

## **Michael A. Leven School of Management, Entrepreneurship and Hospitality FACULTY PROMOTION AND TENURE GUIDELINES**

The Leven School of Management, Entrepreneurship, and Hospitality (hereafter, the school) adopts as its guidelines for faculty promotion and tenure the guidelines of the Coles College of Business in the *Statement of Philosophy and Guidelines for Faculty Performance, Planning, and Evaluation*.

For context, the guidelines herein provide specific details about implementing the Coles College Promotion and Tenure Guidelines at the department level. As outlined in Chapter 2 of the College Guidelines, faculty in the School participate in the following reviews: Annual review of faculty performance, Pre-tenure review in the third year for tenure-track faculty, Required third-year review for non-tenure-track faculty, Review for tenure by the sixth year for tenure-track faculty with professorial rank, Post-tenure reviews every five years, and Review for elective promotion (optional). The School follows the Coles College of Business workload tracks of: (1) "Teaching-Focused"; (2) "Balanced-Teaching"; (3) "Balanced"; (4) "Balanced-Research"; and (5) "Research-Focused" as described in Chapter 3 of the College Guidelines. For annual reviews and post-tenure review, faculty are evaluated according to a five-point scale of: 5. Exemplary, 4. Exceeds Expectations, 3. Meets Expectations, 2. Needs Improvement, and 1. Does Not Meet Expectations and as described in Table 4 in Chapter 4 of the College Guidelines. To reduce redundancy, areas for which faculty believe the Coles Guidelines provide sufficient implementation detail are not covered in this document.

All guidelines must adhere to USG policy and KSU guidelines and policy. If any information contained in the college or department promotion and tenure guidelines contradicts the USG policy or the KSU Faculty Handbook, USG policy and the KSU guidelines and policy will supersede the department (or college) guidelines.

Because department promotion and tenure (P & T) guidelines are discipline-specific and are approved by deans and the provost as consistent with college and University standards, those guidelines are understood to be the primary basis for promotion, tenure, and post-tenure review recommendations and decisions. Therefore, at all levels of review the rationale for these decisions will be stated in a letter to the candidate with specific and detailed reference to the department review guidelines used to justify the recommendations and decisions that have been made.

The director will share the general expectations for the college and school prior to preparation of the FPA for the 5-point Likert scale and promotion criteria.

### **Protocol for Determining the Assessed Value of Leven Scholarship**

This section discusses the process for petitioning the LSSC to determine the assessed value of scholarship. The Leven School Scholarship Committee (LSSC) maintains the criteria for ranking journals and a list of the journals that have been ranked. The criteria for ranking journals as an outlet for scholarly output is a core school document to guide the process for assessing the value of scholarship output produced by members of the Leven School. Prior Approved journals can

serve as benchmarks indicating the rank of specific scholarly output at the A+, A, B and C level. The Prior Approved Journal List will be used by the school director and faculty committees when evaluating scholarship output faculty members for the purposes of annual faculty evaluation, promotion and tenure decisions and determining compliance with workload requirements for each track identified in the Coles faculty performance document. The journal ranking criteria and Prior Approved Journal List as kept by the LSSC will be available to all school members and will be maintained on the Coles College intranet.

Faculty members should petition the LSSC to provide a specific ranking for any journal they wish to submit scholarly work to. Decisions made by the LSSC in response to faculty petitions will be recorded in the Prior Approved Journal List. Any faculty member may, during the school year, petition the LSSC to rank additional scholarly outlets not included on the Prior Approved Journal List using the procedures outlined within the Coles College intranet.

The Coles College P&T Guidelines provide details about other scholarship activities.

If an article is published in a different discipline (e.g., accounting) and there is a discrepancy between our departments and the other department's rating, the higher rating will count.

The Coles College P&T Guidelines strongly suggest that a faculty member considering submission to a journal not found on the official list approved by the LSSC, confer with the director and the LSSC before submitting an article for publication in that journal. Failure to do so leaves open the possibility that, even if published, the publication will not count towards research expectations in annual reviews/tenure/promotion if the journal is subsequently deemed to be predatory. Of course, in such situations the faculty member may appeal the decision to the Dean or the Dean's designee, but it would be much more prudent to resolve the issue before expending resources to submit to a potentially predatory journal.

### **External Letters**

A faculty member submitting a portfolio for promotion and/or tenure, and the Director of the Leven School of Management, Entrepreneurship, and Hospitality will develop a list of external letter writers in their specialty area in accordance with the University Faculty Handbook. The specific procedural details are listed in the University Faculty Handbook.

### **Student Success**

As described in the KSU Faculty Handbook Section 3.3, the three basic performance areas in which faculty must be evaluated at KSU are teaching, scholarship and creative activity, and professional service. While faculty may focus on all areas of student success, they are to highlight activities promoting student success in at least one of these three areas in both their annual reviews and in their multi-year reviews. A faculty member can make his or her case for activities that enhance student success to the Director by explaining the potential impact. Student Success examples are available on the college intranet.

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## Kennesaw State University Academic Affairs

### Approval Form for Department Promotion and Tenure Guidelines

A copy of this form, completed, must be attached as a cover sheet to the department guidelines included in portfolios for Pre-Tenure, Review, Promotion and Tenure and Post-Tenure Review.

I confirm that the attached guidelines, dated 12/8/2023, were approved by the faculty of the Department of Information Systems and Security in accordance with department bylaws:

Ronny Richardson _____ Name (printed or typed) / P&T Chair	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">DocuSigned by: <i>Ronny Richardson</i></div> December 12, 2023  <small>89661288103D400</small>
Signature/ Date	

**Leven School Director Approval - I approve the attached guidelines:**

Khawaja Saeed _____ Name (printed or typed)	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">DocuSigned by: <i>Khawaja Saeed</i></div> December 12, 2023  <small>7EB5EC68049B408</small>
Signature/ Date	

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

Radwan Ali _____ Name (printed or typed)	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">DocuSigned by: </div> December 12, 2023  <small>3C7C90C31D98489...</small>
Signature/ Date	

**College Dean Approval - I approve the attached guidelines:**

Robin Cheramie _____ Name (printed or typed)	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">DocuSigned by: <i>Robin Cheramie Latino</i></div> December 12, 2023  <small>27C31CA82EB4473...</small>
Signature/ Date	

**Provost Approval - I approve the attached guidelines:**

Ivan Pulinkala _____ Name (printed or typed)	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">DocuSigned by: <i>Ivan Pulinkala</i></div> January 5, 2024  <small>02FA0CC7B24D4B3...</small>
Signature/ Date	

**Certificate Of Completion**

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	IP Address: 130.218.12.38


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**Signer Events**

Carmen Skaggs  
 cskaggs4@kennesaw.edu  
 Assistant Vice President for Academic Affairs  
 Kennesaw State University  
 Security Level: Email, Account Authentication (None)

**Signature**




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Pam Cole  
 pcole@kennesaw.edu  
 Interim Dean  
 Security Level: Email, Account Authentication (None)



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 Using IP Address: 130.218.12.38

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Ivan Pulinkala  
 ipulinka@kennesaw.edu  
 Provost/SVPAA  
 Kennesaw State University  
 Security Level: Email, Account Authentication (None)



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 Ivan Pulinkala  
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**Electronic Record and Signature Disclosure:**  
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Editor Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Leslie Downs ldowns@kennesaw.edu Security Level: Email, Account Authentication (None)	COPIED	Sent: 1/5/2024 11:40:35 AM Resent: 1/5/2024 11:40:37 AM Viewed: 1/5/2024 2:32:38 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	1/5/2024 11:40:35 AM

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [asklegal@kennesaw.edu](mailto:asklegal@kennesaw.edu)

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