



# Table of Contents

- I. Introduction .....3
  - A. Department Overview .....3
  - B. Department Philosophy .....3
- II. General Expectations for Tenure, Promotion, and Post-Tenure Review.....3
  - A. Interpretation and Adaptation of the University’s General Criteria – by Rank.....4
    - a) Promotion of Lecturer to Senior Lecturer .....4
    - b) Promotion of Assistant Professor to Associate Professor AND Award of Tenure.....4
    - c) Award of Tenure .....4
    - d) Promotion of Associate Professor to Professor AND/OR Award of Tenure .....4
  - B. Post-Tenure Review .....4
- III. Faculty Review Process .....4
- IV. Overview of Workload Models .....5
  - A. The Workload Model and Shared Governance:.....5
  - B. The Work

# **I. Introduction**

**A.**

***A. Interpretation and Adaptation of the University's General Criteria – by Rank***

Faculty members planning to seek promotion and/or tenure should keep in mind these criteria for promotion in the Information Technology Department at Kennesaw State University. This does not apply to post tenure review. See Table 1 for the expectations of faculty

## **IV. Overview of Workload Models**



computing accrediting body (ABET) requires that all permanent faculty have time for scholarship and professional development needs

e

to accomplish Exceeding Expectations



- 1) Creates and updates syllabi at the beginning of each term, while adhering to department, college, and university standards, including those necessary for ABET accreditation, such as approved course assessment reports and assessment participation.
- 2) Is current in the discipline, course content and pedagogical methods. Continually develops and revises lecture materials, tests, and assignment; designs and updates online sites /presentations and online course management sites; adopts different teaching methods that are appropriate to the courses and teaches effectively with distance technology if applicable.
- 3) Continuous improvement activities: Utilizing course evaluation mechanisms and instruments consistent with the departmental and university teaching effectiveness policy, with written analysis and responsive adjustments to evaluation data.
- u4) H



Research rises to the level of scholarship when it becomes disseminated and professionally reviewed. Scholarship includes, but is not limited to:

Discovery or applied research activities disseminated in reviewed scientific and professionally based journals, monographs, book chapters, online reviewed publications, etc.;

Industrial research leading to patents, presentations, or publications in referred journals;

Publication and dissemination of research in technical reports written for governmental agencies if the report is peer-reviewed by other professionals in the field;

Publication of peer-reviewed textbooks, textbook chapters, academic conference proceedings, journals, and review articles;

Publication of software on major peer-

A faculty with >20% and <=30% S/CA workload models must produce at least one S/CA product from the Exceeding Expectations category in Table 2 as the lead author or multiple products as the second lead author.

Faculty with more than 30% S/CA workload model must produce two S/CA products from the Exceeding Expectations category in Table 2 as the lead author, and one of the products is expected to be awarded external grant as PI or co-PI.

**c. Not Meeting Expectations in S/CA**

A Not Meeting Expectations rating occurs when a faculty member does not meet all the requirements in Meeting Expectations in S/CA. Not Meeting Expectations in S/CA will lead to Not Meeting Expectations in annual evaluation.

**2. S/CA Effort and Quality Levels for Annual Review**

**Table 2. S/CA Effort and Quality Levels for Annual Review**

Quality	S/CA type	Annual Effort (%)
Meeting Expectations	Conference Paper, Poster, Panel, Abstract, etc. (accepted, peer reviewed) Any conference that is peer reviewed with paper acceptance rate > 40%	Conference Poster, Abstract, Panel – 5% (Lead author), 3% - 2 <sup>nd</sup> + author  Conference Paper – 10% – 15% (Lead author), 7%-12% (2 <sup>nd</sup> + author)
	Journal (peer reviewed)	10% (submitted) – Lead author, 7% (submitted) – 2 <sup>nd</sup> + author  15% (accepted) – Lead author, 12%(accepted) – 2 <sup>nd</sup> + author  See Tier 2 list in Appendix D
	Book Chapter (submitted)	10% - 15% (submitted) – Lead author 8% - 12% (submitted) – 2 <sup>nd</sup> + author
	Grant/contract	Internal submitted, 5%-8% Internal awarded <\$50K, 5%-12% External submitted < \$50K, 10% External submitted >= \$50K, 15%
	Exceeding Expectations	Prestigious Conference (accepted, peer reviewed) Any conference that is peer reviewed with acceptance rate <= 40%
Exceeding Expectations	Journal (accepted, peer reviewed)	20%-25% - Lead author, 15%-20% - 2 <sup>nd</sup> + author  See Tier 1 list from Appendix C.
	Book/ book chapter (accepted, peer reviewed)	20% -25% (book chapter) – Lead author 15% -20% (book chapter) – 2 <sup>nd</sup> + author  30% (book) – Lead author 20% (book) – 2 <sup>nd</sup> + author
	Grant/contract (awarded)	Internal >-\$50K 15%-20% External < \$100K, 10% -20% External >= \$100K 20% - 30%

1. For activities not listed in the table, S/CA venues not listed in appendix C and D, and special situations, faculty members are expected to discuss with the department chair to determine the effort level and significance. For example, faculty may provide additional information besides conference acceptance rate.
2. If journal/book/book chapter/grants include more than one annual review period, faculty will receive credit for both submission and acceptance.  
Awarded grants or contracts may cover multiple year. The budget of multiyear grants/contracts is divided equally by the number of years.
3. For a S/CA product that has a percentage range, the faculty should provide evidence to justify the requested percentage.
4. For funded Grants/Contracts, PI/co-PIs/equivalent designees receive equal S/CA credit. Multiyear grants/contracts are counted equally over the entire duration of grants/contracts. The grant amount is determined

b. **Exceeding Expectations in Service: Meeting Expectations in Service also required**

- 1) Serves as a leading role in department, college or university committees.
- 2) Serves in department leadership roles (Assistant chair, program leads/coordinators).
- 3) Faculty sponsor for KSU student organizations.

- A. Annual Review Document (ARD)
- B. Faculty Performance Agreement (FPA)
- C. Examples of Tier 1 S/CA Products
- D. Examples of Tier 2 S/CA Products