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| **Name** |  | **800#** |  |
| **Department**  |  | **Review Period** |  |

*Faculty Evaluation - Each faculty member in the traditional, pedagogical, clinical and instructor tracks is evaluated by the department chair/director on the bases of effectiveness as a teacher; research/creative activities (traditional track faculty only); University and public service; and professionalism according to the standards and guidelines established by WKU, each college, and department. (II.X. Faculty Evaluation, 30th Edition)*

*To evaluate teaching, research/creative activity, and service, WKU uses the following labels, defined more specifically by the colleges and department.*

* ***Distinguished****: indicates a truly exceptional level of performance*
* ***Skilled****: indicates a level of strong performance*
* ***Baseline****: indicates a level of meeting minimum expectations*
* ***Unsatisfactory****: indicates a level of not meeting minimum expectations*

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| **TEACHING** |
| Teaching should be fundamentally grounded in demonstrable learning outcomes supported through delivery, planning, and assessment. Each candidate must present a record of effectiveness in teaching as specified by set departmental guidelines and reflected in field-appropriate learning outcomes. Specified departmental guidelines are found on the College of Education & Behavioral Sciences website. * Distinguished rating indicates the candidate functions consistently and over time, above the expected standard of performance.
* Skilled rating indicates the candidate functions consistently at the expected standard of performance established for faculty.
* Baseline rating indicates that the candidate functions inconsistently at or below the expected standard of performance established for faculty.
* Unsatisfactory rating indicates that the candidate provides no evidence and/or functions consistently below the expected standard of performance established for faculty.
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| **Chair/Director Comment/Evaluation/Suggestions** |
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| Distinguished | Skilled | Baseline | Unsatisfactory | Not Applicable |

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| **SCHOLARSHIP/CREATIVE ACTIVITY** |
| Scholarship and creative activity are evaluated on the performance dimensions which may include publications, presentations, research activity, grant activity and/or creative activities. Each candidate must present a record of activity as specified by departmental guidelines.Specified departmental guidelines are found on the College of Education & Behavioral Sciences website. * Distinguished rating indicates the candidate functions consistently and over time, above the expected standard of performance.
* Skilled rating indicates the candidate functions consistently at the expected standard of performance established for faculty.
* Baseline rating indicates that the candidate functions inconsistently at or below the expected standard of performance established for faculty.
* Unsatisfactory rating indicates that the candidate provides no evidence and/or functions consistently below the expected standard of performance established for faculty.
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| **Chair/Director Comment/Evaluation/Suggestions** |
|  |
| Distinguished | Skilled | Baseline | Unsatisfactory | Not Applicable |

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| **SERVICE** |
| Service is defined as the extent of involvement and responsibility to the department, college, university, and professional community that supports and maintains the effective functioning of the department, college, university, and profession. Each candidate must present a record of activity as specified by departmental guidelines.Specified departmental guidelines are found on the College of Education & Behavioral Sciences website. * Distinguished rating indicates the candidate functions consistently and over time, above the expected standard of performance.
* Skilled rating indicates the candidate functions consistently at the expected standard of performance established for faculty.
* Baseline rating indicates that the candidate functions inconsistently at or below the expected standard of performance established for faculty. Unsatisfactory rating indicates that the candidate provides no evidence and/or functions consistently below the expected standard of performance established for faculty.
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| **Chair/Director Comment/Evaluation/Suggestions** |
|  |
| Distinguished | Skilled | Baseline | Unsatisfactory | Not Applicable |

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| **PROFESSIONALISM** |
| A faculty member behaves professionally by adhering to department, college, University and professional organization standards. Professional behavior includes timely completion of departmental, college and University tasks; ethical conduct in matters of instruction, research and finances; and the maintenance of civil and respectful relationships with students and colleagues.Standards to which faculty are expected to adhere are more specifically identified here:* WKU Faculty Handbook Section II.D., Professional Conduct;
* WKU Standards of Conduct, Policy 4.8;
* WKU departmental/college standards, as adopted through shared governance; and
* Professional organization standards, if applicable.
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| **Chair/Director Comment/Evaluation/Suggestions** |
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| Satisfactory | Unsatisfactory |

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| **OTHER COMMENTS** **Including Continuing Professional Development & Individual Goals** |
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| **POST-TENURE REVIEW** |
| The post-tenure review process at WKU is built upon the annual evaluation process. The department chair/director should explicitly address the post-tenure review goals of commending and recognizing superior performance, encouraging, and facilitating improvement whenever necessary, maximizing opportunities for continuing professional development, and advancing attainment of institutional goals. (See *Faculty Handbook*, Section VI) |
| **Chair/Director Comment/Evaluation/Plans for Improvement** |
|  |
| Satisfactory | Unsatisfactory | N/A Untenured |