

Kennesaw State University
COLLEGE OF THE ARTS
Promotion, Tenure, and Post-Tenure Review Committee
Document Review Guidelines

Introduction

The College of the Arts (COTA) was established in 1998 as the School of the Arts and became a College of the Arts in 2004. As of 2020, the College is comprised of four units: The School of Art and Design, the Department of Dance, the School of Music, and the Department of Theatre and Performance Studies. COTA offers both academic and professional programs of study that prepare students for graduate study, careers in the visual and performing arts, and careers in related fields. All COTA units offer extensive cocurricular programs that include numerous exhibitions and performances both within and outside the campus community.

Purpose of this Document

This document only outlines expectations, processes and procedures for tenure-track and tenured faculty particular to the roles and responsibilities of the College of the Arts Promotion, Tenure, and Post-Tenure Committee (COTA PTP).

All processes, procedures and general expectations for COTA tenure-track and tenured faculty will be those listed in the Kennesaw State University Faculty Handbook (Section 3). Given the range of disciplines within COTA, this document provides the flexibility for each unit to interpret institutional metrics based on specific disciplines within the various units of COTA, and their respective program accreditation standards. Therefore, reviewers and reviewees will follow the specific expectations described in the Promotion and Tenure Guidelines for the reviewee's home unit. Tenure-track and tenured faculty must read all guidelines thoroughly upon hire and review these documents regularly as they progress in their careers. Information on rules and the operation of the COTA PTP Committee can be found in its Bylaws.

Evaluation of Quality and Significance

In keeping with the KSU Faculty Handbook, successful progression toward promotion and tenure requires all COTA *tenure-track and tenured* faculty to maintain a minimum annual workload of 20% in the area of scholarship and creative activity. Meeting workload expectations, however, does not ensure a successful P&T review. The quality and significance of scholarly accomplishments in teaching, scholarship/creative activity, and service are central to the evaluation for promotion and tenure. COTA faculty have expertise and credentials in a variety of academic disciplines and generate a broad array of creative and scholarly products depending on individual faculty members' areas of expertise and professional assignments. The College of the Arts places great value on this diversity and recognizes that what constitutes "quality" and "significance" varies within the arts units; therefore, faculty members must look to their home units for specific expectations, definitions, and criteria for successful applications for promotion and tenure. It is incumbent upon each faculty member to make a comprehensive and persuasive case for their work. In doing so faculty members moving through the P&T process are encouraged to consider and communicate how the product is documented as intellectual work.

- How is the product peer reviewed?

- What is the project's significance and impact from multiple sources?
- What is the evidence of individual contributions?
- Demonstrate evidence of leadership from the individual faculty member.
- How is the product disseminated through peer-reviewed publications, productions, presentations, or exhibitions?
- How is the product disseminated to peers, collaborators, professional disciplinary venues, the public, etc.?
- Provide any other elements that create a deeper understanding and appreciation for a specific product's quality, significance, and impact.

It is the responsibility of candidates to communicate the quality and significance of their achievements accurately and clearly within their field. The PTP Committee is required to fairly evaluate these claims based on the arguments in the narrative and all other evidence submitted by the candidate.

Roles and Responsibilities of the COTA Promotion and Tenure Committee

The COTA PTP Committee is charged with the responsibilities of:

- Conducting Post-Tenure Reviews;
- Conducting portfolio reviews for tenure-track and tenured faculty in the event of any conflicting tenure or promotion recommendations from prior levels of review; and
- Updating this document annually.

A. Post-Tenure Reviews

The primary responsibility of the COTA PTP Committee is to conduct the first level of review for all post-tenure reviews within the College of the Arts. All tenured faculty are required to submit a post-tenure review portfolio five years after the most recent promotion or prior review. These submissions are not accepted late or incomplete. The purpose of the Post-Tenure Review (PTR) is to evaluate whether the tenured faculty member is meeting expectations for their rank.

The PTR portfolio is comprised of a narrative that presents evidence of the quality and significance of accomplishments, the five most recent Annual Review Documents (ARD), and the current full Curriculum Vitae generated via Digital Measures. It is important to note that the ARDs submitted **must** include responses from the Chair/Director, and the COTA Dean, and responses from the faculty member, if applicable. Evidentiary files should be linked and indexed to claims or statements made in the narrative as needed via Digital Measures; however, the number of citations and level of detail do not need to be as thorough as in cases for promotion or tenure. The faculty member must be "noteworthy" in teaching and satisfactory in scholarship/creative activity and service. For guidance on appropriate evidentiary files to include, it is essential to consult the University Faculty Handbook and unit Promotion and Tenure and Guidelines.

1. Documents Included in a Post-Tenure Review¹

- Narrative with linked and indexed evidentiary documents via Digital Measures

¹ External Letters are not required for the post-tenure review portfolio.

- Annual Review Documents from past 5 years, including comments from unit head and Dean
- Current full CV

2. Process for Post-Tenure Review

The faculty member submits the portfolio through the digital workflow to the College PTP Committee. The Committee Chair notifies the unit head's office that the portfolio has been received. The COTA PTP Committee then reviews the faculty member's post-tenure portfolio and submits its recommendation via a letter to the candidate, which is copied to the Dean. The Dean reviews the portfolio, makes a decision, and sends a letter indicating that decision to the candidate, the unit head, and the Provost.

Letters at each level of review must address the overall outcome of the evaluation and state whether the candidate is Achieving or Not Achieving Expectations in Post-Tenure Performance. The letter from each level of review will be placed in the digital portfolio workflow (with a hard copy original to the candidate and copied to other levels of review and unit head). If there is a request for a second review by either the candidate under review, the College PTP Committee, or the Dean, the portfolio can proceed to a committee composed of unit P&T committee Chairs within the College. This committee's findings are then sent to the Provost for a final decision. Three or more positive annual evaluations are necessary but are not sufficient to guarantee a positive decision. If a candidate has three or more unsatisfactory (not meeting expectations) annual evaluations within the period of review, they will be automatically considered as candidates for remediation. Failure to submit the portfolio by the deadline, or failure to submit all documents required, is equivalent to Not Achieving Expectations in Post-Tenure Performance.

B. Review of Disagreements in Promotion and Tenure Cases

In instances where there is a negative recommendation among required levels of review, the portfolio goes to the COTA PTP Committee, which reviews the candidate's portfolio and renders a written recommendation for or against promotion and tenure or promotion. The COTA PTP Committee may request written clarification from previous levels of review and will have access to all portfolios in the current year in that college to see examples of successful portfolios in that year. When the COTA PTP Committee has completed its review and written its recommendation, the portfolio is forwarded to the Provost for a recommendation.

C. Updating This Document

This document was formed specifically to avoid referencing or citing other documents that change frequently and therefore it is unlikely to need significant revision. However, as changes that are relevant to the content of this document can occur, it is the responsibility of the COTA PTP Committee to review this document annually to maintain its accuracy in perpetuity.

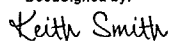
Kennesaw State University
Academic Affairs

Approval Form for College Promotion and Tenure Guidelines

A copy of this form, completed, must be attached as a cover sheet to the College guidelines.

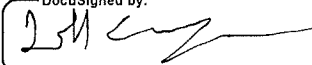
I confirm that the attached guidelines, dated **10 July 2020**, were approved by the faculty of the **College of the Arts** in accordance with college bylaws:

College Faculty Council Approval – I approve the attached guidelines:

DocuSigned by:

99008295F1B41E0... August 12, 2020

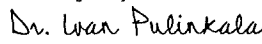
Keith Smith/ CFC chair Signature/ Date

College P&T Review Committee Approval - I approve the attached guidelines:

DocuSigned by:

BF02B0E6F6A940E... August 12, 2020

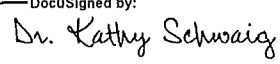
Jeff Campana/ Committee chair Signature/ Date

College Dean Approval - I approve the attached guidelines:

DocuSigned by:

02FA0CC7B24D4B3... August 12, 2020

Ivan Pulinkala/Dean, College of the Arts Signature/ Date

Provost Approval - I approve the attached guidelines:

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11EA3F49C7FD4B9... August 13, 2020

Dr. Kathy Schwaig/ Provost Signature/ Date