

KENT SCHOOL PERSONNEL DOCUMENT REVISIONS SUMMARY

Here are the original changes we made from our 2011 version:

1. The original document had Section II on Appointment Policies. We created a new section for each faculty type (e.g., Adjunct, Term, Tenure-track/Tenured) and moved the corresponding appointment policies to those sections.
2. The tables of examples or documentation of meeting tenure criteria were moved to the appendices, so you will no longer see those in the text.
3. We drafted new entire sections on promotion policies for Adjunct, Term, and Gravis faculty. We also fleshed out the details of promotion procedures for mid-tenure and promotion review for tenured and tenure-track faculty. However, the criteria and documentation for tenure did not change.
4. The annual review process was moved from Section III to Section VII, and minor edits were made.

In addition, specifically in response to the Redbook Committee's concerns, we made the following changes:

1. The term "adjunct" was replaced with "part-time" when referring to faculty positions. Titles for varying ranks of part-time faculty were changed to avoid using the terms "Associate Professor" or "Professor."
2. We added a peer review piece to the process of evaluations. A part-time faculty representative will assist the Associate Dean of Academic Affairs with the annual reviews of part-time faculty and will assist the personnel committee with promotional reviews of part-time faculty. The personnel committee will receive a report from the Dean to assist with annual reviews of full-time faculty. The personnel committee already includes full-time faculty (tenured faculty and one term-faculty representative) who participate in promotional reviews for full-time faculty.
3. We revised the promotional requirements for term faculty to specify that scholarship/creative activity is a required component for those seeking promotion to ranks with Associate Professor or Full Professor in the title.
4. Finally, we included a statement that a career review is required for all term faculty before their contract is renewed each time.
5. We specified feedback solicited from program directors and faculty regarding part-time instructors would be confidential but not anonymous (section V.E.4).
6. We added reference to U of L's Conflict of Interest policies (p. 5) and U of L's Code of Conduct (p. 9) to clarify our decision-making processes. We also clarified our processes for selecting external reviewers if a faculty member does not provide options during review for promotion.