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, 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 Watermark system;

- Use OneDrive to share and exchange documents (do not use email); after reviewing, delete any documents that you download on your own computer;

- Violations of process (e.g. committees not elected according to the guidelines) should be reported to the Provost's designee, the Assistant VP for Academic Affairs, and to all levels of review; in these cases, the College P & T Committee should make a recommendation to the Provost's designee;

- Disputes about the P & T procedure (including structure and content) should be directed to the chair of the Promotion and Tenure Review Process Committee for investigation and resolution.

Please find the Schedule of Reviews posted on the Faculty Affairs Website:
https://facultyaffairs.kennesaw.edu/annual_review_promotion_and_tenure/review_tools.php

ACADEMIC AFFAIRS

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