

CHECKLIST FOR EVALUATION OF TENURE-TRACK FACULTY – YEARS 2-5

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
- _____ For non-tenured, tenure-track faculty also submitting an application for promotion, refer to the FAQs in Appendix A of the Digital Submission Guidebook (link above)

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, linked above

SUBFOLDER 2 – Supporting Materials (*refer to Department policy for specific requirements*):

- _____ Copies of previous non-tenured, tenure-track annual evaluation reports by evaluators

_____ Teaching Documentation (*such as*)

- _____ Teaching evaluation philosophy
- _____ Course syllabi
- _____ Assignments
- _____ Descriptions of unique methods or experiments
- _____ Student evaluations
- _____ Peer observation/evaluation reports
- _____ Published textbooks
- _____ New courses developed
- _____ Teaching awards/recognitions
- _____ Alumni survey results

_____ Scholarly/Creative Activity Documentation (*such as*)

- _____ Published works
- _____ Papers or other presentations (including evaluations)
- _____ Documentation of creative performances or exhibitions
- _____ Grants/contracts awarded
- _____ Awards/recognitions

_____ Service Documentation (*such as*)

- _____ Letters from committee chairs
- _____ Minutes of committee meetings
- _____ Evidence of service on an editorial board
- _____ Awards/recognitions
- _____ Evidence of effective advising

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

FOR EVALUATION COMMITTEES, CHAIRS, AND DEANS:

* Non-tenured tenure-track faculty members applying for promotion only must also be evaluated for reappointment. See FAQs in Digital Submission Guidebook (link above). The promotion application for evaluation of these faculty members shall also include an annual evaluation cover page as well as committee recommendations for both annual evaluation and promotion (Policy 4.6.5, P. 4) and a recommendation for reappointment all on the appropriate forms.

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

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

Department Evaluation Committee

- _____ Prepare Evaluation Report on current year's form, linked above
- _____ Indicate recommendation on appropriate form(s)*
- _____ All committee members sign
- _____ Submit to Department Chair

Department Chair

- _____ Create Subfolder 3 (Recommendations) in the main Candidate folder
- _____ Indicate recommendation on appropriate form(s)*, with rationale if disagreeing with committee
- _____ Sign
- _____ Dept. Chair (and/or Evaluation Committee Chair) Meets with Candidate to review recommendations
- _____ 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(s)*. 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*)