

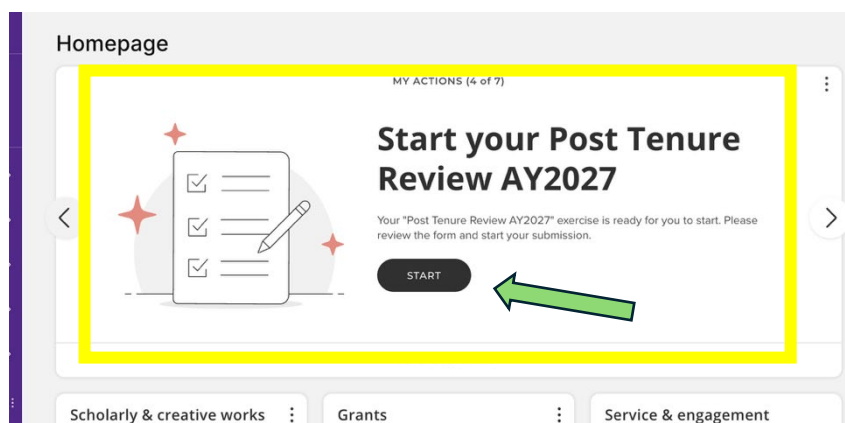
Completing Your Post Tenure Review Submission in Wildcat Scholar

You will need:

All documents should be in PDF. More details about [required materials](#) are here.

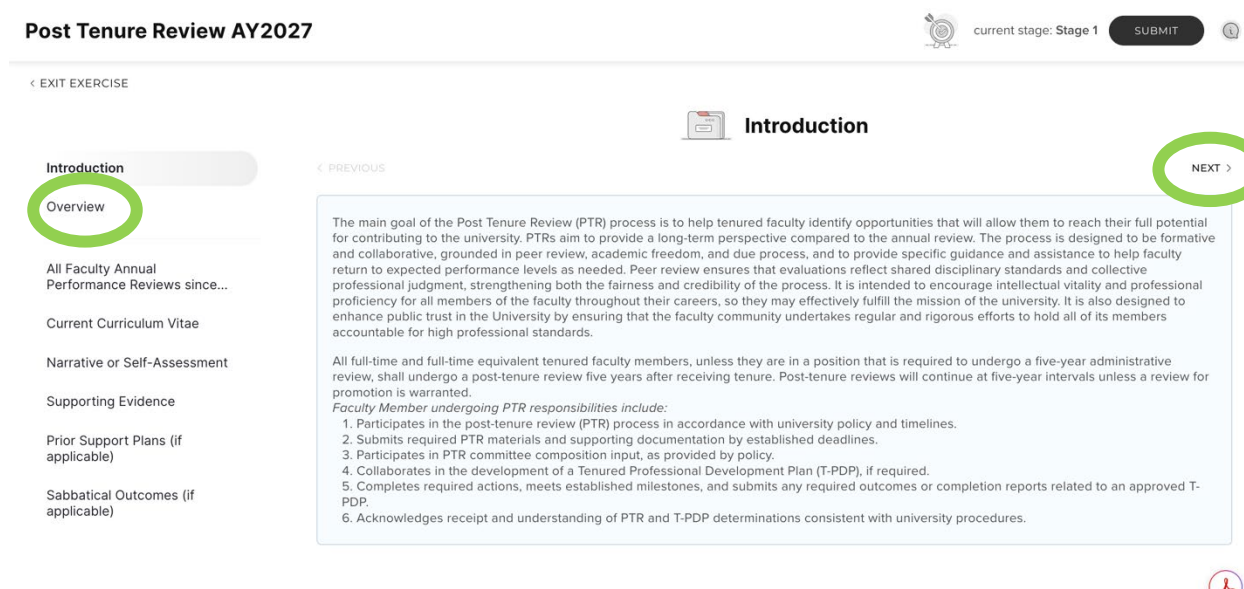
- a. All Faculty Annual Performance Reviews since the last promotion or PTR (5 years), including ratings and written* feedback. Each year should be its own PDF.
- b. Table outlining specific workload expectations in the categories of teaching, research/scholarship/creative activity, service/engagement, extension (if applicable), and administration (if applicable) for the previous 5 years.
- c. A current curriculum vitae
- d. A faculty prepared narrative or self-assessment detailing accomplishments since the last review, contextualizing workload expectations, and addressing progress toward long-term goals. This should not exceed two pages in length. A third page shall contain a list or statement of the goals for the next five years.
- e. Supporting evidence of teaching, research/scholarship/creative activity, service/engagement, extension, and administration. The following should be included as applicable, defined by the previous workload. Each supporting evidence should be combined into one PDF per section. Narratives for each section should not exceed 2 pages.
 1. Teaching
 2. Research/ Scholarship/ Creative Activity
 3. Service/Engagement
 4. Extension
 5. Administration
- f. Any required plans or developmental documentation, such as prior professional development plans or improvement plans, when applicable.
- g. Inclusion of previous sabbatical outcome reports if during the current PTR period.

Navigate to <https://wildcatscholar.ksu.edu/> and log in using your SSO.



Navigate through the tiles called “My Actions” until you reach one that says “Start your Post Tenure Review”. Click the Black “Start” button.

The Introduction Page contains the same information [Appendix W](#) contains. To Navigate through the submission workflow, you can click on “Overview” in the left column to look at each section overall. You can also click on the “Next >” text to navigate to the next section. You may also click through each section using the left hand column bookmarks.



Overview Page View

To navigate to the first section, click on the “>” under “All Faculty Annual Performance Reviews...” or the “All Faculty Annual Performance Reviews...” bookmark on left hand column.

Post Tenure Review AY2027 current stage: Stage 1 SUBMIT

[EXIT EXERCISE](#)

Overview

[Introduction](#) [Overview](#) [Current Curriculum Vitae](#) [Narrative or Self-Assessment](#) [Supporting Evidence](#) [Prior Support Plans \(if applicable\)](#) [Sabbatical Outcomes \(if applicable\)](#)

Margaret Mohr-Schroeder
Vice Provost | Office of the Provost and Executive Vice President
1 academic appointment

All Faculty Annual Performance Reviews since the last promotion or PTR

All Faculty Annual Performance Reviews since the last promotion or PTR, including ratings and written* feedback. Faculty shall submit a table outlining specific workload expectations in the categories of teaching, research/scholarship/creative activity, service/engagement, extension (if applicable), and administration (if applicable) for the previous 5 years.... [...see more](#)

Attachments
1 attachment

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There is 1 warning show

Faculty Performance Review Uploads

Click on the black plus button and upload your PDF by either choosing the file or dragging and dropping. The file must be in PDF format. Click the appropriate file name from the “Type” dropdown. Then hit “NEXT >” to advance to next section.

All Faculty Annual Performance Reviews since the last promotion or PTR

[Introduction](#) [Overview](#) [All Faculty Annual Performance Reviews since...](#) [Current Curriculum Vitae](#) [Narrative or Self-Assessment](#) [Supporting Evidence](#) [Prior Support Plans \(if applicable\)](#) [Sabbatical Outcomes \(if applicable\)](#)

All Faculty Annual Performance Reviews since the last promotion or PTR, including ratings and written* feedback. Faculty shall submit a table outlining specific workload expectations in the categories of teaching, research/scholarship/creative activity, service/engagement, extension (if applicable), and administration (if applicable) for the previous 5 years.... [...see more](#)

Attachments

Add an attachment

Type

- ✓ Choose one
- Annual Performance Evaluation 1
- Annual Performance Evaluation 2
- Annual Performance Evaluation 3
- Annual Performance Evaluation 4
- Annual Performance Evaluation 5
- Workload Summary Table

have been added for this section. Add...

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Current Curriculum Vitae

Click on the black plus button and upload your PDF by either choosing the file or dragging and dropping. The file must be in PDF format. Click the appropriate file name from the “Type” dropdown. Then hit “NEXT >” to advance to next section.

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Current Curriculum Vitae

A current curriculum vitae documenting teaching, research/scholarship/creative activity, service/engagement, extension (if applicable), administration (if applicable), and other professional contributions. At a minimum, the curriculum vitae shall contain documentation for the previous 5 years. Please upload as a PDF. ...see more

Attachments

No attachments have been added for this section. Add...

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Narrative or Self-Assessment

Click on the black plus button and upload your PDF by either choosing the file or dragging and dropping. The file must be in PDF format. Click the appropriate file name from the “Type” dropdown. Then hit “NEXT >” to advance to next section.

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Narrative or Self-Assessment

A faculty prepared narrative or self-assessment detailing accomplishments since the last review, contextualizing workload expectations, and addressing progress toward long-term goals. This should not exceed two pages in length. A third page shall contain a list or statement of the goals for the next five years.

Attachments

No attachments have been added for this section. Add...

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Supporting Evidence

Click on the black plus button and upload your PDF by either choosing the file or dragging and dropping. The file must be in PDF format. Click the appropriate file name from the “Type” dropdown. Then hit “NEXT >” to advance to next section.

Supporting Evidence

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Supporting evidence of teaching, research/scholarship/creative activity, service/engagement, extension, and administration. The following should be included as applicable, defined by the previous workload.

1. *Teaching*: Statement on teaching (e.g., classes taught, student advisement, curriculum developed) up to two pages in length. Evidence...[see more](#)

Attachments

No attachments have been added for this section. [Add...](#)

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Prior Support Plans (if applicable)

Click on the black plus button and upload your PDF by either choosing the file or dragging and dropping. The file must be in PDF format. Click the appropriate file name from the “Type” dropdown. Then hit “NEXT >” to advance to next section.

Prior Support Plans (if applicable)

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Any required plans or developmental documentation, such as prior professional development plans or improvement plans, when applicable.

If a *professional development plan* was executed during the review period, a statement from the academic supervisor shall be included and...[see more](#)

Attachments

No attachments have been added for this section. [Add...](#)

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Sabbatical Outcomes (if applicable)

Click on the black plus button and upload your PDF by either choosing the file or dragging and dropping. The file must be in PDF format. Click the appropriate file name from the “Type” dropdown. Then hit “NEXT >” to advance to next section.

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Sabbatical Outcomes (if applicable)

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Inclusion of sabbatical outcomes: The results of an approved sabbatical leave completed during the PTR review period shall be included in the PTR dossier and considered as evidence of performance within the relevant domain(s) of assigned workload.

This can simply be the sabbatical outcome report you submitted to the Provost's office after completing your sabbatical. If you are unable to...see more

Attachments

No attachments have been added for this section. Add...

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NEXT >

Let's Double Check and Submit!

After you have completed each section, double check to make sure there is content in each section. You can do this by either clicking on the “i” conversation bubble on top right corner or clicking on black “submit” button on top right hand corner. You will be able to view the sections as complete or what's missing.

Post Tenure Review AY2027

current page: Stage 1 SUBMIT

< EXIT EXERCISE

Overview

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Attachments
1 attachment

There is 1 warning show

Once you have confirmed you have everything you want in your review, you will check the button in the grey box to proceed and then click “confirm” at the bottom to submit.

e Review AY2027

Summary

You are about to move this review process to Stage 2.

Please check the following box to proceed:

☒ I confirm this information is accurate and reflects my own work.

Please consider addressing the following issues:

All Faculty Annual Performance Reviews since the last promotion or PTR

Section has no attachments

Current Curriculum Vitae

Section has no attachments

Cancel Confirm

Congratulations! You are finished!

Once the Provost's Review is complete, you will be able to review the results in Wildcat Scholar under:

