



Recommended Charge to Promotion and Tenure Committees

The appropriate academic administrators are expected to charge their unit's promotion and tenure committees prior to the committee beginning its work.

Key Elements of the Charge:

- Portfolio reviewers are expected to be familiar with the academic unit guidelines (department/school and college) as well as university guidelines (Section 3, Review and Evaluation of Faculty Performance, in the KSU Faculty Handbook).
- Portfolio reviewers are expected to complete the review of submitted portfolios according to the guidelines and the Schedule of Reviews, conducting themselves with professionalism at all times, in all modes of communication, and with all parties involved in the process.
- Confidentiality should be maintained not only through the process but in perpetuity.
- Portfolio reviewers serve in an advisory capacity, making a recommendation to the next level of review, following the process outlined in the KSU Faculty Handbook to carefully review and evaluate each portfolio.
- Promotion and Tenure Review is a completely digital process; all documents are reviewed and submitted in digital format through the digital portfolio system.
- All committee members must electronically sign the recommendation letter that is uploaded in the digital portfolio system.
- Reviewers must use their KSU-issued devices, their official KSU email, and KSU's Microsoft 365 ecosystem (including OneDrive, Teams, and SharePoint) to conduct the review process. After reviewing, delete any documents that you download on your own computer. Committee minutes, notes, or drafts of review letters may not be circulated by email.
- For any queries about process or ethical violations, please refer to KSU Faculty Handbook, Section 3.12.B.9.

Please find the Schedule of Reviews posted on the Faculty Affairs Website.

Nothing in this 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.

ACADEMIC AFFAIRS