**ANNUAL PERFORMANCE EVALUATIONS**

**Policies and Procedure**

**See latest WKU Faculty Handbook for information.**

**https://www.wku.edu/academicaffairs/resources/faculty\_handbook.php**

**STEP ONE**

**Additional Document Uploads**

Upload the following documents separately and follow the file naming convention specified below:

* Most Recent Vita. Saved as “Faculty Last Name Faculty First Name Vita”
* Site Evaluations from the previous academic year. Saved as “Faculty Last Name Faculty First Name Site Evaluations AY23”
* Professional Development Certificates earned in the previous academic year: Saved as “Faculty Last Name Faculty First Name PD Certificates AY23”
* Recognitions and Awards received in the previous academic year. Saved as “Faculty Last Name Faculty First Name Recognitions & Awards AY23”

**Annual Performance Review Summary**

Cut and paste the template below into a Word document. Then briefly respond as described below. Upload and save as “Faculty Last Name Faculty First name APR Summary”

Area I – Teaching

1. Syllabi *(Not necessary; however, be sure that if you are teaching any courses with CACREP or EPSB standards in them, you are using the Syllabi Templates in the Shared Drive.)*
2. Instructional Methods. A brief summary, no more than a paragraph, of various instructional techniques, as well as how you are incorporating technology into your classes; Emails from students commenting on your delivery (or narratives from SITES); Comments from a peer faculty observer.
3. Assessment Procedures. At least two copies of an assignment that you graded during the last academic year that include narrative feedback, as well as completion of a rubric.
4. Student Evaluations. Include a brief summary indicating which measure of evaluation you have met (i.e., meritorious, good, unacceptable).

Area II – Research and Creative Endeavors

1. Publications. List in APA format, including month or season of publication. Please do not double count publications if they have already been accounted for in a previous APR. Include: front page of a published document [that includes a reference to the journal, publication date]; letter of acceptance for publication; copy of e-mail confirming that a manuscript was submitted; copy of publisher agreement (in the case of books).
2. Presentations. List in APA format, including month or season of publication. Include: whether presentations were peer reviewed or invited; copied letter of acceptance. Please do *not* include presentation power points.
3. Grant Activities. List in APA format, including season of submission and/or receipt.
4. Scholarly Agenda and Continuity. A brief summary of your review agenda and reference to supporting documents (i.e., 1-3 above)

Area III – Professional Service

1. Organizational Service
   * Pictures of emails may be inserted, or quotes from the emails may be included in your summary. Consider your service to students, advisees, colleagues, and department in each semester in the 2014-15 year, and the previous 5 years.
2. Community Service
   * Documentation of the delivery of professional counseling, training, or consultation (i.e., copy of email confirmation and/or dialogue)
3. University and College Service
   * Documentation of your participation on committees (i.e., emails). Please only list committee involvement if you attended a meeting or were engaged in some way; provide examples of your service to those committees.
4. Professional Organizations
   * Documentation of your participation (i.e., emails illustrating correspondence)

Area IV – Organizational Citizenship

1. Collaboration and Cooperation
   * Evidence and documentation that you *are* collaborative such as emails between colleagues. Pictures of emails may be inserted, or quotes from the emails may be included in your summary. In other words, include documentation that support meeting the criteria noted under this point in the P&T document. (Very brief reference letters from peers in the department is encouraged.)
2. Professional Conduct
   * Documentation that supports meeting the criteria noted under this point in the P&T document. You may refer to how you incorporate professional ethics in practice.
3. Professional Relationships
   * Documentation that supports meeting the criteria noted under this point in the P&T document. Very brief reference letters from such colleagues is encouraged.

**STEP TWO**

After your meeting with the Department Chair, make any necessary changes to the APR document, digitally sign, and save final version as “Faculty Last Name, Faculty First Name CSA 2023 APR.”

Then submit the final version of the signed APR via this portfolio to the Department Chair for final scoring and digital signatures.

**STEP THREE**

Upon the final scoring and digital signature, you will be notified via email from Anthology Portfolio that a copy of the APR digitally signed by the Department Chair is available for your review. You will submit this document to the CEBS Dean as described below under the subfolder “Performance Appraisal at the College Level.”

**STEP FOUR**

You will receive notification that the final rubric scores from the Department Chair is ready for your review.  You will also submit this document to the CEBS Dean as described below under the subfolder "Performance Appraisal at the College Level." Please proceed to STEP 2. Performance Appraisal at the CEBS College Level

**Information and Dates per** [**Faculty Handbook**](https://www.wku.edu/academicaffairs/resources/faculty_handbook.php)

**Information related to Continuance Process of pre-tenured Faculty** (see Faculty Handbook)

The department’s tenured faculty serves as the continuance committee, the department head shall convene the committee and the committee members shall select a chair. The department head is a non-voting member of the committee. The department head shall convene the committee and the committee members shall select a chair. Any committee member may comment on the candidate’s materials. The committee then votes for or against continuance by secret ballot. Tenured faculty members who are unable to participate in person or via electronic means in the meeting must notify the department head in advance and may submit a sealed envelope with comments for each person under review, which will be shared with the department chair and with committee. (FH IV.B.3.)

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**Prior to November 1**

Dept. Head/Chair convenes all tenured faculty and presides over election of Promotion/Tenure Committee(s) Chair before Nov. 1 (FH IV.B.3.b.iv.)

Dept. Head/Chair convenes Tenure & Promotion/Rank Committee before Nov. 1 \*\*\*Committee Recommendation(s) due to Dept. Head/Chair before Nov. 1

**August 20**

Continuance Materials for 2nd - 5th Year Faculty due to Department Head/Chair August 20 or next business day (FH IV.B.3.a)

**September 4**

Continuance Committee Memorandum for 2nd - 5th year Faculty due to Department Head by September 4th or next business day (FH IV.B.3.a.)

**September 14**

Dept. Head/Chair Conducts Continuance Evaluation for 2nd - 5th yr. Faculty by Sept. 14th or next business day (FH IV.B.3.a.)

**September 20**

Dept. Head/Chair continuance recommendation(s) for 2nd - 5th yr. faculty due to Dean by Sept. 20th or next business day (FH IV.B.3.a.) \*\*\*If recommendation is negative, Dept./Chair must notify the affected faculty member in writing

Continuance Evaluation Response due from 2nd - 5th yr. Faculty to Dept. Head & Dean by Sept. 20th or next business day (FH IV.B.3.a.)

**October 1**

Promotion and Tenure application materials for both Tenure Track Faculty and Instructors due to Dept. Head/Chair by Oct. 1 or next business day (FH III.F.1. and FH III.G.1. and FH IV.B.3.a.)

**November 1**

Department Head/Chair Promotion/Tenure Recommendations for both Tenure Track Faculty and Instructors due to Dean November 1st. (FH III.F.2 and FH III.G.3.)

Dept. Head/Chair provides written notification by Dec. 15th to "In Residence" multi-year appointment Faculty whose appointment(s) is/are not to be renewed (Policy 1.200V)

Dept. Head/Chair submits Post-Tenure Review(s) & Faculty Evaluation(s) to Dean by Nov. 1

**December 1**

Dean Promotion/Tenure Recommendations for Instructors and Tenure Track Faculty due to Dept. Head/Chair & Candidate(s) December 1 (FH III.E.4. and FH III.G.3.)

**December 15**

Department Head/Chair Notifies Candidate(s) of Tenure Recommendation in writing by Dec. 15th (FH IV.B.3.b.iv.)

Dept. Head/Chairs Provides Advanced Notification to Instructors with Continuing Contracts in 2nd or greater Year of Contract Non-renewal by Dec. 15 (Policy 1.200V)

Dept. Head/Chairs Provides Advanced Notification to Temporary or Limited Term Multi-Year Contract Non-Tenure Track Faculty in 2nd or greater Year of Contract if not to be renewed by Dec. 15 (Policy 1.200V)

**Tenured and Promoted Faculty Continuance Policies and Process**

Tenured and promoted faculty serving on continuance committees are an important professional responsibility and should involve an honest evaluation of the junior faculty’s work and progression towards Tenure and Promotion. In preparation, members of the continuance committee should thoroughly review the faculty member’s continuance portfolio and the latest [WKU Faculty Handbook](https://www.wku.edu/academicaffairs/resources/faculty_handbook.php).

*Continuance Portfolio*

Per the *Handbook,* IV.B. 3, “Continuance materials usually include, but are not limited to syllabi, examinations, SITE evaluations, activity reports, publications, creative works and evidence of service activities. The contents of any accompanying materials — for example a letter of appointment and workload assignments — used in the committee’s deliberations and of all materials accompanying its recommendation shall remain strictly confidential, except as they are conveyed to members of the faculty and administration whose duties require knowledge of the information. Submitted materials shall comply with the department’s continuance policy.” Departments can require for certain materials to be included in the continuance packet as long as

*Continuance Meeting*

While department chairs are required to attend the meetings in an ex officio capacity, they can provide guidance on processes and answer questions about the facts of a colleague’s appointment (but not evaluative comments). To streamline the efficiency of the meeting, it’s encouraged that a member of the committee volunteer to serve as committee chair prior to the meeting. Others can take notes during the meeting to help with the draft of the Committee’s Memo.

*Continuance Memo*

The committee should provide a clear statement about the progress the untenured colleague is making toward tenure and promotion, particularly within the context of how many years they have left to meet requirements before their mandatory review year. The Memo should address the following across all areas of the Department’s Promotion and Tenure Guidelines (teaching, research/creative activity and service):

* Notable observations about their successes
* Areas where expectations are not or hardly being met and suggestions on how to improve in those areas

Untenured faculty are not allowed to see the Continuance Memo. They can request it through the Office of the Provost.

The committee could unanimously support continuance but still identify serious concerns about the faculty member’s ability to meet the criteria for tenure and promotion. A negative continuance recommendation implies the committee’s agreement that they do not want the faculty member to be extended employment past the end of the current academic year.

*Related Dates*

* August 20. Continuance Materials from junior faculty due.
* Prior to September 5. Continuance Committee meets.
* September 5. Continuance Committee Chairs sends recommendation Memorandum to Department Chair.

**Department Chair Evaluation and Recommendation**

*Meeting with Faculty Member*

The Department Chair provides the faculty member with a summary of the Committee’s Continuance Memo (whether they agreed with it or not), as well as their own evaluation. The Chair’s evaluation includes:

* the candidate's strengths, achievements across areas of Promotion and Tenure (teaching, research/creative activity and service)
* the candidate’s weaknesses and deficiencies in performance across promotion and tenure areas, while including observations and reference to any documentation
* Guidelines and support to help the faculty member address areas of concern (i.e., recommendation to seek and work with a senior faculty member)
* the committee's vote
* the department chair's written continuance evaluation.

*Recommendation Memo*

The Department Chair’s Memo to the Dean includes results of the continuance committee’s vote; the committee's memorandum in full; and the department chair's continuance evaluation. The Department Chair can send this Memo to the faculty member *prior* to submitting to the Dean which allow opportunity for the faculty member to note factual errors and/or make refinements.

*Related Dates*

* September 14. Department chair provides the candidate with a continuation evaluation.
* September 20.
  + The candidate will be given an opportunity to meet with the department chair and send to the department chair and dean a response to these evaluations (February 15 for the first-year evaluation).
  + The department chair’s evaluation and recommendation will be submitted to the college dean no later than September 20 (February 15 for the first-year evaluation). In case of a negative recommendation, the department chair will inform the faculty member in writing
* September 30. Dean’s recommendation submitted to the Provost (February 22 for the first-year evaluation). In case of a negative recommendation, the dean will notify the faculty member.
* October 10. Provost submits any negative recommendation to the President and to the faculty member (March 1 for the first-year evaluation). The President will notify the faculty member of any decision for non-continuance.