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| **Name** |  | **800#** |  |
| **Department**  |  | **Review Period** |  |

*Faculty Evaluation - 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 department. (II.X. Faculty Evaluation, 30th Edition)*

*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*

General OCSE criteria for recognition at various levels on Annual Faculty Evaluations are listed below. All listings are inclusive, not exclusive, and are to be understood as typical evidence. Accomplishing all items in the listings within a given range is not required; nor are other pieces of evidence or criteria excluded. Departments may provide more discipline-specific indicators. The faculty member may satisfy indicators from more than one level – the evaluated level should be the highest one which best matches most indicators. Where Departmental criteria conflict with OCSE criteria, Departmental criteria take precedence. Criteria refer to the year in review, unless noted as “over time,” which implies a window of up to three years may be used.

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| **TEACHING** |
| Each academic unit within Ogden College may have more specific language as it relates to teaching expectations. These unit guidelines are found on the [Ogden College Evaluation Guidelines](https://www.wku.edu/ogden/faculty-evaluations.php) page.**Distinguished**:* “Skilled” criteria plus:
* Receives teaching award for Department, College, University, or external entity.
* Development/disseminates pedagogical software, demonstrations, materials, publications.
* Receives external grant for improvement of pedagogical software, demonstrations, materials, methods.

**Skilled:*** “Baseline” criteria plus:
* Takes initiative to prepare new classes and/or innovative pedagogy.
* Regular CITL Teaching Honor nominations.
* Demonstrates engagement in continuous improvement through SITE evaluation reflection and/or peer review.
* Directs honors theses, independent studies, or similar classes as needed.
* Consistently attends workshops or similar professional development to improve teaching.
* Occasionally applies for funding for development of teaching or laboratories.

**Baseline**:* Regular preparation of lectures, organization of laboratories, and supervision of assistants.
* Preparation of standard courses new to the reviewee as assigned.
* Makes office hours available to students and meets those hours.
* Occasionally attends workshops or similar professional development for improving teaching.
* Occasionally receives a CITL Teaching Honor nomination.
* Demonstrates awareness of SITE evaluations and uses to improve teaching.
* Uses Blackboard regularly and well.

**Unsatisfactory**:* Failure to meet classes on a regular schedule.
* Regular failure to respond to emails in a timely fashion.
* Failure to post grades by posted deadlines.
* Failure to make office hours available or repeated failure to meet office hours.
* Failure to be familiar enough with subject matter to discuss in a cogent, coherent manner.
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| **Chair/Director Comment/Evaluation/Suggestions** |
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| Distinguished | Skilled | Baseline | Unsatisfactory | Not Applicable |

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| **SCHOLARSHIP/CREATIVE ACTIVITY** |
| Each academic unit within Ogden College may have more specific language as it relates to scholarly/creative activity. These unit guidelines are found on the [Ogden College Evaluation Guidelines](https://www.wku.edu/ogden/faculty-evaluations.php) page.**Distinguished**:* “Skilled” criteria, plus:
* Publication in *Science* or similarly exclusive journal.
* Particularly competitive external grant/contract funded, or grant(s)/contract(s) with particularly large funding.
* Invited talk at a prominent national or international conference.
* An unusually high increase in h-index or similar publication measure for the discipline.
* Receives research award for Department, College, University, or external entity.

**Skilled**:* “Baseline” criteria, plus:
* A collected body of published and/or accepted work that indicates high originality, productivity, or leadership over time.
* Internal grant funding; external grant or contract funding or highly-reviewed proposal; execution of a grant or contract.
* Invited talks at regional conferences.
* Directs research theses.

**Baseline**:* Regular participation in scholarly, creative, or critical professional activity.
* Evidence of work in progress during the year.
* Presentation of work at professional meeting or colloquium.
* Student presentations of work completed under reviewee supervision.
* Submission/resubmission of original work for publication or sponsor reports.
* Submission/resubmission of internal and/or external grant or contract proposals.

**Unsatisfactory**:* Failure over time to maintain an awareness of developments in professional field.
* Failure to contribute to developments in professional field with original work.
* Failure to involve students in or train students to perform original work in profession.
* Repeated failure to comply with grant and financial policies/procedures.
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| **Chair/Director Comment/Evaluation/Suggestions** |
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| Distinguished | Skilled | Baseline | Unsatisfactory | Not Applicable |

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| **SERVICE** |
| Each academic unit within Ogden College may have more specific language as it relates to service expectations. These unit guidelines are found on the [Ogden College Evaluation Guidelines](https://www.wku.edu/ogden/faculty-evaluations.php) page. **Distinguished**:* “Skilled” criteria, plus:
* Receives award for service/advising at Department level or above.
* Demonstrates an unusual degree of initiative or high degree of leadership in service.
* Receives a grant to develop a service project.
* Instructors: demonstration of active research agenda with outcomes and student engagement.

**Skilled**:* “Baseline” criteria, plus:
* Demonstrates leadership in service to the department, college, or university, including, for example, serving as program coordinator or chairing committees.
* Contributes productively to the community or professional discipline.
* Demonstrates leadership in local community service or regional professional service.
* Properly advises cohorts of students and/or student groups.
* Produces letters of recommendation for students.
* Instructors: demonstration of an active research agenda.

**Baseline**:* Regular and productive contribution in a collegial manner to the academic business of the department, college, or university.
* Properly advises students.

**Unsatisfactory**:* Failure to provide service on a regular basis to department, college, university, or profession.
* Failure to attend and participate in at least one graduation ceremony per year.
* Misdirects assigned student advisees.
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| **Chair/Director Comment/Evaluation/Suggestions** |
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| Distinguished | Skilled | Baseline | Unsatisfactory | Not Applicable |

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| **PROFESSIONALISM** |
| A faculty member behaves professionally by adhering to department, college, University and professional organization standards. Professional behavior includes timely completion of departmental, college and University tasks; ethical conduct in matters of instruction, research and finances; and the maintenance of civil and respectful relationships with students and colleagues.Standards to which faculty are expected to adhere are more specifically identified here:* WKU Faculty Handbook Section II.D., Professional Conduct;
* WKU Standards of Conduct, Policy 4.8;
* WKU departmental/college standards, as adopted through shared governance; and

Professional organization standards, if applicable. |
| **Chair/ Director Comment/Evaluation/Suggestions** |
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| Satisfactory | Unsatisfactory |

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| **OTHER COMMENTS****Including Continuing Professional Development & Individual Goals** |
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| **POST-TENURE REVIEW** |
| The post-tenure review process at WKU is built upon the annual evaluation process. The department chair/director should explicitly address the post-tenure review goals of commending and recognizing superior performance, encouraging and facilitating improvement whenever necessary, maximizing opportunities for continuing professional development, and advancing attainment of institutional goals. (See *Faculty Handbook*, Section VI) |
| **Chair/Director Comment/Evaluation/Plans for Improvement** |
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| Satisfactory | Unsatisfactory | N/A Untenured |