



Office of University Counsel
university.counsel@eku.edu
P (859) 622-6693

210 Coates Building, CPO 40A
521 Lancaster Avenue
Richmond, KY 40475-3102

TO: The University Community

CC: Dana Fohl, J.D., Vice President of Compliance & University Counsel
Sara Zeigler, Ph.D., Provost and Senior Vice President
David T. McFaddin, Ed.D., President

FROM: Ethan Durham, M.P.A, Manager of Policy and Board Operations

DATE: April 10, 2026

RE: Notice of Comment Period: Academic Regulations 4.6.14ACR, 4.6.6ACR, and 4.6.18ACR

MEMORANDUM

Substantive revisions to Academic Regulation 4.6.14ACR, Evaluation of Adjunct Faculty; Academic Regulation 4.6.6ACR, Evaluation of Full-time Faculty Not Eligible for Tenure; and Academic Regulation 4.6.18ACR, Evaluation of Library Faculty, have been drafted and are now posted for the required ten-business-day public comment period in accordance with [University Policy 1.1.1, Policy on Policies and Regulations](#). Copies of the proposed drafts, the existing regulations, and the public comment form are available on the [EKU Policy Website](#). The public comment period will begin on Friday, April 10, 2026, and will close at the end of business on Thursday, April 23, 2026.

During the 2025 Regular Session of the Kentucky General Assembly, House Bill 424 prompted revisions to several related faculty evaluation regulations. Although the three regulations addressed in this memorandum were not directly amended by that legislation, the University convened drafting teams in Fall 2025 to review and update them correspondingly under the leadership of Provost's Fellow Lisa W. Kay, Ph.D., through a partnership between Academic Affairs and the Office of University Counsel & Compliance. That work was undertaken to improve consistency across EKU's faculty evaluation policies, clarify procedures, and update terminology and timelines with other recently revised faculty evaluation regulations. University Counsel completed the final review of these drafts in Spring 2026.

The faculty evaluation non-tenure drafting team completed its work in Fall 2025 and included Dr. Lisa W. Kay, drafting team chair; Dr. Kellie Ellis, Chair, Department of Clinical Therapeutic Programs and drafting team co-chair; Ethan Durham, M.P.A.; Dr. Lisa Jones, Associate Chair, College of Health Sciences; Dr. Sheri McGuffin, Faculty Senate Adjunct Representative, College of Science, Technology, Engineering, and Mathematics; and Bill Mullen, Senior Lecturer, College of Letters, Arts, and Social Sciences.

The libraries' drafting team completed its work in Fall 2025 and included Lisa W. Kay, Ph.D., drafting team chair; Debbie Whalen, University Librarian, drafting team co-chair; Ethan Durham, M.P.A.; Trenia Napier, University Librarian; Ashley Cole, Provost Intern and University Librarian; Cristina Tofan, Assistant University Librarian; and Bailey Lake, Assistant University Librarian.

I. Summary of Revisions

The proposed revisions update three faculty evaluation regulations that were not directly revised during

the University's earlier House Bill 424 implementation work, but which warranted corresponding review for clarity, consistency, and alignment with EKU's broader faculty evaluation policies.

II. Academic Regulation 4.6.14ACR, Evaluation of Adjunct Faculty

The proposed revisions to Academic Regulation 4.6.14ACR expand the statement to clarify that adjunct faculty may be evaluated by the Department Chair/Unit Head, a designee, or a designated evaluation committee. The draft revises the student opinion of instruction language to require administration for every class during each semester of employment, rather than by semester generally, and revises the optional second systematic assessment language to refer to the perspectives of colleagues and/or supervisors rather than students, colleagues, and supervisors. The draft also standardizes the evaluative document as a written evaluation report, revises the faculty response provision to refer to the report rather than feedback, replaces "calendar days" with "Days," and adds a definition of "Day" tied to KRS 446.030.

III. Academic Regulation 4.6.6ACR, Evaluation of Full-time Faculty Not Eligible for Tenure

The proposed revisions to Academic Regulation 4.6.6ACR revise the evaluation interval after the initial three-year annual review period from at least every three years to at least every four years and clarify promotion-related language for certain appointment types. The draft updates the student opinion of instruction language to require administration for every class, corrects the second systematic teaching assessment provision so that it refers to full-time non-tenure-track faculty rather than adjunct faculty, and revises that provision to refer to the perspectives of colleagues and/or supervisors. The draft also adds language allowing faculty with non-teaching responsibilities to submit relevant supporting materials. In the procedures section, the draft clarifies the contents of the evaluation file, moves the faculty materials deadline to January 30, moves the Chair/Unit Head's written evaluation report deadline to February 19, moves the Chair/Unit Head's reappointment recommendation deadline to March 4, standardizes the document terminology as a written evaluation report, replaces "calendar days" with "Days," and adds a definition of "Day" tied to KRS 446.030. The responsibilities section is also revised to clarify that the Department Chair/Unit Head shall provide evaluation criteria at initial hire and ensure that the Department has both criteria and a process for evaluation. These revisions are intended to align the regulation with current review expectations, improve procedural clarity, and maintain consistency with other recently revised faculty evaluation regulations.

IV. Academic Regulation 4.6.18ACR, Evaluation of Library Faculty

The proposed revisions to Academic Regulation 4.6.18ACR clarify that the regulation does not apply to the Dean of Libraries, who is evaluated under Academic Regulation 4.8.1. The draft substantially revises the background section to more fully describe the multidimensional roles of library faculty. The draft removes the separate "Provisions of Tenure" section, revises the criteria section to refer to performance and productivity standards, adds language requiring consideration of workload assignments, long-term projects, and professional development plans, and removes certain references to Policy 4.1.1 and Policy 4.6.4. The draft further requires that performance standards and procedures be filed in both the offices of the Provost and the Dean of Libraries, adds a recurring four-year review cycle for University Librarians and certain Associate University Librarians, changes the midyear meeting provision from mandatory to discretionary, standardizes the supervisor's document as a "written evaluation report", changes the performance rating terminology to "falls below expectations," replaces "calendar days" with "Days," removes pronouns, narrows appeal grounds by removing academic freedom as a basis for appeal, and revises several definitions, including replacing "Calendar Day" with a KRS 446.030-based definition of "Day" and correcting the definition of "Evaluation Year." Additional wording, punctuation, and formatting edits were made throughout. These revisions are intended to clarify scope, remove provisions better addressed elsewhere, correct internal inconsistencies, and maintain consistency with other recently revised faculty evaluation regulations.

II. Comment Period

In accordance with Policy 1.1.1, these proposed Academic Regulations are now submitted to the University community for review during the public comment period. As required, the President's Cabinet, Provost Council, Staff Council, and Executive Committee of the Faculty Senate are being notified of this posting. All comments received during the ten-business-day period will be routed to the appropriate stakeholders for consideration prior to final approval.

Comments should be submitted through the [public comment form](#) on the ECU Policy Website. If you have any questions, please contact the Office of University Counsel.