Evaluation Portfolio Workshop

Helpful tips for a successful portfolio process from the office of the VPAA and EIU-UPI

- Bradley Tolppanen, Assistant VPAA

- Jennifer Stringfellow; UPI chapter president

Evaluation Portfolio Uses

Unit A Faculty

- retention
- tenure
- promotion
- professional advancement increase
- annual evaluation not applying for personnel actions

Unit B Annually Contracted Faculty

- annual evaluations
- performance based increase (may submit portfolio if needed)

Unit B Academic Support Professionals

- annual evaluations
- performance based increase (may submit portfolio if needed)

Probationary/Employment Years

- **Probationary year**
  - Commonly called "years toward tenure."
  - Determines evaluation criteria which must be met for retention.
  - Employees with previous experience may elect to be placed in later probationary years (check Article 10.6 of agreement)
  - Not applicable in any way once tenure has been awarded.
- **Employment Year**
  - Commonly called "years of service."
  - Generally applies in relevant bargaining unit.
  - Previous experience not counted.
  - Determines sabbatical eligibility, and other matters.

Documents and Resources

Documents to use in preparation of Evaluation Portfolio

- EIU-UPI Unit A Agreement
- EIU-UPI Unit B Agreement
- Departmental Application Criteria
- Unit A Portfolio Guidelines (letter)
- Annually Contracted Faculty Portfolio Guidelines (letter)
- Cover sheet and evaluation forms
- 2023-2024 Administrative Calendar

Documents available at:
https://www.eiu.edu/acaffair/contract.php

Portfolio Submission Dates

January 18, 2024

- Retention

- Tenure*

- Promotion*

- Annual Evaluation (Unit B)

February 7, 2024

- Professional Advancement Increase*

March 22, 2024

- Performance-Based Increase* (Unit B ACF)

  * Process begins by sending notification to Provost, with copies to the Chair and Dean, of intent to apply for tenure, promotion, PAI, or PBI. PBI portfolio only if eligible and fewer than four consecutive "superior" annual evaluations by November 15, 2023

Evaluation Portfolio Types

- Print portfolios (binder) or electronic portfolios (D2L)
- Print and electronic portfolios have the same evaluators, requirements, and processes
- Unit A faculty beginning employment 2022-2023 forward shall submit portfolios electronically
- Unit A faculty whose employment predates August 2022, will
- transition to the electronic portfolio no later than January 2024. (Exemptions can be made to submit a print portfolio through January 2026 with approval of the DPC and chair)

E-Portfolios

- Faculty intending/required to submit a portfolio electronically should email Brad Tolppanen (bptolppanen@eiu.edu) and Cindy Hutchison (cmhutchison@eiu.edu) confirming addition to the D2L online portfolio submission
- Specify the action for which you are submitting (retention, promotion, PAI, etc.)

Evaluation Portfolio Pathways

Unit A Evaluation Portfolio is reviewed by:
- Departmental Personnel Committee (elected)
- Chair
- Dean
- University Personnel Committee (elected)

* depending on personnel action being pursued and evaluation criteria received

Unit B Evaluation Portfolio reviewed by:
- Chair
- Dean

* ACF Appeal committee and VPAA office (if needed)

Evaluation Portfolio Contents

Unit A Evaluation Portfolio consists of four sections:
*   front matter
*   primary duties
*   research and creative activity
*   service

Unit B Evaluation Portfolio consists of two sections:
*   front matter
*   primary duties

Portfolio Organization

Front Matter
- Cover page indicating action(s) requested (provided)
- Curriculum vitae
- Your department's approved DAC
- Content summary (an abstract and a listing of all the documentation included in the portfolio)

Separate sections for three areas of evaluation (Primary duties, research/creative activity, service):
- outline or narrative highlighting activities in each area
- supporting documentation (arrange in chronological order)

- Materials cannot be added after process begun except...

Electronic Portfolio Organization

- Electronic portfolios have same organization structure as print portfolios (front matter and three areas of evaluation)
- Submit electronic portfolio in D2L as one PDF file (use bookmarks to aid navigation) OR at most four PDF files (front matter, primary duties, research and creative activity, and services)
- Avoid submitting more than four PDF files as it may confuse evaluators

Unit A Evaluation Periods

Evaluation period that your portfolio documents begins with:

- first day of employment at EIU if you are applying for retention in year 1 and 2, tenure, or your first promotion

- Since the last portfolio if you are applying for retention in years 3, 4 or 5

o Evaluation period ends with the date on which you submit your portfolio

o Activities before employment at EIU or while employed outside of the bargaining unit are NOT considered in the evaluation.

Unit A: Evaluation Periods and Criteria

Summary of Required Levels of Evaluation

Action	Criteria To Be Met			Evaluation Period
	Teaching/Primary Duties	Research/Creative Activity	Service	
Retention				
Year 1	Satisfactory	Satisfactory	Satisfactory	1st day → Turning in Portfolio
Year 2	Satisfactory	Satisfactory	Satisfactory	1st day → Turning in Portfolio
Years 3 & 4	Highly Effective	Significant (Satisfactory)[#]	Satisfactory (Significant)[#]	Last Portfolio → Turning in Portfolio
Year 5	Superior	Significant	Significant	Last Portfolio → Turning in Portfolio
Tenure	Superior	Significant	Significant	1st day → Turning in Portfolio
Promotion				
Instructor → Assistant	Highly Effective[+]	Satisfactory[+]	Satisfactory[+]	1st day → Turning in Portfolio
Assistant → Associate (Untenured)	Superior	Significant	Significant	1st day → Turning in Portfolio
Assistant → Associate (Tenured)	Superior[+]	Significant[+]	Significant[+]	1st day → Turning in Portfolio
Associate → Full	Superior[+]	Superior[+]	Superior[+]	Last Promotion → Turning in Portfolio
Professional Advancement Increase	Superior[+]	Superior (Significant)[*+]	Significant (Superior)[*+]	Previous 5 Years → Turning in Portfolio

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Unit A PAI Evaluation Periods

PAI evaluation period are:
- the previous five years for first PAI application
- the previous two years for a summary statement
- the previous five years for next PAI application

Unit B Evaluation Periods

Annual Evaluation:

- ACFs in their first year, from the first day of employment
- For re-employed ACFs, from the previous portfolio submission

PBI (if required):

- From the previous PBI portfolio submission or the most recent four calendar years in the bargaining unit, whichever is shorter
- o Activities before employment at EIU or while employed outside of the bargaining unit are NOT considered in the evaluation

Unit A Reconsideration

- Reconsideration may be requested when an evaluator has given a negative recommendation for a personnel action.
- A negative recommendation means that the evaluator has found that you have not met one or more of the criteria for the personnel action requested, and thus the evaluator is not recommending retention, promotion, tenure, or PAI.
- Reconsideration may NOT be requested if a positive recommendation has been given but the employee disagrees with the evaluator's determination (e.g., significant versus superior).

Unit B Reconsideration

- Reconsideration may be requested if annual performance evaluation is unsatisfactory or satisfactory.
- ACF Appeal Committee makes a recommendation.
- Reconsideration may NOT be requested if a positive recommendation has been given but the employee disagrees with the evaluator's determination (e.g., highly effective v. superior).

General Tips

- Read Article 8: Evaluation of the contract
- Read the Departmental Application of Criteria (DAC)*
- Consult with your chair, department colleagues, department personnel committee
- Be proactive about the peer and chair reviews of your classroom performance. Do *not* assume they will know an observation is needed. Seek out and arrange an observation. Your DAC should specify your responsibilities for arranging classroom visitations.

* If your DAC is revised during your personnel action you may choose to use previous DAC or use the new DAC

Start Now

- Make it a habit to collect portfolio materials on an on-going basis
- *Save* everything: Programs, letters, emails, minutes, syllabi, etc.
- *Save* everything as a PDF as needed
- But do not *use* everything: select the best documents for your case.
- Include only those activities relevant to the evaluation period

Tips for Preparing the Portfolio

- Arrange portfolio according to your DAC; in each category (teaching/primary duties, research/creative activity, service) follow the organization set out in the DAC

- Use the same headings, numbering, and language as your DAC to make it easier for readers to make an evaluation relative to your DAC; make it easier for all readers to find and understand your documentation

- Some evaluators will not be familiar with your discipline; prepare your documentation accordingly

- Possibly may include documentation to demonstrate the quality of a publication (acceptance rate) or time commitment of a service activity

- Highlight to call attention to information

Tips for Preparing the Portfolio

- Place activities under the proper category (teaching/primary duties, research/creative activity, service); ask chair or DPC in unsure where it belongs

- Avoid double-counting. In rare instances, an activity may fall into two different categories. If you choose to list it twice, explain the cross-listing

- Document each activity ONCE

- Include supporting documentation for *every* activity performed but limit yourself to *one* piece of documentation

- Stating you did an activity is *not* supporting documentation. Example: document a presentation with an acknowledgment letter or a page from the conference program

Tips for Preparing the Portfolio

- Be thorough and make your case but do not pad your portfolio with unnecessary document (meeting minutes, etc.)
- Do not use digitization to include every single item possible in your portfolio
- A concise portfolio is easier to read by evaluators
- Neatness and clarity make it easier for reviewers to read
- Use the outline/narrative for each category to effectively lead reader through the documentation
- Poor arrangement may confuse evaluators or cause them to miss something in the portfolio

Final Portfolio Tips

- Read the contract section and your DAC
- Ask questions; seek assistance and feedback from chair and colleagues
- Ask a senior colleague to show you their successful portfolio as a possible model
- Before submitting your portfolio, show it to a mentor for feedback. Make revisions if you choose

Final Portfolio Tips

- Review the administrative calendar for the personnel actions schedule
- Know when your portfolio is due; give yourself time to assemble and organize the documents; also time to deal with snags
- Prepare your table of contents last
- Make your case but aim to be concise
- Plan ahead!