

Eastern Kentucky University

Department Evaluation Report for Tenure and/or Promotion

Assessment of Candidate's Teaching

Using department/college assessment criteria, provide a narrative assessment of the candidate's teaching effectiveness. The assessment shall be based on appropriate criteria and should focus on the following categories: 1) Teaching Practices and Course Delivery, 2) Course Design and Organization, 3) Course Content and Command of Subject Matter, 4) Professional Relations with Students and with Peers in Relation to Teaching, and 5) other matters relevant to teaching (e.g., curriculum revision and development, etc.).

Provide an evaluation of performance and address strengths and weaknesses in relation to criteria. Also discuss evidence from student evaluation of instruction and from other systematic methods of evaluating instruction. Address improvements or declines. Support views with relevant evidence and provide information and explanation to assist the faculty member and other evaluators.

Assessment of Candidate's Scholarly/Creative Achievements

Using department/college assessment criteria, provide a narrative assessment of the candidate's scholarly and/or creative achievements. The assessment shall be based on appropriate criteria and should focus on the following categories: 1) Publications, Public Performances/Exhibits, and Technical Innovations; 2) Professional Relations with Students and with Peers in Relation to Scholarly/Creative Achievements; and 3) other matters relevant to scholarly/creative achievements (e.g., grants, etc.).

Provide an evaluation of performance and address strengths and weaknesses in relation to criteria, supporting views with relevant evidence, and provide information and explanation to assist the faculty member and other evaluators. Comment on how your discipline views a particular publication, presentation, creative performance, or technical innovation, and, as appropriate, clarify a jurying process used in the discipline as it relates to the candidate's work. Explain the degree to which the achievements meet or exceed departmental expectations.

Assessment of Candidate's Service

Using department/college assessment criteria, provide a narrative assessment of the candidate's service. The assessment shall be based on appropriate criteria and should focus on the following categories: 1) Service to the University; 2) Service to the Profession; 3) Service to the Community, as related to the discipline; 4) Professional Relations with Students and with Peers in Relation to Service; and 5) other matters relevant to service.

Provide an evaluation of performance and address strengths and weaknesses in relation to criteria, supporting views with relevant evidence, and provide information and explanation to assist the faculty member and other evaluators.

Department Tenure and Promotion Committee Overall Recommendation

Drawing on assessment of the candidate’s teaching, scholarly/creative achievements, and service, provide appropriate recommendations pertaining to tenure/promotion. Include justifications for recommendations.

The Department Committee recommendation on **TENURE** is: [Insert Approval, Disapproval, or Not Applicable]

The Department Committee recommendation on **PROMOTION** is: [Insert Approval, Disapproval, or Not Applicable]

Signatures of committee members denote verification of the majority vote:

Committee Member Name (Printed/Typed)	Signature	Date

Department Chair

_____ I concur with the committee's evaluation report and recommendation.

_____ I do not concur with the committee's evaluation report and recommendation.

Department Chair Overall Recommendation

Drawing on assessment of the candidate's teaching, scholarly/creative achievements, and service, provide appropriate recommendations pertaining to tenure/promotion. Include justifications for recommendations. This page is required for all candidates.

The Department Chair's recommendation on **TENURE** is: [Insert Approval, Disapproval, or Not Applicable]

The Department Chair's recommendation on **PROMOTION** is: [Insert Approval, Disapproval, or Not Applicable]

Department Chair's Signature

Date

Faculty member's signature and date acknowledging receipt of the Department Committee and Chair reports and recommendations:

Signature

Date

Reconsideration by Department Committee

The candidate may request reconsideration of the Department committee’s recommendation, the Department Chair’s recommendation, or both within ten (10) calendar days of notification. (See Policy 4.6.4, p. 13). Requests should be submitted in writing, should address concerns raised by the Department committee and/or the Department Chair, and may include additional information in support of the clarification.

On [insert date], the candidate requested reconsideration by the Department Committee of its negative recommendation for: [insert Promotion or Tenure]. The letter is attached.

The result of the review is that the initial recommendation for **TENURE** was [insert Reversed or Affirmed] on the following grounds:

The result of the review is that the initial recommendation for **PROMOTION** was [insert Reversed or Affirmed] on the following grounds:

Department Committee

Committee Member Name (Printed/Typed)	Signature	Date

Faculty member’s signature and date acknowledging receipt of the reconsideration recommendation:

Signature	Date
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Reconsideration by Department Chair

The candidate may request reconsideration of the Department committee’s recommendation, the Department Chair’s recommendation, or both within ten (10) calendar days of notification. (See Policy 4.6.4, p. 13). Requests should be submitted in writing, should address concerns raised by the Department committee and/or the Department Chair, and may include additional information in support of the clarification.

On [insert date], the candidate requested reconsideration by the Department Chair of its negative recommendation for: [insert Promotion or Tenure]. The letter is attached.

The result of the review is that the initial recommendation for **TENURE** was [insert Reversed or Affirmed] on the following grounds:

The result of the review is that the initial recommendation for **PROMOTION** was [insert Reversed or Affirmed] on the following grounds:

Department Chair

Department Chair’s Signature

Date

Faculty member’s signature and date acknowledging receipt of the reconsideration recommendation:

Signature

Date