



**University of Pikeville  
Kentucky College of Osteopathic Medicine  
Office of the Dean**

**Faculty Evaluation**

**Policy Contact:** Dean, Kentucky College of Osteopathic Medicine  
**Policy Category:** Administration  
**Policy Number:** 7.8 (e)  
**Review:** Annually

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**Purpose**

University of Pikeville – Kentucky College of Osteopathic Medicine (KYCOM) has policies and procedures in place for faculty appointment, renewal of appointment, promotion, and remediation. The policies and procedures provide faculty members with written information about their term of appointment, responsibilities, lines of communication, privileges and benefits, performance evaluation and remediation, terms of dismissal and due process.

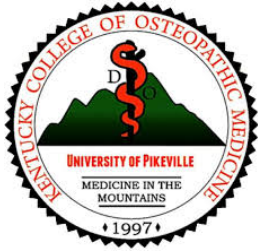
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**Performance Evaluation and Remediation**

- A. Annual Evaluation - On or before May 15 of each year, the faculty member shall forward to the respective associate dean a written self-evaluation of the past year's professional activity. This should include specifics in such areas as teaching, committee work, off-campus professional activity, scholarly activity, or any other activity deemed important to the success of KYCOM.
- B. Student Evaluation - The Office of Academic Affairs sends two forms electronically to students, one for evaluating each faculty member who has taught them during the semester, and another for evaluating the course. These data are transmitted confidentially to the appropriate associate dean and provided to faculty members during annual evaluation meetings.
- C. Associate Dean Evaluation - On or before May 30 of each year, the appropriate associate dean will meet with each faculty member to discuss and evaluate the previous year's performance. Evaluations will be conducted using forms approved by the faculty. This will include, but not be limited to, assessment of:
- a. Teaching effectiveness;
  - b. Research, publications, proposals, and other professional contributions;
  - c. Receipt of awards and fellowships;
  - d. Leadership in professional organizations;
  - e. A accomplishments in the field of specialization;
  - f. Other services to the university.


*General Disclaimer:*

*The information available is not to be treated as a contract, but rather a unilateral statement of policy. The university reserves the right to revoke, modify or suspend any of its policies and procedures at any time without notice.*



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D. Dean Evaluation - On or before June 15, after reviewing with the associate dean and the faculty member, the Dean will review the evaluation with the President and make the final recommendation for reappointment, rank, and salary. The final decision will be made and released by June 20.

  
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Dean

November 23, 2021  
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Last Approved Date