

Promotion, Tenure & Evaluation Committee Procedures
Department of Curriculum & Instruction
Procedures Last Updated 4.4.2019

The purpose of EKU's promotion, tenure and evaluation system is to provide guidance and support for faculty in their pursuit of excellence in teaching, service, and scholarly work. The department's Promotion, Tenure and Evaluation Committee is comprised of five faculty members who have earned tenure.

1. NOTIFICATION

- a. All candidates for promotion must notify the Chair of the Department in writing of your intention to apply no later than the date specified by University PTE Policy and provided by C&I Department Chair and/or C&I PTE Committee Chair.
- b. Individuals eligible for promotion and/or tenure must confirm their status with the COE Dean's Office.

2. REPORTING: Self-evaluation and supporting documentation.

- a. Faculty must review all relevant COE PTE documents and follow the instructions. Click [HERE](#)
- b. Faculty will be evaluated using the COE PTE Rubric. See [HERE](#)
- c. Faculty will write a self-evaluation report on the correct form.
 - i. Forms are available [HERE](#) - Promotion, Tenure, and Evaluation (Faculty)
 - ii. All PTE self-evaluation and supporting documentation are due to the Office of the Department Chair on the date and time indicated by the PTE Committee Chair.
- d. Supporting documentation for the self-evaluation report MUST be organized, labeled, and referenced within the document.
 - i. Supporting documentation should include course documents (i.e., syllabi, schedules, sample assessments, samples of student work, lesson plans, advising surveys etc.), dated evidence of professional development, dated evidence of service, and dated documentation of scholarly presentations and publications.
 - ii. Candidates must submit ALL official EKU evaluation of teaching reports with student comments for ALL courses taught during the period under review. Examples include eXplorance Blue, IDEA, eCampus evaluations.
- e. Two observations of teaching: i) peer observation and ii) observation by a PTE committee member. Peer observation forms should be completed by the observer and included as supporting documents by the candidate.
 - i. Peer observation: Faculty are responsible for arranging a peer (EKU faculty) observation during the academic year(s) since the previous review. If the faculty member is applying for tenure/promotion, the peer observation should be from the most recent academic year. This report and any additional documentation (lesson plans, handouts, etc.) must be submitted with the self-evaluation report. Peer observation cannot include a PTE committee member
 - ii. PTE committee member observation: One PTE committee member will observe the teaching of the candidate under review. Faculty under review will provide the PTE committee chair with any dates that classes will NOT be appropriate for observation (e.g. test dates, field experiences, etc.). Faculty who teach classes on-line for 50% or more of the class time may schedule a meeting with a member of the committee to review / observe online instruction.
 - iii. If the committee is unable to obtain a consistent representation of the quality of the candidate's instruction, they may conduct additional observations.
- f. Student Interviews: Completed by the PTE committee

- i. Faculty under review will recommend **15** students to be interviewed by the committee. Students should have been enrolled in the faculty member's class during the period under review.
 - ii. If the committee is unable to obtain a consistent representation of the quality of the candidate's instruction, they may interview additional students of the faculty member. Students may be interviewed in person, via telephone, or via campus e-mail. Student interviews will remain confidential and names of respondents will only be identified to the committee members.
 - g. Three letters of support from inside or outside of ECU: Must be submitted with the self-evaluation report as supporting documentation by the candidate. Letters of support should address the teaching, scholarship, and/or service of faculty under evaluation-
 - i. If the committee is unable to obtain a consistent representation of the quality of the candidate's teaching, service or scholarship, they reserve the right to interview ECU faculty or administration.
3. INTERVIEW: All candidates under review will be interviewed on a specified date and time as determined by the PTE committee following submission of self-evaluation reports.
4. All review of candidate materials for promotion and tenure as well as committee discussions by the PTE committee are confidential.