

Guidance for Chair of the Department P&T Committee (2025-2026)

Updated, Fall 2025

- During an initial planning meeting, the following discussions should take place:
 - A chair was elected during Spring 2025 semester. The chair should be able to complete and advance the Watermark workflow. If not, or if the chair changes, email facultyactivitydata@kennesaw.edu.
 - Remind committee members that maintaining confidentiality is a professional obligation of all members.
 - Reviewers should use their KSU-issued devices, their official KSU email, and KSU's Microsoft Office 365 ecosystem (OneDrive, Teams, and SharePoint) to conduct the review process.
 - Set up future meeting times and dates.
 - Faculty members going up for a review should not serve on the committee, and no person can participate in more than one stage of the review process. (A candidate under review for PTR can serve on the department P & T committee because they are not reviewed by the department committee.)
 - Department P&T committees, except for the KSU Library System, have a minimum of three tenured teaching faculty members. Administrative faculty, as defined in Section 3.11 of the KSU Faculty Handbook, are not eligible to serve on department P&T committees.
 - Committee members for department P&T committees must be at the same rank or higher than the rank that the candidate is being evaluated.
 - When there are not three qualified faculty in a department, the department will elect tenured faculty from outside the department to serve on the review committee.
- During the time frame of August 19– September 8, the committee deliberates about Promotion & Tenure recommendations for tenure-track faculty, non-tenure-track faculty, and administrative faculty.
- By September 8, a letter containing the committee's recommendation which includes a detailed statement of their assessment of observed strengths and weaknesses is placed in the portfolio via the digital workflow.
- During the time frame of November 15 – December 5, the committee reviews pre-tenure portfolios for tenure-track faculty.
- By December 5, a letter containing a detailed assessment of the candidate's current readiness to be tenured, including a detailed description for each area of performance that addresses how the candidate meets or does not meet the actual expectations for tenure, as well as specific suggestions for maintaining and enhancing further preparations for a successful tenure review in the future is placed in the portfolio via the digital workflow. The letter must address each area of review in detail. A copy of the letter is placed in the portfolio via the digital workflow.
- Voting: Votes of the committee are by secret ballot. The vote tally for and against recommending promotion and/or tenure will be recorded in the digital portfolio workflow (but not names of individuals casting those votes.)
- Nothing in this guidance document should be construed to supersede provisions of the statutes of Kennesaw State University as described in the University and Faculty Handbooks and other materials provided by the Board of Regents of the University System of Georgia.