

FEAC Procedural Guidelines

All FEAC actions shall conform with Article VIII. Evaluation of the KSCEA Collective Bargaining Agreement.

Constitution of FEAC

FEAC members will be elected to a two-year term by members of the bargaining unit each spring, and the results of this election will be made known to the membership before examination week. All tenured members of the bargaining unit may self-nominate or be nominated. A nominee may decline the nomination. The top vote recipients, up to six total members including current members, will be the FEAC members for the year.

Each candidate is evaluated by a committee of three of the six members of the FEAC. Candidates may choose up to three FEAC members to serve on their committee. The FEAC will assign the remaining committee members, if any. Assignments will be made to even the FEAC members' caseloads.

A FEAC member who served on a promotion and/or tenure DPEC may not be one of the three members of the FEAC committee acting on the DPEC recommendation.

No faculty member applying for promotion and/or tenure can serve on FEAC.

FEAC Procedures

The FEAC shall elect a chair by majority vote. The chair shall be responsible for the timely completion of all FEAC tasks, including committee assignments (where the candidate has left that to the FEAC); letter-writing assignments; all communication with deans, the DPECs, and candidates; and adherence to FEAC procedure.

All proceedings shall be conducted with complete confidentiality. FEAC issues shall be discussed only among the six members of FEAC for that year. Individual cases shall be discussed only among the three committee members assigned to that case. Procedural questions unrelated to the merits of a candidate's file may be discussed with the leadership of the KSCEA.

Recommendations shall be based on the candidate's promotion and/or tenure file and the FEAC discussions of these materials.

Each candidate's file is to be considered individually, without comparative judgement to other files. As they read each file, FEAC members will consider the DPEC guidelines of the candidate's individual department, in addition to the requirements outlined in the KSCEA CBA, to determine whether the candidate has met the criteria for promotion and/or tenure.

Only those members of the FEAC committee selected to evaluate a particular case shall participate in any discussion of that case. Other FEAC members shall not be present. All discussions should fully examine strengths and weaknesses before seeking any concluding assessment. All votes shall be taken by secret ballot. Results will be counted publicly by the chair. A unanimous vote of the committee is final. If the vote is not unanimous, a member of a candidate's committee may request a reconsideration of the vote. If the majority of the committee agrees, further discussion of the case may occur, and another vote may be taken.

If the committee has a question about a candidate's file or activities, they may, with the candidate's consent, seek additional information. The FEAC may request a meeting with the candidate, the DPEC, the DPEC chair, or the dean to help clarify important matters upon which it will base its decision, although certain restrictions that apply to deans are discussed below. Candidates will be informed of any such meeting. Upon request, a candidate will also be informed of the content of the discussion and may respond as he or she wishes. In cases where a FEAC vote differs from the DPEC recommendation, the FEAC is encouraged to meet with the DPEC or the DPEC chair and, if deemed appropriate, with the candidate as well.

Additions to, alterations of, or deletions from a candidate's file may be made after its receipt by the FEAC, though it is anticipated that this will be rare. Any such proposed changes or late unsolicited material must be provided to the candidate who will have the option of declining to forward the material to the FEAC or of forwarding it with or without a response. No changes to a file are permissible without the consent of the candidate.

Discussions with deans shall be restricted to previous years' evaluations, since their evaluations and recommendations for promotion and tenure must be entirely separate from the FEAC's work and recommendations. The objective is to provide the provost with two independent evaluations of the candidate.

The FEAC Recommendations

For full-time, tenure track faculty members, the FEAC recommendation letter will address performance in all three evaluative categories:

- Teaching effectiveness
- Scholarship and related professional activity
- Service to the College

For clinical faculty members, the FEAC recommendation letter will address performance in the following two evaluative categories:

- Teaching effectiveness
- Service to the College

Recommendations should make clear the basis of the committee decision and provide information helpful to the candidate in improving his or her presentation and professional effectiveness. All members of the candidate's committee will participate in editing the final recommendation and will sign the final document. In the event of a split vote, the letter should reflect the differences in interpretation and conclusion of the committee members.

Each FEAC recommendation letter will be sent to the provost and vice president for academic affairs, with a copy to the candidate and the DPEC chair. Deans will not receive copies of the FEAC recommendations before submitting their own.

The vice president for academic affairs may request a meeting with the FEAC to discuss any candidate(s) whose recommendation require(s) clarification.

In cases where the FEAC and the DPEC have disagreed in their final recommendations on a candidate, the provost and vice president for academic affairs will convene a meeting of representatives of the DPEC and the FEAC along with the appropriate division dean (who must also have given his/her recommendation) to discuss the candidate's application. This meeting will occur

without the candidate being present. This meeting will be called to assist the provost in arriving at his or her own independent recommendation and to allow a sharing of viewpoints between DPEC, the dean, and FEAC for the sake of improving the future evaluation process.

The FEAC may request a meeting with the provost and vice president for academic affairs to discuss any candidate where the provost has disagreed with the committee recommendation.

Candidates' Rights to Rebuttal and Reconsideration

Candidates may request reconsideration by the FEAC. Such requests shall be in writing and received by the chair of the FEAC within four days of the candidate's receipt of the FEAC letter. A reconsideration request will be granted if, in the opinion of a majority of the candidate's committee, the candidate points out a significant procedural error or provides new information that could not reasonably have been included in the original file, that substantially alters the material basis of the FEAC action.

Candidates may write a letter of rebuttal directly to the provost and vice president for academic affairs that he or she will use in his or her deliberation.

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