



Eastern Kentucky University

Policy and Regulation Library

Academic Regulation: 4.6.6ACR

Responsible Office(s): Office of the Provost

Effective: June 18, 2019

Next Review Date: Spring 2030

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Evaluation of Full-time Faculty Not Eligible for Tenure

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 ECU, 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 four 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. The faculty member may be considered for promotion following five consecutive years of full-time appointment as a Lecturer, Clinical Faculty, ASL Specialist III, or ASL Specialist II. Evaluation shall occur in the year in which the faculty member is being considered for Senior Lecturer, Senior Clinical Faculty, ASL Specialist II, or ASL Specialist I.

The university-sanctioned student opinion of instruction survey shall be administered for each faculty member for every class. In addition, Departments shall also use a second systematic method of assessing teaching performance for full-time non-tenure-track faculty. (This method shall include a consideration of the perspectives of colleagues and/or supervisors and shall be clearly defined and communicated in Department policy.)

Additionally, faculty whose responsibilities include non-teaching activities may submit relevant supporting materials.

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

- 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, direct faculty to appropriate evaluation forms, and provide faculty 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 January 30. The faculty member shall assemble the evaluation file as follows:
 - a. A copy of a current curriculum vita.
 - b. The self-evaluation on the appropriate form.
 - c. Supporting documentation.
4. The Department Chair/Unit Head shall provide a written evaluation report to the faculty member no later than February 19. The Chair/Unit Head may delegate the writing of the evaluation report to a 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) 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 4, 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

- **Continuous Appointment:** A continuous appointment shall be defined as appointments that occur in contiguous academic years.
- **Day:** Day shall have the same meaning it has under Kentucky law, specifically KRS 446.030, where in computing any period of time, the day of the act or notification which the designated period of time begins to run is not to be included. The last day of the period so computed is to be included, unless it is a Saturday, a Sunday, a legal holiday, or a day on which the University is closed, in which event the period runs until the end of the next day which is not one (1) of the days just mentioned. This applies even if the period of time prescribed or allowed is less than seven (7) days.
- **Full-Time Non-Tenure Track Faculty:** Faculty who are employed full-time in one of four types of appointments: Lecturer, Clinical, Visiting, or ASL Specialist.

Responsibilities

- **Dean**
The Dean shall
 - Review and approve Departments' processes for evaluating full-time non-tenure-track faculty
 - Provide annual reappointment recommendations to the Provost
 - Provide annual appointment letters/terms of appointment to faculty being reappointed
- **Department Chair/Unit Head**
The Department Chair/Unit Head shall
 - Provide full-time non-tenure-track faculty with evaluation criteria at the time of initial hire
 - Ensure the Department has criteria and a process for evaluating full-time non-tenure-track faculty on a planned and periodic basis
 - Submit annually a list of full-time non-tenure-track faculty scheduled for evaluation
 - Provide annual reappointment recommendations to the Dean

For full-time non tenure-track faculty who are scheduled to be evaluated during the academic year, the Department Chair/Unit Head shall

 - Notify faculty that they are scheduled for evaluation
 - Direct faculty to the appropriate forms
 - Provide faculty with the due date for their materials
- **Full-Time Non Tenure-Track Faculty**
The full-time non tenure-track faculty member shall
 - Submit a self-evaluation and supporting materials by the due date when required by the Department

- 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.
- Provost
 - The Provost shall provide annual reappointment decisions.

Regulation Adoption Review and Approval
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Regulation Revised

DATE

X
February 28, 2025
October 18, 2024
June 18, 2019

ENTITY

X
Provost
University Counsel
Board of Regents

ACTION

X
Reviewed & Readopted
Editorial Revision
Adopted revised language
regarding student opinion
of instruction

Regulation 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