

Provost and Vice President For Academic Affairs

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To: Tenured/Tenure-Track Faculty  
From: Jay D. Gatrell, Ph.D., Provost and Vice President for Academic Affairs  
Date: September 2, 2020  
Subject: 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."

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:**

1. The evaluation materials should be placed in a loose leaf, ring 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. Standard evaluation forms from the Department Personnel Committee, department chair, and dean.
2. Assignment of duties (workload) forms for the evaluation period.
3. Vita or resume that includes information concerning the faculty member's education, teaching and/or administrative experience, research/creative activity, and service.
4. 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.
5. 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 and to as great an extent as possible items should be referenced to specific elements of the DAC.

6. 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.
7. Consult the applicable DAC for the materials and methods of evaluations used in the three areas of evaluation.
  - a) Teaching/performance of primary duties. When primary duties include credit units for non-instructional duties, include a statement (preferably one issued at the department, college, or university level) that outlines the duties.
  - b) Research/creative activity
  - c) Service

**Evaluation Portfolio Online Option:**

If you are interested in voluntarily participating in the online evaluation portfolio option, please contact Jason Hood [jmhood2@eiu.edu](mailto:jmhood2@eiu.edu) in the Office of Academic Affairs. The online option preserves contractual, security, confidentiality, and other protected aspects of the evaluation process including evaluation criteria, level of achievement, and all contractually prescribed evaluators.

**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. Evaluation portfolio workshops are scheduled for Tuesday, October 6 from 1:30 – 3:00 p.m. and Wednesday, October 7 from 11:00 – 12:30 p.m. via Teams. Please contact Cindy Hutchison at 581- 2023 or [cmhutchison@eiu.edu](mailto:cmhutchison@eiu.edu) if you are planning to attend.

cc: Dr. Jeannie Ludlow, UPI Chapter President