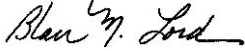




OFFICE OF THE PROVOST AND VICE PRESIDENT
FOR ACADEMIC AFFAIRS

Blair M. Lord 
Provost and Vice President for Academic Affairs

581-2121
blord@eiu.edu

To: Tenured/Tenure-Track Faculty
Date: September 14, 2012
Re: Guidelines for Faculty Evaluation Portfolios

Article 8.1 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, concerning retention, promotion, or tenure.”

Article 8.9.c. specifies that faculty to be evaluated for retention, promotion, or tenure are to submit a portfolio containing evaluation materials consistent with the departmental application of criteria and documenting attainment of required standards for the personnel action requested. The portfolio is an opportunity for the faculty member to provide information and supporting documentation for retention, promotion, and/or tenure as required.

At the request of the Eastern Illinois University Incentives for Faculty Excellence Task Force in 1987, the University Personnel Committee developed the following guidelines. The Office of the Provost and Vice President for Academic Affairs, and the University Professionals of Illinois provided additional input. The goals for developing these guidelines were threefold:

1. to reduce the physical bulk of the evaluation portfolio;
2. to provide faculty members with procedures for completing the process to reduce inconsistencies across the University as to format and content;
3. to improve the efficiency of the evaluation process and the assessment of portfolio materials at all levels.

Retention, promotion, tenure, and professional advancement increase (PAI) evaluations by the department personnel committees, department chairs, deans, and the University Personnel Committee should be detailed in terms of specific examples, support for the recommendation, and appropriate contract language.

Evaluation Portfolio Format:

1. The evaluation materials should be placed in a loose leaf, ring binder. Materials for retention evaluations shall be submitted in one notebook or binder. Materials for tenure, promotion, or PAI evaluation shall be submitted in one three-inch notebook or binder. In a continuing effort to encourage submission of evaluation portfolios of reasonable size, even as the makers of ring binders continue to manufacture larger and larger models, faculty are encouraged to avoid using

a binder greater than two inches for retention evaluation and three inches for tenure, promotion or PAI. In the evaluation process succinct, judicious portfolios are valued. In those circumstances when additional or supplemental supporting material exceeds the capacity of the ring binder, the additional or supplemental supporting material may be referenced in the portfolio and placed on file in the department in a supplemental binder for review at the discretion of those authorized to make evaluation recommendations and decisions.

2. Binders should have a label on the spine indicating the person's name, department and the personnel action or actions being considered:
 - retention; or
 - promotion and/or tenure; or
 - professional advancement increase.
3. Tabbed dividers should mark the three major areas of the evaluation:
 - teaching/primary duties; and
 - research/creative activity; and
 - service.

Evaluation Portfolio Content and Organization:

These guidelines discuss the supporting materials to be included as well as the general organization of such materials in the evaluation portfolio. Suggestions for reducing the amount of supporting materials are also included. Generally, evaluation portfolios should only include supporting materials covering the evaluation period as set forth in the *Agreement*, see Articles 9.1.a, 10.5, 11.5, and 12.3, as appropriate.

1. Front Matter
 - a) Standard evaluation forms from the Department Personnel Committee, department chair, and dean.
 - b) Assignment of duties (workload) forms for the evaluation period.
 - c) Curriculum vita or résumé that includes information concerning the faculty member's education, teaching and/or administrative experience, research/creative activity, and service.
 - d) Content Summary and Table of Contents providing an overview of the documentary evidence included in the portfolio in support of the application for retention, promotion, tenure, or PAI. The Content Summary consists of a page or less abstracting the basis on which the application is being submitted for review. It should include and highlight the salient evidence in the areas of teaching/performance of primary duties, research/creative activity, and service. The Table of Contents provides a more detailed directory of all the contents of the portfolio and serves to both document the contents and to facilitate location of materials by reviewers. Notice is hereby given that a copy of the Content Summary and Table of Contents will be placed in the employee's personnel file for each portfolio submitted.
2. Evaluation portfolio contains an assessment and documentation of performance in the three areas of evaluation: teaching/performance of primary duties; research/creative activity; and service. A copy of the departmental application of criteria (DAC), should be attached to this section. The supporting materials in the portfolio should be labeled as stated in the DAC. They should follow the same format as stated in the DAC.

3. Faculty members who are applying for promotion and/or tenure should consistently organize materials chronologically within the major areas of evaluation (teaching/primary duties, research/creative activity, service) (See Article 8.3.a. of the *Agreement*). For promotion, performance standards will be used to judge an employee's performance during the entire evaluation period. In tenure evaluations, the performance standards will be used to judge whether an employee's performance has reached and sustained the required degree of effectiveness by the 5th probationary year and sustained it through the 6th probationary year.
4. Consult the applicable DAC for the materials and methods of evaluation used in the three areas of evaluation.
 - a) Teaching/performance of primary duties.
 - i. Optional brief (maximum two-page) introductory narrative that provides context information for activities and materials documented in this section of the portfolio.
 - ii. Other teaching/performance of primary duties evaluation materials as specified in the DAC.
 - b) Research/creative activity.
 - i. Optional brief (maximum two-page) introductory narrative that provides context information for activities and materials documented in this section of the portfolio.
 - ii. Research/creative activity evaluation materials as specified in the DAC.
 - c) Service.
 - i. Optional brief (maximum two-page) introductory narrative that provides context information for activities and materials documented in this section of the portfolio.
 - ii. Service-related evaluation materials as specified in the DAC.

Faculty Evaluation Portfolio Workshops Representatives of the University and the UPI routinely schedule portfolio development workshops during the fall semester. Faculty preparing evaluation portfolios are encouraged to attend.

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cc: Dr. Ann Fritz, UPI Chapter President