

MEMORANDUM

Via E-mail

Date June 20, 2006

To: College Faculty

cc: Vice Provost Sandra Gautt, Susann Richardson

From: Barbara Romzek, Interim Dean, College of Liberal Arts & Sciences

Subject: **Information Regarding Promotion and Tenure for 2006 – 2007**

The purpose of this memo is to apprise you of the upcoming deadlines associated with the promotion and tenure process.

Normally, requests for external letters of evaluation are solicited in the late spring or in the early part of summer to allow for ample time to review the candidate's file. Department chairs and program directors were notified in the spring semester of the candidates within their units whose mandatory reviews are scheduled for the 2006 – 2007 academic year. Other candidates for consideration for promotion and/or tenure (whether self-nominated or nominated by their department) should contact their respective department chair/program director during the spring semester about this consideration.

I strongly encourage all members of the faculty who are interested in being considered for promotion and/or tenure next academic year to attend the open meeting of the University Committee on Promotions and Tenure that will be held September 13th at 7:00 p.m. in the Big 12 Room in the Kansas Union.

Faculty in the College of Liberal Arts and Sciences who will be applying for promotion and/or tenure should complete the Promotion and Tenure Recommendation Form. The **form, guidelines** for completing the form, and the **dossier checklist** can be downloaded from the Office of the Provost website at <http://www.provost.ku.edu/faculty/evaluation.shtml>. The form has been revised, so be certain to use the current version of the blue form (Form AA-5 Promotion and Tenure Recommendations with **5/06** printed on the bottom right corner).

The standard blue form should be endorsed by your department chair/program director and is due in the College Dean's Office, 200 Strong Hall, no later than **4:00 p.m., Wednesday, November 1, 2006**, for consideration by the College Committee on Appointments, Promotion, and Tenure. No applications will be accepted after the November 1 deadline.

The department must submit one original and one duplicate set of promotion and tenure material to the College Dean's Office. The original set must include the completed blue form and all supporting material. The duplicate set must be prepared the same way as the original set with the exception of the supporting materials – a duplicate copy of the supporting materials (Folder G) need not be provided.

Faculty submitting self-nominations must do so to the Office of the Provost (please contact the Office of the Provost for the due date). The Office of the Provost will forward those files to the College Committee on Appointments, Promotion, and Tenure.

All decisions on promotion and tenure (positive or negative) will be communicated to the department chair/program director. If an adverse decision is made, the department chair/program director will be notified immediately, and specific information regarding the check-back process and the deadline for submission of additional materials will be supplied.

Your department chair/program director or Emily Eichler (the Dean's Executive Assistant) can assist you with any particular questions that you may have regarding the promotion and tenure process or its preparation. Additional information can also be found in the Rules and Regulations of the Faculty Senate.

BSR/eje