



SCHOOL OF KINESIOLOGY, RECREATION & SPORT

School of KRS Annual Faculty Evaluation and AAP Guidelines:

Beginning in July 2024, WKU implemented a new annual evaluation process for faculty, with the intent to bring consistency across colleges, reduce work for tenure-eligible faculty, and streamline the process for faculty and administration. For more information on this change please see the [FAQs Annual Evaluation Process](#) page.

All faculty 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 school/department. For more information see the [CHHS Annual Faculty Evaluation](#) page.

This annual evaluation also aims to facilitate ongoing dialogue between faculty and unit leadership regarding growth and development of the school, college, and university, while considering the aspirations, strengths, and talents of individual faculty members. For pre-tenured faculty, it functions as an additional performance checkpoint, while for those with tenure, it serves as a post-tenure evaluation.

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 just meeting expectations*

Unsatisfactory: *indicates a level of not meeting minimum requirements.*

The most recent WKU [Faculty Handbook](#), the CHHS evaluation form, and more specifically our School of KRS template/rubrics will provide criteria and guidance on the process used for the annual evaluation and the types of evidence/artifacts needed in each category.

Tenure eligible faculty will submit the continuance portfolio for both continuance review and the annual evaluation. This document will be referred to as the Annual Activity & Continuance Packet (AAcP). The continuance portfolio should include your workload document with assessment as an appendix. **(Save your document as Lastname-Firstname-AAcP-2023-24.pdf).**

The Annual Activity Packet (AAP) for evaluation of tenured faculty in KRS should contain evidence of your teaching effectiveness, research/creative activities, University and public service, and professionalism. The AAP will be due no later than September 8 (if due date falls on a weekend the due date will be moved to the next business day).

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AAP Packet Guidelines (tenured faculty)

This template serves as a guide to help tenured faculty compile and present their achievements in teaching, research, service, and professionalism for their annual evaluation. It is not all inclusive, you may include other relevant information as necessary.

Presentation Tips:

- Use bullet points for clarity and conciseness when possible.
 - Statements should be brief.
 - Provide quantitative data (e.g., ratings, metrics) where possible.
 - Emphasize impact and outcomes of activities.
 - Ensure sections are completed with relevant information.
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KRS Annual Evaluation Packet Outline [Template for Tenured Faculty]

(Save your document as Lastname-Firstname-AAP-2023-24.pdf)

Name:

Academic Program:

Evaluation Period: [Month/Year - Month/Year]

Teaching Effectiveness:

1. Teaching Portfolio:

- **Teaching Philosophy:** Brief statement/paragraph addressing approach to teaching; may include goals, strategies, methods, inclusiveness, reflections, etc.
- **Course Materials:** Samples of syllabi, assignments, exams, and/or instructional materials, etc. (may use hyperlinks)
- **Innovations:** Description of any innovative teaching methods or technologies used
- **Advising:** number of advisees

2. Summary of Student Evaluations:

- Overall ratings
- Mean and standard deviation SITE score for Q#7 for each class taught
- Selected comments from students regarding teaching effectiveness

3. Peer/Director Reviews (if applicable):

- Peer evaluations or observations

Research/Creative Activities:

1. Publications and Presentations:

- List of publications: (Include full citations) differentiate between presentations, posters, abstracts, manuscripts, etc. for most recent AY

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- Grants (applied and funded)

2. Research Agenda:

- Description of ongoing research projects/in press works
- Future research plans

University and Public Service:

1. Committee Service:

- List of committees served on within the department, college, and university
- Brief description of roles and contributions

2. Community Engagement:

- Involvement in community service, professional organizations, or public outreach activities

3. Leadership Roles:

- Any leadership roles held within committees or professional organizations

Professionalism

1. Conduct:

- Adherence to university policies, codes of conduct, and ethical guidelines
- Fulfillment of professional obligations in department (e.g., office hours, department meetings, appropriately available to students, meets deadlines, etc.)
- Treats students and colleagues with professional respect; maintains professional behavior toward students

Additional Comments (optional)

1. Challenges and Growth:

- Brief reflection on challenges faced and how they were addressed
- Areas for future professional development or improvement

2. Recognition and Awards:

- Awards or recognitions received related to teaching, research, or service

Workload document

- Include approved document with self-assessment at end of the document

Updated CV will be included in a separate link on Boomi

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