

Evaluation portfolio workshop

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

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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)

USEFUL DOCUMENTS

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)
- 2022-2023 Administrative Calendar

Documents available at:

<https://www.eiu.edu/acaffair/contract.php>

PORTFOLIO SUBMISSION DATES

January 2023

- Retention
- Tenure*
- Promotion*
- Annual Evaluation (Unit B)

February 2023

- Professional Advancement Increase*

March 2023

- Performance-Based Increase* (Unit B)

* 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

EVALUATION PORTFOLIOS TYPES

Evaluation Portfolios may be submitted as:

- Print Portfolio (binder)
- Electronic Portfolio (D2L)
faculty wishing to a portfolio electronically should email Brad Tolppanen (bptolppanen@eiu.edu) and Cindy Hutchison (cmhutchison@eiu.edu) requesting to be added to the D2L online portfolio submission.

Print and Electronic portfolios have the same evaluators, requirements, and processes

EVALUATION PORTFOLIOS PATHWAYS

Unit A Evaluation Portfolio is reviewed by:

- Departmental Personnel Committee
- Chair
- Dean
- University Personnel Committee

* 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):

- A tabbed divider to indicate where a section begins
 - An outline or narrative highlighting activities in the area
 - Supporting documentation
- 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 or at most four PDF files (front matter, primary duties, research and creative activity, and services)

CONTRACTUAL TIMELINES

- **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.

UNIT A EVALUATION PERIODS

Promotion and Retention

Evaluation period that your portfolio documents begins with:

- your first day of employment at EIU if you are applying for retention in Employment Year 1, retention in Employment Year 2, tenure, or your first promotion;
- your last portfolio submission if you are applying for retention in Employment Years 3, 4 or 5.

The evaluation period ends with the date on which you submit your portfolio

Activities conducted before employment at EIU or while employed outside of the bargaining unit may NOT be considered in the evaluation process.

UNIT A EVALUATION PERIODS: PAIs

For the purposes of PAIs, the evaluation period that your portfolio documents:

- 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 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	1 st day → Turning in Portfolio
Year 2	Satisfactory	Satisfactory	Satisfactory	1 st 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	1 st day → Turning in Portfolio
Promotion				
Instructor → Assistant	Highly Effective ⁺	Satisfactory ⁺	Satisfactory ⁺	1 st day → Turning in Portfolio
Assistant → Associate (Untenured)	Superior	Significant	Significant	1 st day → Turning in Portfolio
Assistant → Associate (Tenured)	Superior ⁺	Significant ⁺	Significant ⁺	1 st 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

UNIT B EVALUATION PERIODS

Annual Evaluation:

- For ACFs in their first year, from the first day of employment in the bargaining unit at EIU
- 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
- Activities conducted before employment at EIU or while employed outside of the bargaining unit may NOT be considered in the evaluation process.

UNIT A RECONSIDERATION

- In some instances, 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 in instances where a positive recommendation has been given but the employee disagrees with the evaluator's determination of the level of evaluation (e.g., significant versus superior).

UNIT B RECONSIDERATION

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

PERSONNEL FILE

- There is only ONE official personnel file for you. It is located in the Office of Academic Affairs.
- Evaluators may refer to personnel file items as part of the evaluation process.
- You have the right to review the contents of your personnel file.
- You have the right to provide a written response to anything in your personnel file.

PERSONNEL FILE

- After the beginning of the evaluation process, an evaluator may not add material to your personnel file unless it was not previously available.
- Articles A8.9.c(2) and B8.1.b(6):

“The Department Chair may include information about unsolicited student concern concerns raised during the evaluation period, which are related to the employee’s performance of duties. Student concerns may be included (with or without the student(s) being named) provided that the employee has been previously notified of the concerns and has been provided a reasonable opportunity to address or remedy the concerns, and the University and Union Grievance Officers have been able to verify that the concerns originated from genuine students. If the Department Chair includes information about student concerns, the Department Chair will inform the faculty member; the faculty member may attach a statement and documentation addressing those concerns.”

GENERAL GUIDELINES

- Know the contractual standards specified in Article 8.
- Read your Departmental Application of Criteria (DAC).
- *Save everything*: Programs, letters, minutes, student evaluations, syllabi, etc. But do not use everything: select the best documentation to make your case.

START NOW

- Make it a habit to collect portfolio materials on a regular basis
- Organize materials according to your department's DAC
 - If your DAC is under revision, use the previous DAC to organize; this will make shifting to a new DAC easier
- If you are unclear which category a document or activity belongs in, check with your departmental personnel committee or department chair
- If you plan to submit your portfolio in hard copy, lay in a stock of binder dividers, tabs, and stickers
- If you plan to submit an electronic portfolio save items as PDF

HELPFUL HINTS

- Recognize that some evaluators are not familiar with your discipline and your activities, and prepare your documentation accordingly.
- Document each activity ONCE, completely.
- Include only those activities relevant to the evaluation period.
- Place activities under the proper category (teaching/primary duties, research/creative activity, service).
- Use highlighters to call attention to information.
- Relate activities and documentation to your DAC.
- Use chronological order within portfolio subsections.
- Make your table of contents LAST.

TIPS FOR PREPARING YOUR PORTFOLIO

- In each category (teaching/primary duties, research/creative activity, service), follow the organization of your Departmental Application of Criteria
- Use the same headings, numbering, and language as your DAC to make it easier for readers to make an evaluation relative to your DAC.
- Organize your materials with different audiences in mind. Evaluators may not be familiar with your DAC. So make it easy for all readers to find and understand your documentation.
- Include supporting documentation for *every* activity you have performed, limit yourself to *one* piece of documentation for each activity. Stating that you did an activity is *not* supporting documentation. Example, document a presentation with an acknowledgment letter or a page from the conference program. (You may include more than one piece of documentation to demonstrate the quality of a research or creative activity or with the time commitment of a service activity. Example: to demonstrate the quality of a journal, you may wish to include documentation showing where the journal is indexed or it has a low acceptance rate.)

TEN TIPS FOR PREPARING YOUR PORTFOLIO

- Be thorough with your documentation, but do not pad your portfolio with announcements, minutes, handouts from other people's talks, materials from outside the evaluation period, unnecessary documentation and non-documentation.
- Avoid double-counting your activities. In rare instances, one activity may legitimately fall into two different categories. If you choose to list an activity in multiple categories, be sure to explain to the readers how your DAC justifies this cross-listing.
- Be mindful of the personnel actions calendar. Specifically, know exactly when your portfolio is due, and then give yourself enough time plus extra to assemble and organize the documents.
- Be proactive about your peer and chair reviews of your classroom performance. Do *not* assume that your colleagues will automatically know that you need to be observed. Seek them out and ask them to observe your teaching at a mutually agreed-upon time. Your DAC should specify your responsibilities for arranging classroom visitations.

TEN TIPS FOR PREPARING YOUR PORTFOLIO

- Before submitting your portfolio, show it to a mentor or senior department member (someone you trust and who is not on your DPC or the UPC) for feedback. Allow enough time for the person to look at the portfolio and for you to make revisions if you choose.
- Be neat. Make the divisions between sections of your portfolio very clear and distinct. Have a neatly typed outline or narrative on your teaching and performance of primary duties. Follow this with all the documentation that supports the claims made in the outline or narrative. Do the same for research/creative activity and for service. Neatness will make it easier for the evaluators to read, sloppiness might confuse evaluators or they may miss something in the portfolio
- Ask a senior colleague to show you his or her successful portfolio to use as a model.

ELECTRONIC PORTFOLIOS TIPS

- Do not take the digitization to be an excuse to include every single item possible in your portfolio. Keep it concise.
- As with paper portfolios, neatness and clarity are important.
- Give yourself enough time to deal with system snags. It doesn't matter how tech savvy you are; if you are doing your portfolio, some kind of electronic or technical issue will slow you down. Just plan for it.