

WKU/College Template for College Annual Evaluations of Faculty

College Level Goals
College-level goals for annual review cycle for all CEBS faculty: Student retention: Complete 5th week check-in as appropriate for assigned teaching load. Student retention: Institute a scheduling/advising reminder for all students in assigned courses during weeks 10-11 of the semester. Student retention: Use Bb gradebook to communicate student progress within one (1) week of assignment due dates or examinations. Student recruitment: Attend at least two (2) university recruiting events. Student progression: Attend at least two (2) college recognition or commencement ceremonies.
Chair/ Director Comment/Evaluation/Suggestions

Satisfactory	Unsatisfactory	N/A (untenured)
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Standard Faculty Workloads CEBS
CEBS Faculty Workload Assignments are standard, varying only by faculty type (traditional, research, clinical, or pedagogical) and department, and are assigned at initial appointment. Changes to workload, including administrative assignments, grant buyouts, overload, etc. must be approved by the department chair and dean, and accompanied by a corresponding appointment letter filed with the Dean's office.

Outside Employment Disclosure
Consistent with the Faculty Handbook, faculty maintain the responsibility to report outside employment and consultation activities. The annual evaluation serves a point in time to remind faculty of this recurring responsibility. Notification of these activities via the standard university form is required prior to the activity. Through completing the annual evaluation process, faculty are expected to review upcoming professional activities and report them accordingly.