



SCHOOL OF KINESIOLOGY, RECREATION & SPORT

School of KRS Annual Faculty Evaluation Guidelines:

As required for continuance and tenure/promotion in the School of KRS, 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.

As noted in the CHHS document, 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 school/department.

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. Additionally, the review serves as a foundation for potential merit pay adjustments, contingent upon the university's budgetary allowances.

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*

The most recent WKU [Faculty Handbook](#), the CHHS document, 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.

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This template serves as a structured guide to help faculty compile and present their achievements in teaching, research, service, and professionalism for their annual evaluation.

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 Activity Packet [Template for Faculty]

(Save your document as last name, first name, AAP, KRS, Academic Year)

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 (may use hyperlinks)
- **Innovations:** Description of any innovative teaching methods or technologies used
- **Advising:** number of advisees

2. Summary of Student Evaluations:

- Overall ratings and trends
- Mean and standard deviation SITE score for Q#7 for each class taught
- Selected comments from students highlighting 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.
- Grants (applied and funded)

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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.

Upload the following as separate documents:

1. Workload document

- Attach approved document with self-assessment.

2. Updated CV

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