

**Eastern Kentucky University
Self-Evaluation of Annual Performance for
Faculty Not on Tenure-Track
2025-2026 Academic Year**

COVER PAGE

Date of Submission:

Name:

Department:

College:

Present Rank:

Years in Present Rank *(Include the current academic year.)*:

Date of Initial Appointment for your current appointment *(Per the Initial Terms of Appointment form.)*:

Total Years of Full-time Service at ECU in current appointment *(Do not include unpaid leaves. Include the current academic year.)*:

Total Years of Full-time Service at ECU *(If different than current appointment. Include the current academic year.)*:

Completed Degrees. List highest degree first, with Discipline/Major, Institution, and Date Completed.
List only completed degrees. Do not leave discipline/major blank.

1.

Additional Graduate Education. List Discipline, Institution, Dates, and Credit Hours.

1.

Relevant Professional Training. List Training, Organization, and Dates.

1.

Additional Teaching/Administrative Service in Higher Education. List Rank/Position, Discipline, Institution, Dates, and whether Full Time or Part Time. Include teaching assistantships.

1.

***** Only the cover page is required for non-evaluation years *****

Teaching

Provide information, explanation, and assessment of your teaching since your last evaluation. Do not include accomplishments from previous years in your lists.

The teaching narrative should provide an analysis to help evaluators understand what you have done to be effective in your teaching. You may consult the criteria for teaching established by your department and college promotion and tenure policies as well as university policy 4.6.4, Tenure and Promotion to inform the development of your teaching narrative.

Instructions

Focus on the following categories: course content, design, organization, and delivery methods; curriculum revision and development; command of subject matter; teaching practices, including methods of evaluating students' performance; professional relations with students and with peers in relation to teaching; other matters relevant to teaching. Discuss ways that you addressed recommendations from previous years' evaluations.

Provide and analyze results of evaluation of your teaching, as required by university policy: (1) student opinion of instruction [Policy 4.1.7] and (2) secondary method of evaluating instruction other than student opinion (e.g., peer visits and consultations, peer-reviewed portfolios, etc.).

Analyze strengths and weaknesses in your teaching, particularly those identified by peers and students. Explain how you have demonstrated continuous improvement of EKU's learning environments.

Additional questions to consider:

1. Describe typical teaching load and duties reassigned in lieu of teaching (e.g., administrative duties, reassignment for research, etc.).
2. Discuss other duties relevant to teaching (e.g., laboratory supervision, supervision of student teaching, supervision of students in studios, etc.). Indicate which are performed for teaching credit.
3. Provide examples of collaborating with colleagues in teaching (e.g., team teaching, class observations, course revisions, new course/program proposals, presentations, etc.).
4. List what you have done to promote professional growth in the area of your teaching assignment to improve command of the subject and to improve teaching practices (e.g., participation in courses, conferences, and workshops; reading; professional learning communities, etc.).
5. List recognitions, awards, commendations, etc., you have received for your teaching.
6. List evidentiary documentation you have provided relevant to teaching in support of this application.

Reference relevant evidentiary documentation within the narrative.

Recommended maximum length: 5-8 pages, single spaced, 10-point font, 1-inch margins.

Other Achievements
(optional if assignment is teaching only)

Provide, as appropriate to your job description, a list of other achievements since your last evaluation. Do not include accomplishments from previously evaluated years in your lists.

Instructions

List applicable scholarly and/or creative achievements using an appropriate form of citation. Indicate if a publication or presentation was refereed, if a performance was by special invitation or a juried process recognized in the discipline, if a technical innovation or product was selected for use by professionals, or if some other jurying process applies. List proposals for grants to support scholarly/creative activity. Indicate any co-author, proposal title, funding source, amount requested, and whether or not the proposal was funded.

List applicable professionally relevant service to the department, college, University, profession, and/or community. Indicate your role (e.g., member, chair, secretary, etc.), the service, and the term of participation.

List documentation you have provided relevant to other achievements in support of this application.

Provide a narrative assessment of your scholarly/creative achievements and/or service. Explain and assess the significant aspects of your achievements and contributions. As needed, clarify achievements that may not be familiar to evaluators. Discuss ways that you addressed recommendations from previous years' evaluations.

Reference relevant evidentiary documentation within the narrative.

Recommended maximum length: 5 pages, single spaced, 10-point font, 1-inch margins.