



OFFICE OF THE PROVOST AND VICE PRESIDENT
FOR ACADEMIC AFFAIRS

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To: Unit B Annually Contracted Faculty
Date: September 14, 2012
Re: Guidelines for Evaluation Materials

Article 8 of the applicable collective bargaining agreement (*Agreement*) specifies, "The purposes of evaluation are to judge the degree of effectiveness of an employee's performance, to identify areas of strength and weakness, and to improve employee performance. Additionally, it shall provide a basis for the University President and Board to make decisions, as appropriate."

Annually Contracted Faculty Evaluation Materials Content and Organization:

These guidelines discuss the supporting materials to be included as well as the general organization of such evaluation materials. Evaluation materials should only include supporting information covering the evaluation period as set forth in the *Agreement*.

Supporting materials to be considered should be referenced or indexed to the element(s) of the Departmental Application of Criteria (DAC). Attach evaluation materials consisting of 20 or fewer pages to form A-1; enclose evaluation materials of more than 20 pages in a one-inch three-ring binder clearly marked on the spine with your name and department. Items may be listed as follows:

1. Standard evaluation forms from the department chair and dean.
2. Content summary and table of contents providing an overview of the documentary evidence included in the materials in support of the evaluation.
3. Curriculum vita or résumé that includes information concerning the faculty member's education and teaching experience.
4. Assignment of duties (workload) forms for the evaluation period.
5. A copy of the DAC should be attached to this section. The supporting materials in the portfolio should be labeled as stated in the DAC.
6. Student evaluation statistical summaries and comments.
7. Consistently organize evaluation materials chronologically within the evaluation period. For those who have not qualified for a performance-based increase as having received four consecutive "superior" annual evaluations and who are submitting a separate PBI evaluation portfolio, performance standards will be used to judge an employee's performance during the entire evaluation period.

Portfolio Workshops: Representatives of the University and the UPI routinely schedule workshops. Annually contracted faculty preparing evaluation materials are encouraged to attend.

cc: Dr. Ann Fritz, UPI Chapter President