

Provost and Vice President For Academic Affairs

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To: Unit B Annually Contracted Faculty  
From: Ryan C. Hendrickson, Ph.D., Interim Provost and VP for Academic Affairs  
Date: August 16, 2023  
Subject: Guidelines for Faculty Evaluation Portfolios

A handwritten signature in black ink, appearing to read "Ryan Hendrickson".

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.

Evaluations Portfolios may be submitted online or as a print portfolio in a one-inch three ring binder clearly marked on the spine with your name and departments. The portfolio should include form A-1.

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).

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 resume 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. 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.

Evaluation Portfolio Online:

The Online Faculty Evaluation module is available as a course at D2L Brightspace (<https://www.eiu.edu/d2l/>). The course provides a place to submit and review online evaluation materials, the necessary forms, and instructional materials to use as you progress through the process.

The online option preserves contractual, security, confidentiality, and other protected aspects of the evaluation process including evaluation criteria, levels of achievement, and all contractually prescribed evaluators.

Please contact Bradley Tolppanen [bptolppanen@eiu.edu](mailto:bptolppanen@eiu.edu) and Cindy Hutchison [cmhutchison@eiu.edu](mailto:cmhutchison@eiu.edu) in the Office of Academic Affairs for information on accessing the electronic portfolio option through D2L Brightspace.

Faculty Evaluation Portfolio Workshops:

Representatives of the University and the UPI schedule portfolio development workshops during the fall semester. Faculty preparing evaluation portfolios are encouraged to attend. Evaluation portfolio workshops are scheduled for Monday, October 10 from 11:00 am – 12:30 pm in the Witters Conference Room, Booth Library and Tuesday, October 11 from 4:30 pm – 6:00 pm in the Effingham Room of the MLK Union. Please contact Cindy Hutchison at 581-2023 or [cmhutchison@eiu.edu](mailto:cmhutchison@eiu.edu) if you are planning to attend.

cc: Dr. Jennifer Stringfellow, UPI Chapter President