



### Policy 4.6.5

Volume 4, Academic Affairs

Chapter 6, Faculty

Section 5, Evaluation of Non-Tenured Faculty

**Approval Authority:** Board of Regents

**Responsible Executive(s):** Provost/Vice President for Academic Affairs

**Responsible Office(s):** Academic Affairs

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## Evaluation of Full-Time Non-Tenured Faculty

### Policy Statement

[Eastern Kentucky University, as a matter of principle, complies with the AAUP standards for faculty evaluation. These standards establish basic policy and procedural expectations for evaluation of full-time non-tenured faculty. At EKU, evaluation of faculty for awarding tenure and promotion is governed by Policy 4.6.4 – Promotion and Tenure.](#)

~~The following policies apply specifically to tenured track faculty in years one through five of employment. Sixth year faculty will be evaluated by policies and procedures detailed in Policy 4.6.4 – Promotion and Tenure~~

### Entities Affected by the Policy

- Colleges
- Departments
- Academic Affairs Office
- Tenure-Track Faculty
- Tenure-Track Faculty Administrators

### Policy Background

NA

## Policy Procedures

All evaluations shall be completed according to the schedule established by the Provost. The schedule shall permit notification of non reappointment by the dates specified in the current Faculty Handbook.

### Evaluating First-Year Full-time Faculty

By February 1 of each academic year, the Chair shall submit a recommendation for reappointment/terminal contract of full-time faculty members in their first year of service, along with a justification of no more than one page. The Chair shall meet with the full-time first-year faculty member at least two weeks prior to submitting the recommendation to the Dean and will provide feedback on his/her performance during the academic year to date.

### THE FOLLOWING PROCEDURES APPLY TO FACULTY IN YEARS TWO THROUGH FIVE:

#### Creating the Department Evaluation Committee

1. Each department shall select a committee(s) to advise the Chair in the writing of the evaluation report for non-tenured faculty.
2. The method of selecting the committee shall be approved by a majority vote of the full-time tenure-track faculty of the department and approved by the dean. It is expected that the committee will be selected whenever possible from among the senior faculty in the department. Departments which do not have a sufficient number of faculty may select faculty outside the department with the advice and consent of the dean.
3. The department chair shall chair the committee.
4. Once the committee is selected, the department chair shall announce the names of the committee members to the department and shall report the names of the committee members to the dean.

#### Completing the Evaluation Report for Tenure-Track Faculty (Department Level)

1. In the writing of the evaluation report, the Chair shall indicate the extent of the committee's involvement in the process. The committee shall review the evaluation and may indicate areas of disagreement on the report form.
2. While the department chair is responsible for the evaluation report, he or she may delegate the writing of the report to the committee. Should the Chair elect to delegate, the report shall include the extent to which the Chair agrees with the details of the report.

#### Information to Be Used in Completing the Evaluation Report

1. Self evaluation
2. Peer evaluation
3. Student evaluation data
4. Data from other systematic method(s) for evaluating teaching effectiveness
5. Results of previous evaluations
6. Other information as available

#### Completing the Evaluation Report for Tenure-Track Faculty Administrator (Department Chair)

All of the same procedures above shall apply for evaluation of a department chair, with the following differences:

1. The dean shall take the Chair's place on the department committee and be responsible for the report.
2. An evaluation of administrative performance shall be included.

#### Completing the Evaluation Report for Tenure-Track Faculty Administrator (College Dean)

All of the same procedures above shall apply for a college dean, with the following differences:

1. The Provost shall be responsible for the report and shall appoint an evaluation committee composed of chairs and one faculty member elected from each department of the college.
2. An evaluation of administrative performance shall be included.

**Disseminating the Evaluation Report to the Tenure-Track Faculty Member**

A copy of the evaluation, including reasons for the recommendation, shall be given to the faculty member immediately

**Responding to the Evaluation Report for a Tenure-Track Faculty (Department Level)**

The faculty member may respond to the evaluation and recommendation by one of the following:

- a. Acceptance of the evaluation and recommendation. The report is then forwarded to the dean.
- b. Filing a statement, including any documentation desired, to be appended to the document. This statement shall be submitted to the department chair within five days\*. The report and the appended material are forwarded to the dean.
- c. Requesting reconsideration of the report by the department promotion and tenure committee.
  - (1) Requests for reconsideration shall be submitted to the chair of the committee by the faculty member concerned within five days\* of receiving the evaluation report from the department chair. Requests for reconsideration shall detail grounds for reconsideration and shall include relevant evidence.
  - (2) The committee shall reconsider the evaluation and recommendation in light of the information provided in the statement of the faculty member. The committee shall consider any new information provided, meet with the faculty member and department chair, and make its decision. If the faculty member cannot agree to a meeting date within ten calendar days from receipt of the request for reconsideration, the faculty may forfeit the right to present evidence beyond that furnished in the reconsideration request. The chair of the committee shall inform the faculty member of the committee decision. The original evaluation, all information provided by the faculty member, and the report of the department promotion and tenure committee shall all be forwarded to the dean.

**Responding to the Evaluation Report for a Tenure-Track Faculty (College Level)**

The dean shall examine all of the material provided by the department.

- a. If the dean concurs with the recommendation of the department, the dean shall submit the report, with his or her recommendations, to the Provost.
- b. If the dean does not concur with the recommendation of the department, a copy of the dean's recommendation and the report, including the reasons for that recommendation, shall be given to the faculty member and the department chair. The faculty member may respond to the evaluation and recommendation by one of the following:
  - (1) Acceptance of recommendation. The report is then forwarded to the Provost.
  - (2) Filing a statement, including any documentation desired, to be appended to the document. This statement shall be submitted to the dean within five days. The report and the appended material are forwarded to the Provost.
  - (3) Requesting reconsideration of the report by the college promotion and tenure committee.
    - (a) Requests for reconsideration shall be submitted to the dean by the department and/or faculty member concerned within five days of receipt of the evaluation report. Requests for reconsideration shall detail grounds for reconsideration and shall include relevant evidence.
    - (b) The committee shall reconsider the evaluation and recommendation in light of the information provided by the department and/or faculty member. The committee shall consider any new information provided, meet with the faculty member and department chair, and make its decision. The dean will inform the faculty member of the committee decision. All information will be forwarded to the Provost.

**Responding to the Evaluation Report for a Tenure-Track Faculty (University Level)**

The Provost shall examine all of the material provided by the dean.

- a. After the Provost and President have made their recommendations, the faculty member shall be notified by the department chair. The Chair shall provide a copy of the final report to the faculty member. The faculty member shall sign the last page of the report indicating receipt of a copy of the report.

- b. When written notification of non reappointment or of a terminal contract is necessary, the letter shall be prepared and signed by the President. The letter shall be received not later than the applicable notification date specified in the Faculty Handbook.
- c. Any further appeal shall be based on procedural grounds and shall be addressed in writing to the Provost within five days of receipt of notification of non-reappointment.

**Responding to the Evaluation Report for a Tenure-Track Faculty Administrator (Department Chair)**

The same appeal procedures above shall apply for department chairs, with the following differences:

- a. The letter of appeal shall be addressed to the dean of the college, who shall call a meeting of the college promotion and tenure committee.
- b. If the individual is still not satisfied, he or she must write a letter to the Provost, who will appoint a committee to consider the appeal.

Any further appeal shall be directed to the President of the University.

**Responding to the Evaluation Report for a Tenure-Track Faculty Administrator (College Dean)**

The same appeal procedures above shall apply for college deans, with the following differences:

- a. The letter of appeal shall be addressed to the Provost, who shall appoint a committee to consider the appeal.

Any further appeal shall be directed to the President of the University.

**Definitions**

<b>Provost</b>	Refers to either the Provost and Vice President for Academic Affairs or his/her designee.
<b>University</b>	Eastern Kentucky University
<b>Within Five Days</b>	Throughout this document "within five days" shall be interpreted to mean no later than the fifth calendar day following the day of notification. If the fifth day occurs on a weekend or holiday, the request for reconsideration or the statement of appeal shall be due on the first day on which University administrative offices are open.

**Responsibilities**

<b>Departments</b>	<ul style="list-style-type: none"><li>• The specific teaching assignment for a RTP faculty member is understood to be determined by the department chair based on the scheduling and curriculum needs of the department.</li></ul>
<b>Department Chair</b>	<ul style="list-style-type: none"><li>• The evaluation of non-tenured faculty for years one through five of employment is based on the principle that the department chair is ultimately responsible for the evaluation report. The Chair must ensure that the report is a fair and accurate description of the faculty member's performance including both strengths and weaknesses.</li><li>• Each department chair shall provide each first year faculty member an information copy of the evaluation form (blank) and go over it in some detail prior to the time of evaluation. This shall be done early in the first semester of employment.</li></ul>

## Violations of the Policy

NA

## Interpreting Authority

- Provost/Vice President for Academic Affairs

## Statutory or Regulatory References

NA

## Relevant Links

Link to form

## Policy Adoption Review and Approval

Date

February 6, 1984  
May 5, 1986

Entity

Faculty Senate  
Board of Regents

Action

Recommended  
Adopted