



#### 4.6.6P

Volume 4, Academic Affairs

Chapter 6, Faculty

Section 6, Evaluation of Full-Time Faculty Not Eligible for Tenure

Approval Authority: Board of Regents

Responsible Executive: Senior Vice President for Academics and  
Provost

Responsible Office(s): Academic Affairs, Colleges, Departments

Effective: February 2, 2015

Issued: February 2, 2015

Last Revised:

Next Review Date: Fall 2020

## Evaluation of Full-Time Faculty Not Eligible for Tenure

### Policy Statement

Full-time faculty not eligible for tenure shall be evaluated based on their assigned duties as indicated on their Terms of Appointment. During the first three years of a continuous full-time faculty appointment at EKU, non tenure-track faculty shall be evaluated annually using criteria established for this purpose. Subsequent evaluations of the appointment shall be on a periodic basis but at least every three years. Faculty moving from one continuous appointment type (i.e., visiting, lecturer, clinical, ASL specialist) to another continuous appointment type shall be subject to annual review during the first three years of the new appointment type. Evaluation shall occur in a year the faculty member is applying for Senior Lecturer, Senior Clinical, ASL Specialist II, or ASL Specialist I.

A schedule for evaluating full-time faculty not on tenure track shall be recommended by the Department and approved by the College. Colleges may establish a college-wide evaluation schedule.

Reappointment recommendations are made annually for each full-time faculty member not on tenure track and shall be based on need, funding, and performance.

### Entities Affected by the Policy

- Full-Time Faculty Not Eligible for Tenure
- Departments
- Colleges

### Procedures

#### *Evaluation*

1. No later than December 1, the Department Chair/Unit Head shall submit to the Dean a list of full-time non tenure-track faculty who will be evaluated for that academic year.
2. The Chair/Unit Head shall notify faculty who are scheduled for evaluation, shall direct them to appropriate evaluation forms, and shall provide them with a due date for their materials.
3. Faculty scheduled for evaluation shall submit evaluation materials as required by the Department on the date determined by the Department, but no later than February 15.
4. The Department Chair/Unit Head shall provide a written evaluation to the faculty member no later than March 1. The Chair/Unit Head may delegate the writing of the evaluation report to the designated evaluation committee of the Department.
5. A copy of the evaluation shall be sent to the Dean and shall be placed in the faculty member's file.
6. The faculty member may submit a written response to the evaluation report to the Dean within five (5) calendar days of receipt of the written evaluation, with a copy to the Chair/Unit Head and, if appropriate, the designated evaluation committee of the Department.

Reappointment

1. No later than March 15, the Department Chair/Unit Head shall make a recommendation on reappointment of faculty in full-time continuous appointments. The recommendation shall be recorded on the appropriate form and forwarded to the Dean.
2. No later than April 1, the Dean shall make a recommendation on reappointment of faculty in full-time continuous appointments. The recommendation shall be recorded on the appropriate form and forwarded to the Provost.
3. No later than April 10, the Provost shall make a decision on reappointment of faculty in full-time continuous appointments. The decision shall be recorded on the appropriate form and sent to the College Dean. The Dean shall notify the faculty of the reappointment decision no later than April 15.

## Definitions

<b>Continuous Appointment</b>	A continuous appointment shall be defined as appointments that occur in contiguous academic years.
<b>Full-Time Non-Tenure Track Faculty</b>	Faculty who are employed full-time in one of four types of appointments: lecturer, clinical, visiting, or ASL specialist.

## Responsibilities

<b>Dean</b>	<p>The Dean shall</p> <ul style="list-style-type: none"><li>• Review and approve departments' processes for evaluating full-time non tenure-track faculty</li><li>• Provide annual reappointment recommendations to the Provost</li><li>• Provide annual appointment letters/terms of appointment to faculty being reappointed</li></ul>
<b>Department Chair/ Unit Head</b>	<p>The Department Chair/Unit Head shall</p> <ul style="list-style-type: none"><li>• Provide full-time non-tenure track faculty with evaluation criteria at the time of initial hire</li><li>• Ensure the department has a process for evaluating full-time non tenure-track faculty on a planned and periodic basis</li><li>• Submit annually a list of full-time non tenure-track faculty scheduled for evaluation</li><li>• Provide annual reappointment recommendations to the Dean</li></ul> <p>For full-time non tenure-track faculty who are scheduled to be evaluated during the academic year, the Department Chair/Unit Head shall</p> <ul style="list-style-type: none"><li>• Notify them that they are scheduled for evaluation</li><li>• Direct them to the appropriate forms</li><li>• Provide them with the due date for their materials</li></ul>
<b>Full-Time Non Tenure-Track Faculty</b>	<p>The full-time non tenure-track faculty member shall</p> <ul style="list-style-type: none"><li>• Submit a self-evaluation and supporting materials by the due date when required by the department</li><li>• If desired, submit a written response to the evaluation report to the Dean, with a copy to the Chair/Unit Head and, if appropriate, the designated evaluation committee of the Department.</li></ul>
<b>Provost</b>	<p>The Provost shall</p> <ul style="list-style-type: none"><li>• Provide annual reappointment decisions</li></ul>

## Interpreting Authority

Senior Vice President for Academics and Provost

## Relevant Links

Policy 4.6.3P

## Policy Adoption Review and Approval

Policy Issued

Date

**February 2, 2015**

December 10, 2014

November 5, 2014

October 6, 2014

Entity

**Board of Regents**

President

Provost Council

Faculty Senate

Action

**Adopted**

Approved

Approved

Approved