

ANNUAL REVIEW, PROMOTION & TENURE
Guidelines for Preparation of Materials, Psychology Department
Approved: 2/1/2017

The purpose of this handout is to guide your preparation of materials for annual review, promotion, and/or tenure.

Tenure and Promotion Year Information

- In the Tenure and Promotion years, follow the College's guidelines for promotion and tenure (<http://class.eku.edu/faculty-staff-resources>).
 - A large and small binder will be provided to you from the college during your tenure/promotion years.
 - Place materials required by department only (see below) in an expandable file in this year. The expandable file will be returned to you.
 - Peer Evaluations will be included in your RAPT report.
 - This is the description of the Psychology Department's second systematic method of assessing teaching performance:
 - Review of teaching materials in combination with the peer evaluation of teaching constitutes the "second systematic method of teaching evaluation," as referred to in University Policy 4.1.7. Feedback from this review will be included and noted as the second systematic method of teaching evaluation in the committee report.

- For tenure/promotion, the College requires a curriculum vitae to follow the template adopted by the College.

- Supplemental Materials File: These materials are not on the College's checklist, but are required by the Department for review, promotion, and tenure decisions. Please place these materials in an expandable file in your promotion and tenure year.

- Student Comments: Group by course, in reverse chronological order.
 - Non-tenured faculty: Open-ended student comments from course evaluations for all courses for all years.
 - Tenured faculty seeking promotion to Full Professor: Open-ended student comments from course evaluations for past 5 years.

- Course Documentation. Group by course and place in this order:
 PSY xxx: Study guide/exam review (*if used*)
 Sample exams (*1—2 samples per course*)
 Assignment/Grading criteria (*1—2 samples per course*)
 Class activities/exercises (*1—2 samples per course*).

Non-Promotion and Tenure Year Information

- In non-tenure and promotion years, please place all materials in a single binder using the department checklist for binder materials. The binder will be returned to you. (Department checklist can be found later in this document.)
- Please begin recording your professional activities in Digital Measures as soon as possible in consultation with someone who can help to assure that you are inputting information into the system correctly.
- For non-tenure/promotion evaluations the Psychology Department will accept vitae in any format, but you should re-format your vitae to the college template as soon as you have the time.
- Please calculate all point totals for each category outlined in the Guidelines for Promotion and Tenure.
- For each category, determine if you Meet, Exceed, or Do Not Meet Expectations, and place boxes with point totals in the appropriate sections in the self-evaluation with level of achievement noted in box.

EVALUATION OF INDIVIDUAL TEACHING ACTIVITIES

Level of Performance	Average Number of Individual Activities Per Year
Exceeds Department Expectations	8 Individual Teaching Activities
Meets Department Expectations	
Does Not Meet Department Expectations	

- Candidates cannot calculate level of achievement on Evaluation of Classroom Instruction. Please note your median quantitative teaching total in your self-evaluation. Then, please insert this box into the report, and you will receive a designation of Meets/Exceeds/Does Not Meet Expectations in the RAPT committee report.

EVALUATION OF CLASSROOM INSTRUCTION

Level of Performance	Category
Exceeds Department Expectations	To be determined by RAPT committee
Meets Department Expectations	
Does Not Meet Department	

Expectations	
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- A sample self-report will be kept in the office for your review.
- Pre-tenured candidates are strongly encouraged to have your faculty mentor review your annual evaluation materials to ensure proper format and completeness.

Quantitative Student Evaluation Summary Table

Please include a summary table for your quantitative student evaluation in your self-evaluation in the format below.

- **Non-tenured faculty:** Include Quantitative Student Evaluation summary table (example below) for all courses for all years.
- **Tenured faculty seeking promotion to Full Professor:** Include Quantitative Student Evaluation summary table (example below) for all courses for past 5 years.

(Group data by course)

Course	Semester	“Progress Toward Objectives”	“Excellence of Teacher”	“Excellence of Course”
PSY 244	F 16	4.4	4.1	4.2
	Su 16	4.2	4.0	4.3
	Sp 16	4.2	4.5	4.1
	F 15	4.0	4.0	4.0
PSY 254	F 16	4.6	4.2	4.2
	S 16	4.4	4.3	4.6
	F 15	4.2	4.2	4.1

- **Non-tenured faculty:** Include complete student evaluation reports for all courses for all years.
- **Tenured faculty seeking promotion to Full Professor:** Include complete student evaluation reports for all courses for past 5 years.

Department of Psychology Binder Checklist
Non-Tenure/Promotion Annual Evaluation

- Please include all of these items in your binder for each annual evaluation.

General Information

____ This Checklist

____ Self-Evaluation

____ Curriculum Vitae

____ Previous committee evaluations (in reverse chronological order)

Teaching

____ Insert a Teaching Philosophy at the beginning of Part B: Teaching Narrative portion of the Self-Evaluation

____ Formal student course evaluations (quantitative scores and written comments for all courses) including practicum/internship supervisor evaluations.

Promotion/Tenure Year: IDEAs-Binder/Written Comments Supplemental Materials

____ Course syllabi, exams, and other instructional materials

Promotion/Tenure Year: Supplemental Materials

Scholarship

____ Documentation of publications, presentations, reports, grant applications, and other written materials

Service

____ Documentation of all Service activities discussed in Self-Evaluation
Documentation should illustrate the charge of the committee/individual, what was accomplished as a result of the activity, and any significant/special contributions by the candidate to the activity.