

## Guidance for Chair of the College P&T Committee (2026-2027)

Updated Fall 2026

- During an initial planning meeting, the following discussions should take place:
  - A chair was elected during the Spring 2026 semester. The chair should be able to complete and advance the Watermark workflow. If not, or if the chair changes, email [facultyactivitydata@kennesaw.edu](mailto:facultyactivitydata@kennesaw.edu).
  - Remind committee members that maintaining confidentiality is a professional obligation of all members.
  - Reviewers should use their KSU-issued devices, their official KSU email, and KSU's Microsoft Office 365 ecosystem (OneDrive, Teams, and SharePoint) to conduct the review process.
  - Set up future meeting times and dates.
  - Faculty members going up for a review should not serve on the committee, and no person can participate in more than one stage of the review process.
  - When considering an application for promotion to full professor or a post-tenure review of a full professor, all voting members must be full professors. All P & T committees must have a minimum of three voting members to review each portfolio.
- During the time frame of September 18–October 5, the committee reviews portfolios for post-tenure review (PTR) for tenured faculty (excluding administrators).
- By October 5, a letter containing the committee's recommendation with respect to PTR is placed in the portfolio via the digital workflow. The letter should include a clear statement of the overall score on the 5-point scale. All committee members must electronically sign the letter (see Section 3.12.B.6 of the KSU Faculty Handbook).
- In the event of any negative recommendations among required levels of review for tenure and/or promotion, the committee reviews those portfolios during the time frame of November 13–November 30.
- By November 30, a letter containing the committee's recommendation which includes a detailed statement of their assessment of observed strengths and weaknesses is placed in the portfolio via the digital workflow.
- If the Provost requests an additional review for tenure and/or promotion recommendations for tenure-track faculty, non-tenure-track faculty, and Department Chairs during the time frame of December 10–December 21, the committee reviews those portfolios.
- By December 21, a letter containing the committee's recommendation which includes a detailed statement of their assessment of observed strengths and weaknesses is placed in the portfolio via the digital workflow.
- Voting: Votes of the committee are by secret ballot. The vote tally for and against recommending promotion and/or tenure will be recorded in the digital portfolio workflow (but not names of individuals casting those votes.)
- Nothing in this guidance document should be construed to supersede provisions of the statutes of Kennesaw State University as described in the University and Faculty Handbooks and other materials provided by the Board of Regents of the University System of Georgia.