



KENNESAW STATE  
UNIVERSITY

College of Computing and Software Engineering (CCSE)

# Onboarding Series

Annual reviews, ARD, FPA, P&T



# Agenda

- Importance of Communication
- Teaching Expectations
- Faculty Course Assessment Reports (FCARs)
- Watermark Faculty Success (Faculty Performance Agreement (FPA), Annual Review Document (ARD))
- CCSE P&T Guidelines Teaching
- CCSE P&T Guidelines Research
- CCSE P&T Guidelines Professional Service
- Writing Narratives
- Watermark Software
- Annual Review Tips and Tricks

## EMPLOYEE RESOURCES

### Home

Early Alert

D2L Learning

Faculty & Staff Awards

CCSE Home

## Resources

We have a plethora of resources designed to support our dedicated faculty members! Use these resources to find forms, submit to the faculty and staff awards, or use these tools to continue to support your mission to educate the students within the College of Computing and Software Engineering!

"HOW DO I???" CCSE FACULTY RESOURCES GUIDE

CCSE 2025-2026 COMMITTEES



Student Success



FCARS, D2L Competencies, and Learning Outcomes



Policies and Procedures



Onboarding & Checklists



- [CCSE New Faculty Checklist/Onboarding](#)
- [CCSE New Staff Checklist/Onboarding](#)

- [CCSE ARD Checklist](#)
- [Onboarding ARD, FPA, and PNT](#)



Documents, Guides & More



- [CCSE Documents](#)
- [CCSE Office Sign Template](#)
- [Poster Printing Guide](#)
- [CCSE Faculty/Staff Searches v7.31](#)

- [Job Duties for CCSE Coordinators](#)
- [Tips for Preparing ARD & FPA](#)
- [LinkedIn Guidebook](#)
- [LinkedIn Video Tutorial](#)

# CCSE website



KENNESAW STATE  
UNIVERSITY

# Communications

- Share your ideas, feedback, successes with the college
- Seek help and share the problems and successes with the chairs/directors, department/school/college faculty councils and associate deans
- Participate in the college events
- Build your network



**KENNESAW STATE**  
UNIVERSITY

# Teaching Expectations

- Faculty resources <https://www.kennesaw.edu/ccse/faculty-resources/index.php>
- “How do I?” CCSE Faculty Resources Guide
- New Faculty Checklist
- Standards and Expectations for Faculty Teaching
- Summer teaching policy
- Other resources

# Course Syllabi and Assessment

- Why should we do it?
  - Syllabi provide a clear course structure and expectations, while end-of-semester reflections on teaching help assess effectiveness and improve future instruction.
- End-of-semester reflections: Faculty Course Assessment Report (FCAR)
  - Who can help: Svetlana Peltsverger and Bill Forsyth
- Resources
  - Faculty Course Assessment Reports (FCARs) and Instructions for D2L Competencies and Learning Outcomes <https://www.kennesaw.edu/ccse/faculty-resources/d2l-learning.php>

# Faculty Handbook and P&T Guidelines

- Excellence and quality in three areas of accomplishment in which faculty are evaluated
  - Teaching
  - Scholarship and Creative Activity
  - Service

Student Success and Professional Development should be at least in one of the areas
- Guidelines and incentives to motivate faculty to accomplish and excel in achieving merit recognition, promotion, and tenure



# Rating Scale

- Annual and Post-Tenure Reviews

- 5 – Exemplary
- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Needs Improvement
- 1 – Does Not Meet Expectations

- Promotion and Tenure Reviews

Depending upon college and departmental guidelines, faculty members need not demonstrate noteworthy achievements in all three areas but must be noteworthy in two and satisfactory in the third in their promotion and tenure reviews. All teaching faculty are expected to emphasize excellence in teaching and demonstrate noteworthy achievement in at least one other area (BoR Policy Manual 8.3.5, 8.3.6, and 8.3.7). Appropriate activities and noteworthy achievement in all three areas are defined by the specific departmental guidelines.



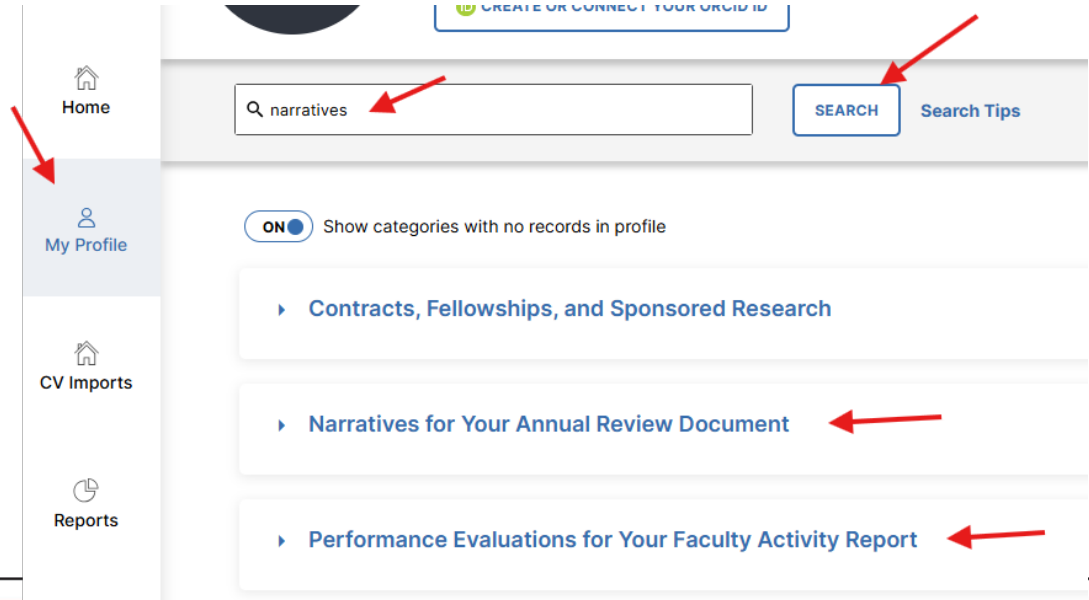
# Faculty Performance

- It is expected that faculty members document and demonstrate high quality and significance in all three areas of review.
- Faculty members must document and justify
  - their performance level on 5-point scale ranging from 1 for 'Does Not Meet Expectations' to 5 for 'Exemplary,' for the negotiated workload model (student success and professional development in at least one of the areas)
  - the qualifications for tenure and/or promotion
  - how the faculty work contributes to the mission and vision of the university, College, and department.



# Watermark Faculty Success

- (Faculty Performance Agreement (FPA), Annual Review Document (ARD))
- <https://facultyactivitydata.kennesaw.edu/>
- Annual review demo
- Performance Remediation Plan (PRP) for annual reviews with even one area <3



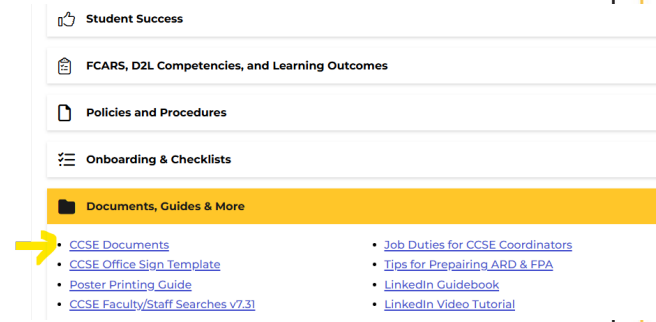
# Three Levels of P&T Guidelines

- KSU and USG (see KSU Faculty Handbook)
- College of Computing and Software Engineering (CCSE)
- Department/School

# CCSE P&T Guidelines

## General principles presented by CCSE P&T

- Define a range of faculty workload models with different emphasis and allows variance of faculty
- Provide an inclusive and equitable environment that supports each faculty member's professional growth in the three areas of accomplishment
- Each department/school in the college is required to develop its own P&T Guidelines



# General Expectations

For promotion and tenure, the KSU Faculty Handbook contains explanation on:

- Third-year
- Pre-tenure
- Tenure
- Post-tenure (Performance Improvement Plan (PIP) for PTR < 3)
- Promotion in rank for all faculty

# CCSE P&T Guidelines Teaching

- Evidence of effective teaching
  - KSU Faculty Handbook requirements
  - Additional CCSE requirements
  - Check your department/school P&T guidelines

Not meeting basic expectations listed in the CCSE P&T Guidelines and in the KSU Faculty Handbook Section 2.4, failing to submit grades by the deadline (unless justified), canceling and/or changing the modality of classes without prior approval from the Unit leader (unless justified), will result in not meeting teaching expectations in the annual review evaluation.

# CCSE P&T Guidelines Service

- To count in ARD and portfolio the service should be approved by the chair/director in FPA.

The service efforts must be measured in terms of time, achievements, and alignment with the Unit, College, and University mission and vision rather than the number of commitments. All permanent faculty are required to spend 10% (120 hours) of their workload on service. Justification must be provided for service exceeding 10%. Unless otherwise justified, all faculty members must attend all academic unit and college meetings. They are also required to participate in a minimum of two university or college graduation ceremonies and at least two department, school, or college high-impact practice student events annually. These events



# CCSE P&T Guidelines Research

- Papers
  - Relevance
  - Contribution
- Proposals
  - Status
  - Contribution
  - Submission vs work on the proposal
- Other products



Questions?