “Peer” reviewers. The list includes the reviewer’s names, emails, titles, unit (Dept/College/etc.), and 360-Level (“Above” or “Peer”).

Q9: Can Assistant/Associate Deans evaluate a Chair or School Director?

A9: Yes. Assistant/Associate Deans can evaluate a Chair or a School Director, identified as “Above” or “Peer” reviewer, since ADs don’t report to Chairs and School Directors. In this case, the dean can decide on the 360-Level (“Above” or “Peer”).

Q10: Can Directors and Executive Directors of non-academic units evaluate ADs, Chairs, and School Directors?

A10: Yes. Directors and Executive Directors can evaluate ADs, Chairs, and School Directors if they were identified as “Above” or “Peer” reviewers when no direct report relation exists. In this case, the dean can decide on the 360-Level (“Above” or “Peer”).

Q11: How would an AD or Dean in a College with no Departments be reviewed?

A11: The AD or Dean in this situation would be reviewed as a University Administrator, not Academic Administrator.

Q12: How would a joint-appointment faculty participate in the review process?

A12: A faculty with joint appointment in 2 or more colleges (joint home) would evaluate the ADs and Deans in those colleges, and the chair or school director of the joint home department.

Q13: Can an Administrator who formally held a role participate in the review process in that former role?

A13: No. As administrators move between positions, and they no longer serve in the position they were in, they can no longer participate in the review process in their former roles.

Q14: Can a reviewee invite Administrators from outside the College to participate?

A14: Yes. A reviewee can invite “Above” and “Peer” reviewers from outside the college. If the reviewee's rank/title does not resolve the 360-Level (“Above” or “Peer”) questions, it is left up to the supervisor to resolve that.

Q15: Are Post-Docs considered permanent full-time staff?

A15: No. According to HR, Post-Docs are considered limited term staff because of funding. Consistent with limited term faculty status, any staff who is limited term cannot participate in the review process.

Q16: Are reviewees required to reach out to “Above” and “Peer” reviewers they list?

A16: No. Reviewees are encouraged to list “Above” and “Peer” colleagues who they work with regularly and can provide constructive feedback. When a reviewee lists a “Above” or “Peer” reviewer, it is an indication that the reviewee and supervisor agree the colleague is a good reviewer. Reviewees are not required to get approval from their reviewers, as this ensures protecting the individuals who do choose to provide feedback. In short, knowing who agreed to review me, for example, would reduce confidentiality.

Q17: How do the DFC and CFC include one staff member representative for the PTR survey feedback review?

A17: The faculty handbook states: *"Each shared governance body will include one staff member for the review"*. It does not say how to select/elect the staff member representative. Following the common practice of nomination and election of faculty members for a Department/College/University committee, the staff representative should be nominated and elected by the staff members in the department or college. The nomination should not be done by the DFC/CFC or the Chair/Dean. The staff members should decide who represents them on the DFC/CFC for this task. The DFC/CFC should manage the nomination and election process. The DFC/CFC chairs are recommended to consult with their deans for more guidance as needed.

Q18: Does the entire DFC/CFC need to participate in the PTR survey feedback review?

A18: Except for the case when an entire department services as the DFC, the new policy does not provide explicit guidelines for this question. The policy intent is to have the DFC/CFC, in consultation with the unit leadership, decide whether the entire committee or a selected subset of the committee would review the PTR survey feedback. In the case of a subset, the DFC/CFC chair should manage the formation of such subset. The DFC/CFC chairs are recommended to consult with their Deans for more guidance as needed. When a Dean is being reviewed, the CFC chair is recommended to consult with the Provost for guidance. Furthermore, in the case of a subset DFC/CFC committee, only members of the subset committee would have access to the survey reports provided to the DFC/CFC chairs. DFC/CFC members who are not on the review (subset) committee should not have access to the survey reports. For the exception stated above, the policy states: *"the department will identify three individuals to serve as the review committee and name a chair"*.

Q19: Who should send the list of reviewers to the PTR Coordinator?

A19: The supervisors, not the reviewees. The supervisors of University and Academic administrators are expected to send the list of reviewers for their admins to the PTR Coordinator.

Q20: Should newly hired staff members in a unit participate in the review process?

A20: A unit may add newly hired staff members to its list of reviewers up to the time when the lists of reviewers are submitted to Lexicon and Line (the firm that administers the Admin PTR survey). Once the lists are submitted, they are final.

Q21: Should the DFC/CFC committee share their evaluation with the reviewee?

A21: No. The role of the DFC/CFC committee, along with the staff representative, is to review the survey feedback for Academic Administrators and provide feedback to the supervisor (Dean/Provost) about the reviewee's strengths and areas of improvement. To ensure the integrity of the process and the independence of the DFC/CFC review, the DFC/CFC committee shall not share their feedback with the reviewee. The supervisor writes a narrative of the Administrative PTR findings, the narrative is discussed with the reviewee, and the supervisor inserts it in the ARD.

Q22: When Administrative Faculty decide to retire or step down from their positions, should supervisors stop the review process?

A22: No. The Administrative PTR process should be completed for that administrator. It is always a possibility for the administrator under review to rescind a decision to step away from the administrative position. Just as faculty who are retiring or resigning from KSU complete their annual reviews, administrative faculty are required to complete their administrative reviews.