EASTERN ILLINOIS UNIVERSITY
OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

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To: Unit B Academic Support Professionals

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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."

Academic Support Professional 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 job description and/or annual work plan. Attach evaluation materials consisting of 20 or fewer pages to form A-2; 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/supervisor and dean/director.

2. Table of contents providing an overview of the documentary evidence included in the materials in support of the evaluation.

3. Copies of the officially approved job description, approved work plan, and materials and methods of evaluation statement. Also provide an assessment of performance in a format compatible with these items.

4. Evaluation materials consistently organized chronologically within the evaluation period. For those who have not qualified for a performance based increase (PBI) 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.

Academic Support Professionals Evaluation Portfolio Workshops: Representatives of the University and the UPI routinely schedule evaluation portfolio workshops. ASPs preparing evaluation materials are encouraged to attend.

cc: Dr. Ann Fritz, UPI Chapter President