

## MEMORANDUM

*Via E-mail*

Date May 15, 2007

To: College Faculty

cc: Vice Provost Mary Lee Hummert, Debra Bia

From: Joseph E. Steinmetz, Dean, College of Liberal Arts & Sciences

Subject: **Information Regarding Promotion and Tenure for 2007–2008**

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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 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 2007–2008 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 Promotion and Tenure (UCPT) that will be held Wednesday, September 12, 2007 at 7:00 p.m. in the Big XII Room of the Kansas Union.

Faculty in the College of Liberal Arts and Sciences who will be applying for promotion and/or tenure should complete the **Application Form (Blue Form)**. Guidelines and instructions for completing the form can be downloaded from the Office of the Provost website at <http://www.provost.ku.edu/policy/faculty/evaluation.shtml>. Please note that the Application Form and Guidelines were updated today on May 15<sup>th</sup>. Therefore, anyone who may have accessed these forms earlier than this date should download the current, updated documents.

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., Thursday, November 1, 2007**, for consideration by the College Committee on Appointments, Promotion, and Tenure. No applications will be accepted after the November 1 deadline.

**The primary unit is responsible for submitting one original and one duplicate set** of the promotion and tenure materials 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 that the supporting materials (Folder G) need not be provided in the duplicate set of materials.

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.

After the College Committee on Appointments, Promotion, and Tenure has completed its review, the committee may request that additional information be provided about any of the candidates. Chairpersons/Directors will be notified immediately if this request is made. All final CCAPT recommendations on promotion and tenure (positive or negative) will be communicated to the department chair/program director.

Your department chair/program director or Abby Lee, 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 *Faculty Senate Rules and Regulations*, <http://www2.ku.edu/~unigov/fsrr.html>.

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