

Know Your Rights!

Reappointment, Tenure, and Promotion Reviews

File Completeness and Additions to / Subtractions from Your File

After you and your unit administrator have signed off on the completeness of your reappointment, tenure, or promotion file **you must (i) be notified of any material that is added to your file, (ii) be given the opportunity to review the material, and (iii) be given the opportunity to include in your file written comments in response to any new material.**

Faculty Ballots

You have the right to be given copies of Faculty ballots and the relevant administrator's recommendation concerning your reappointment, tenure, or promotion no later than the time at which those documents are forwarded to the next higher administrator.

Statement of Factual or Procedural Errors

Regardless of the recommendation your candidacy receives at a given level (i.e. even if you receive unanimous 'Yes' votes and a positive recommendation), **you have the right to write a letter specifying errors of procedure and/or factual errors** in the administrator's letter, the Faculty ballots, and/or the external reviewers' letters, and to have that letter included in your file.

This letter must be submitted to the relevant unit administrator within 10 working days of receiving the written notification of the recommendation.

Appeals of Negative Recommendations

Any Faculty member who has received a negative recommendation concerning reappointment, tenure, and/or promotion has **the right to appeal to the next higher academic officer**, or in some cases to the Joint Appeals Board.

Such an appeal must be initiated within 10 working days of receiving the written notification of a negative recommendation.

The appeal is initiated by sending a brief letter or email to the next higher administrator (with copies to the lower level administrators) with the following basic content:

"On [date] I received notice from [administrator] of a negative reappointment/tenure/ promotion recommendation. I am writing in order to inform you of my intent to appeal. Please contact me with information about procedures and scheduling."

**You have the right to be assisted throughout
your appeal by KSUFA!**

KSUFA has RTP counselors trained to assist you at all levels of your appeal. For assistance with an appeal of a negative RTP decision at any level, or if you have any questions or concerns about the RTP process, call 330-673-9118 or email office@ksufa.org.