ANNUAL FACULTY EVALUATION
Policies and Procedures
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 AY25"
- Professional Development Certificates earned in the previous academic year: Saved as "Faculty Last Name Faculty First Name PD Certificates AY25"
- Recognitions and Awards received in the previous academic year. Saved as "Faculty Last Name Faculty First Name Recognitions & Awards AY25"

Annual Faculty Evaluation Summary

The organizational structure for your evaluation report begins with "Area I – Teaching" and is followed by each subsequent area (if applicable for your classification) and provides a list of the information you should be thinking about including, along with exemplars as evidence of your performance. **Please note**: You may NOT have evidence for every item in every area – and that's OK! It will all depend based on your workload, course reductions, or other factors. For example: If you did not develop any new courses or substantially revise the content of the courses you taught, then you will not have evidence for item number 9 under Area I: Teaching. Please do provide context – do not just have a list of items. You need to explain how the evidence meets the standards of either Baseline, Skilled or Distinguished.

Upload and save your evaluation document in the Work Flow Dashboard using the following naming schematic: "Faculty Last Name, Faculty First Name, AFE Summary FY25". Please remember there are approximately 20 faculty members so having your document named with your identifiable information makes it easier to review and save.

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).

Please be sure to check, recheck, and re-re-check your links to be sure they are live and working. Once submitted – and the due date passes, you will not be able to go in and fix any links.

STEP TWO

You will receive a notification from the Work Flow Dashboard when your evaluation has been completed by the Department Chair. At that time, you may sign off and submit it back to the Chair, respond in writing and send it to the Chair, or schedule a meeting with the Chair if you desire.

STEP THREE

Upon the final scoring and digital signature, you will be notified via email from the Work Flow that a copy of the AFE digitally signed by the Department Chair is available for your review and has been moved forward in the workflow to the Dean. Any further comments, etc., from the Dean will trigger a notification to you via the Work Flow system.

The Organizational Structure for Evaluation Materials

Non-tenured, tenure eligible faculty: (I.E., those subject to continuance) Submit the same portfolio you submitted for continuance along with additional document uploads (if needed) identified in Step One. Your materials should be exactly the same as what you submit for continuance. There should be no difference.

All other tenured and non-tenured faculty not subject to continuance, please use the structure that follows to organize your materials.

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.

<u>Area III –Service</u>

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.

Information and Dates per Faculty Handbook

Please review the most recent addition of the faculty handbook for the latest information regarding the continuance, evaluation and promotion and tenure, including deadlines. When deadlines fall on the weekend, materials are due on the next business day.

August 20

Continuance Materials for 2nd - 5th Year Faculty due to Department 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 Chair by September 4th or next business day (FH IV.B.3.a.)

September 14

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

September 20

Dept. 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. Chair & 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. Chair by Oct. 1 or next business day (FH III.F.1. and FH III.G.1. and FH IV.B.3.a.)

Tenured faculty, instructors, clinical faculty evaluation materials due to department chair.

November 1

Department 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. 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. 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. 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. 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)

January 25

Continuance Materials for 1st year Faculty appointment (abbreviated review) due to Department Chair January 25 or next business day (FH IV.B.3.a)

Note: the following dates are subject to change based on the review of the 1st year Faculty appointment.

February 1

If the Dept. Chair convenes the continuance committee in accordance with FH IV.B.3.a, the continuance committee, their review is due to the Dept. Chair on February 1 or the next business day.

OR

February 9

Dept. Chair Conducts Continuance Evaluation for 1st year Faculty appointment by February 9 or next business day (FH IV.B.3.a.

February 15

Dept. Chair continuance recommendation(s) for1[st] year Faculty appointment due to Dean by February 15 or next business day (FH IV.B.3.a.) ***If recommendation is negative, Dept. Chair must notify the affected faculty member in writing.

Information and procedures regarding a negative review for the 1st year Faculty appointment are outlined in the Faculty Handbook (most recent edition) (FH IV.B.3.a.).