

CHECKLIST FOR EVALUATION OF TENURE-TRACK FACULTY – YEAR 1

EKU POLICY: [Non-Tenured Tenure-Track Faculty Evaluation Policy \(4.6.5\)](#)

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

FORMS: [Evaluation of Non-Tenured, Tenure-Track Faculty \(Policy 4.6.5\) 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 (***first page only for Year 1 faculty***)

SUBFOLDER 2 – Supporting Materials

_____ *Refer to Department policy to determine if supporting docs are needed for Year 1 faculty*

_____ **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

_____ Indicate recommendation on appropriate form

_____ Sign

_____ Meet with Candidate to review recommendation

_____ Provide Candidate with copy of report & obtain their signed receipt

_____ Notify Candidate in writing of recommendation, with justification for decisions

_____ Include reconsideration forms and additional documentation, if applicable

_____ Upload Department-level evaluations, recommendation forms, (and additional documentation, where applicable) to EKU Google Drive folder by appropriate deadline

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

Dean

_____ Complete current year's recommendation form. If different from previous decision makers, state reasons.

_____ Sign

_____ Notify Candidate in writing of recommendation, with justification for decisions

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

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