

Your evaluation portfolio

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

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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.
- You have the right to review and respond to items in your personnel file, and evaluators have the right to refer to materials in your personnel file.

START NOW

- Make it a habit to collect portfolio materials on a regular basis
- Organize these 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



PORTFOLIO ORGANIZATION

- 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)
- For each of the three areas of evaluation:
 - 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...



PORTFOLIO SUBMISSIONS

- **January**

- ✓ Retention

- ✓ Tenure*

- ✓ Promotion*

- ✓ Annual Evaluation (Unit B)

- **February**

- ✓ Professional Advancement Increase*

- **March**

- ✓ Performance-Based Increase* (Unit B)

- * Process begins by sending a memo to the VPAA's Office, with copies to the Chair and Dean, to give notice of your intent to apply for tenure, promotion, or PAI. Applies for PBI only if eligible and fewer than four consecutive "superior" annual evaluations.**



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.
- ✓ 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 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 EVALUATION PERIODS

Promotion and Retention

- **The evaluation period that your portfolio should document begins with:**
 - **your first day of employment within the bargaining unit 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 should document begins with:**
 - **your last portfolio submission for which you were awarded promotion or PAI.**
- **The 2018-22 Agreement includes a new PAI schedule and structure; all faculty who have achieved the rank of Full Professor should familiarize themselves with the new PAI schedule and structure**
 - **both the VPAA's office and the UPI president are available to help interpret this schedule**
- **PAI increases are added to base salary and are recurring**



EVALUATION CRITERIA

Action	Teaching/ Performance of Primary Duties	Research/ Creative Activity and Service
Retention Year 1	<i>Satisfactory</i>	Both <i>Satisfactory</i> (alternatively <i>Appropriate</i>)
Retention Year 2	<i>Satisfactory</i>	Both <i>Satisfactory</i>
Retention Years 3 & 4	<i>Highly Effective</i>	One <i>Satisfactory</i> One <i>Significant</i>
Retention Years 5 & Tenure	<i>Superior</i>	Both <i>Significant</i>
Promotion Assistant Professor	<i>Highly Effective</i>	Both <i>Satisfactory</i>
Promotion Associate Professor	<i>Superior</i>	Both <i>Significant</i>
Promotion to Professor	<i>Superior</i>	Both <i>Superior</i>
Professional Advancement Increase	<i>Superior</i>	One <i>Significant</i> One <i>Superior</i>

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.
- NEW 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.”

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.
- If the PBI Committee makes a negative 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).

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.

TEN TIPS FOR PREPARING YOUR PORTFOLIO

- In each category (teaching/primary duties, research/creative activity, service), follow the organization of your Departmental Application of Criteria (DAC). Using the same headings and the same language as your DAC makes it easier for the reader to make an evaluation relative to your DAC.
- Organize your materials with different audiences in mind. Remember that your portfolio will be evaluated first by your own department and chair. Then it goes on to the dean and the UPC, who may not be very familiar with you or your DAC. So make it easy for all readers to find and understand your documentation.
- Include supporting documentation for *every* activity you have performed, but in most cases limit yourself to *one* piece of documentation for each activity. Stating that you did an activity is *not* supporting documentation. For example, stating that you gave a presentation is not evidence; document this activity with an acknowledgment letter or a printed program. (You may need more than one piece of documentation if your reader will not be familiar with the quality of a research or creative activity or with the time commitment of a service activity. For instance, if you want to make sure that evaluators outside your discipline recognize the quality of the journal in which you published, you may want to include documentation showing that the journal is indexed or 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. While neatness obviously is not an explicit evaluation criterion, the evaluators are human. Neatness and sloppiness might be subconscious "tie-breakers" if you happen to be "on the edge" in their minds.
- Ask a senior colleague to show you his or her successful portfolio to use as a model.

ABOUT ELECTRONIC PORTFOLIOS

- Employees wanting to submit their portfolios electronically should email Cindy Hutchison (cmhutchison@eiu.edu) and ask to be added to the D2L “shell” for online portfolio submission.
- Electronic portfolios have the same evaluators as paper portfolios. 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.