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OFFICE OF THE PROVOST AND VICE PRESIDENT
FOR ACADEMIC AFFAIRS

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To: Teaching and Resource Professionals and Academic Support Professionals of UPI
Bargaining Unit B

Date: August 15, 2023

Re: Schedule for Personnel Actions and Credit Unit Guidelines Timetable

General Notice

The Schedule for Personnel Actions and Credit Unit Guidelines Timetable are issued in accordance with the *EIU-UPI Unit B Agreement (Agreement)*.

Notice of Availability of Applicable Policies, Rules, and Regulations:

The University's Internal Governing Policies and the Policies and Regulations of the Board of Trustees are available in departmental offices, deans' offices, and the Office of Academic Affairs and are on file at the Reference Desk in Booth Library. Employees of the University are responsible for abiding by these policies. The Internal Governing Policies are also available at <https://www.eiu.edu/auditing/igplisting.php>. The Board of Trustees Bylaws, Policies, and Regulations are available at <http://www.eiu.edu/trustees/board.php>.

Schedule For Personnel Actions

The *Agreement* calls for the development of a Schedule for Personnel Actions. The Schedule for Personnel Actions for AY2023-2024 is provided for the use of academic support professionals and annually contracted faculty and persons involved in making personnel recommendations related to these employees. It is provided as a courtesy and is not a substitute for reading the detailed provisions of the *Agreement*, on the evaluation of annually contracted faculty as well as on the annual evaluations, retention evaluations, and leave applications for academic support professionals. Copies of the *Agreement* are available at the Reference Desk in Booth Library, online at <https://www.eiu.edu/acaffair/Unit%20B%20Agreement%202022-2026.pdf> and on the UPI Chapter web page <http://eiuupi.org/>.

Special attention should be directed to Articles 8.1, 8.2, and 9 of the *Agreement* on evaluation procedures for annually contracted faculty, evaluation procedures for academic support professionals, and retention procedures for academic support professionals respectively.

Copies of all forms to be used in the AY2023-2024 evaluation process for academic support professionals and annually contracted faculty are available in the office of the department chair or supervisor and on the VPAA web page (<https://www.eiu.edu/acaffair/ASPEvaluation.php>) for academic support professionals and on the VPAA web page (<https://www.eiu.edu/acaffair/ACFEvaluations.php>) for annually contracted faculty members.

The 2023-24 Administrative calendar with the Schedule for Personnel Actions is available online at [2023-2024 Administrative Calendar.pdf \(eiu.edu\)](#).

Leave Without Salary, Administrative Educational Leave, and Retraining Leave Applications for AY2024-25

Although academic support professionals may submit requests for leave without salary (LWOS) at other times within three months of the start of the leave, they are encouraged, where possible, to submit their LWOS applications by November 1, 2023.

The administrative educational leave and the retraining leave forms for academic support professionals and annually contracted faculty-with a seniority number more than ten, are due by November 1, 2023. Administrative educational leave and retraining leave application forms are available from the department chair/supervisor; use these forms for leave applications for 2024-2025. See Article 5 and Article 24 of the *Agreement* for details on leaves.

Annual Evaluations for Annually contracted Faculty

Supporting materials submitted by annually contracted faculty are attached to Form A-1 (Annually contracted Faculty Evaluation Portfolio for Annual Evaluation for Bargaining Unit and Non-Bargaining Unit Employees), which is available in the department office and online. Chairs may not alter or delete materials already included in the portfolio. However, the department chair may add unsolicited student concerns in the portfolio; see article 8.1.b(6) of the *Agreement*. Additional materials requested by the evaluators during the evaluation process should be clearly labeled as such.

Annual evaluations of annually contracted faculty are conducted by the department chair with copies forwarded to the appropriate dean and to the Vice President for Academic Affairs (VPAA) and by deans with copies forwarded to the VPAA. See Article 8 of the *Agreement* for details. The evaluation is to be conducted for bargaining unit and non-bargaining unit annually contracted faculty, full-time or part-time (i.e., 50% or more for the academic year). The department chair's and dean's evaluation of the performance of annually contracted faculty shall be in the area of teaching/primary duties and based on the appropriate approved departmental application of criteria statement (DAC) in the area of teaching/primary duties. Performance levels affect placement on reemployment rosters; see Article 4.2.c.(3) of the *Agreement*. Department chair evaluations are submitted on Form B-1. Evaluations by the appropriate dean are submitted on form B-3. Copies of appropriate evaluation forms, departmental application of criteria statements, and summer rotation plans should be secured from the office of the appropriate department chair.

Annual and Retention Evaluations for Academic Support Professionals

Supporting materials submitted by academic support professionals are attached to Form A-2 (Academic Support Professionals Evaluation Portfolio), which is available in the supervisor's office or online <https://www.eiu.edu/acaffair/ASPEvaluation.php>. Department chairs/supervisors may not alter or delete materials during the evaluation process. Materials used in the evaluation shall be materials submitted by the employee in the evaluation portfolio, materials referred to in the employee's supporting materials, and materials in the employee's personnel file, except for confidential materials. See Articles 6.2, 8.2, and 9 of the *Agreement* for details on evaluation and retention procedures. All evaluations must be submitted on the appropriate forms available in each unit office or online <https://www.eiu.edu/acaffair/ASPEvaluation.php>.

Academic support professionals shall receive an annual written evaluation from their department chair/supervisor based on officially approved job descriptions, annual work plans, and materials and methods of evaluation statements. Copies of the evaluation shall be provided to the employee and placed in the employee's personnel file. Evaluations conducted in the employee's first, second, third, fourth, sixth, and eighth and each subsequent fourth year of employment at the University, thereafter, shall also contain a recommendation for retention or non-retention, in accordance with the provisions of Article 9.1 of the *Agreement*. Copies of appropriate evaluation forms, officially approved job descriptions, annual work plans, and materials and methods of evaluation statements should be obtained from the office of the appropriate department chair/supervisor.

Performance-Based Increases

Eligible Unit B ACFs and ASPs may apply for a performance-based increase (PBI). Eligibility requirements for both ACFs and ASPs may be found in Article 10.3 of the *Agreement*. PBI evaluation criteria and procedures are specified in Article 10.4 and 10.5 of the *Agreement*.

Notification of intent to apply for a performance-based increase should be sent to the VPAA by November 15, 2023 with a copy to the chair and dean. Supporting materials should be submitted at the same time as evaluation materials are submitted. See Article 10 of the *Agreement* for further information.

Credit Unit Guidelines Timetable

The *Agreement* (Articles 6.1.h) calls for the VPAA to develop forms to be used to record officially assigned duties and to issue a timetable for distribution of credit unit guidelines, development of class schedules, and official assignment of duties. Please note:

1. The faculty workload report (Assignment of Duties) form has already been developed and is in use now. Faculty may access their workload report online through PAWS. Copies of the form are also available in the office of each department chair.
2. The Faculty Assignment of Duties Guidelines-Effective Fall 2022 are in effect for AY2022-2026. Copies of the guidelines are available in the office of each department chair and online at <https://www.eiu.edu/acaffair/Faculty%20AOD%202022-26.pdf>

Copies of the 2022-26 EIU-UPI agreement, Administrative Calendar, evaluation forms, Departmental Application Criteria, and Assignment of Duties Guidelines are available on the Academic Affairs website at <https://www.eiu.edu/acaffair/contract.php>.

This information has been reviewed with UPI and is presented for the information of teaching and resource professionals and academic support professionals in the UPI bargaining unit, department chairs/supervisors, and deans.

Please review the Schedule for Personnel Actions and Credit Unit Guidelines Timetable for dates regarding your employment. Thank you.

cc: Deans
Department Chairs/Supervisors