

CHECKLIST FOR EVALUATION OF FACULTY NOT ON TENURE-TRACK

EKU POLICY: [Non-Tenure Track Faculty \(Full-Time\) Evaluation: Policy 4.6.6](#)

INSTRUCTIONS: [Digital Submissions 2023-2024 Guidebook](#)

FORMS: [Evaluation of Non Tenure-Track Faculty \(Policy 4.6.6\) Forms](#)

FOR THE CANDIDATE:

PREPARATION

_____ Review University and Department procedures and policies

MAIN FOLDER (*created by College AA*)

College will open a folder for each Candidate and share permissions (for their individual folder)

Title Format: Last Name_First Name_Action

Example: Wies_Jennifer_Annual Evaluation Year 5

_____ Prepare and organize documents below in PDF Format on your hard drive

Naming Conventions: LastNameFirstInitial_Content

Example: WiesJ_Teaching_Evaluations

SUBFOLDER 1 – Application and Informational Materials

_____ Initial Terms of Employment (include any previously agreed-upon exceptions, if applicable)

_____ Current Curriculum Vitae

_____ Self-Evaluation on current year's form (link above)

SUBFOLDER 2 – Supporting Materials

_____ *Refer to Department policy for details*

_____ **UPLOAD** to EKU Google Drive Folder by appropriate deadline

FOR CHAIRS AND DEANS:

SUBFOLDER 3 – Recommendations (*created by the Department Chair in EKU Google Drive*)

- Current year Department-level evaluations/forms (*uploaded by Department Chair*)

Department Chair

_____ Create Subfolder 3 (Recommendations) in the main Candidate folder

_____ Provide written evaluation on appropriate form, link above (This may be delegated to Dept. Evaluation Committee at Chair discretion.)

_____ Provide Candidate & Dean with copy of evaluation

_____ Make recommendation of reappointment on appropriate form by Mar 15

_____ Sign

_____ Upload Department-level evaluation & recommendation forms to EKU Google Drive folder by appropriate deadline

- Current year College-level evaluations/forms (*uploaded by Dean*)

Dean

_____ Make recommendation of reappointment on appropriate form by April 1

_____ Sign

_____ Upload College-level forms to EKU Google Drive (Candidate's individual folder) by appropriate deadline

_____ **AFTER** Provost makes decision regarding reappointment, Dean notifies Candidate of the decision (no later than April 15)

- Current year Provost evaluations/forms (*uploaded by Provost*)