

ANNUAL FACULTY EVALUATION 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 CV. Saved as “Faculty Last Name Faculty First Name CV”
- Site Evaluations from the previous academic year. Saved as “Faculty Last Name Faculty First Name Site Evaluations AY24”
- Professional Development Certificates earned in the previous academic year: Saved as “Faculty Last Name Faculty First Name PD Certificates AY24”
- Recognitions and Awards received in the previous academic year. Saved as “Faculty Last Name Faculty First Name Recognitions & Awards AY24”

Annual Faculty Evaluation 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 AFE Summary”

Below are possible artifacts to guide you in developing your portfolio. Those items in boldface are minimally required. You may find other artifacts than those identified below better demonstrate your performance level for the standard. While you need sufficient evidence to demonstrate you engage in the practices on a regular basis, you may not need to include every suggested artifact. Document artifacts should be linked as PDFs to the narrative. Images from BlackBoard or other web resources should be linked as JPG screenshots. Multimedia resources can be linked, but, if audio or visual clips should be used, focusing on relevant evidence or directions provided with time stamps for viewers (i.e., 4:10 to 5:03).

Area I – Teaching

1. **SITE** comments supporting exemplars.
2. **Syllabi for each course** (*If you are teaching multiple sections of the same course in the same modality, please only submit one syllabus for those course unless there are significant differences in the assignments and/or assessments*).
3. **Assessment exemplars** demonstrating rigor, relevance and clarity.
4. **Course content exemplars** demonstrating rigor, relevance, clarity and scaffolding.
5. **Course activity exemplars** demonstrating rigor, relevance, clarity, connecting, effective pedagogy/andragogy.

6. **Student Evaluations (SITE).** Include a brief summary indicating which measure of evaluation you have met (i.e., unsatisfactory, baseline, skilled, distinguished).
7. **Communication to students** (emails, comments, announcements, etc.).
8. **Communication from students** (redacted of any identifiable student information).
9. Course or program proposals or revisions.
10. Awards.

Area II – Research and Scholarly Activities

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 AFE. Include all items applicable based on where the publication is in the process: 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; revision notifications; 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. Program/agenda with presentation and description clearly identified. Invitations to present. Please do *not* include presentation power points.
3. **Grant Activities.** List in APA format, including season of submission and/or receipt. Include all items applicable based on where the grant is in process: draft of grant narrative is not submitted with supporting documentation from OSP; grant application with proof of submission; grant award notifications; grant progress reports.
4. **Scholarly Agenda and Continuity.** A brief summary of your review agenda and reference to supporting documents (i.e., 1-3 above)
5. IRB applications.
6. Awards.

Area III –Service

1. University Engagement

- Pictures of emails may be inserted, or quotes from the emails may be included in your summary.
 - 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. Evidence could include: minutes, agendas, handouts, social media posts, photos, videos (time stamped for specific information)
 - Awards
2. **Student Advisement and Assistance** (Redact for identifiable student information)
 - Documentation of the delivery of professional counseling, training, or consultation (i.e., copy of email confirmation and/or dialogue)
 - Documentation of your participation (i.e., emails illustrating correspondence)
 - TopNet screen shots.
 - Awards

Area IV – Professionalism

1. Emails (please redact those artifacts with identifiable student information).
2. Letters
3. Any other correspondence or communication.
4. Awards.

STEP TWO

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

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

STEP THREE

Upon the final scoring and digital signature, you will be notified via email from Boomi that a copy of the AFE digitally signed by the Director/Department Chair is available for your review and has been moved forward in the workflow to the Dean.

Information and Dates per [Faculty Handbook](#)**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](#).

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.