

**FORM A
TENURED/TENURE TRACK FACULTY EVALUATION PORTFOLIO****Check all appropriate items:**

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Retention | | Name: |
| <input type="checkbox"/> 1st probationary year | <input type="checkbox"/> 1st retention year | Department: |
| <input type="checkbox"/> 2nd probationary year | <input type="checkbox"/> 2nd retention year | Date of Initial EIU Appointment: |
| <input type="checkbox"/> 3rd probationary year | <input type="checkbox"/> 3rd retention year | Current Rank: |
| <input type="checkbox"/> 4th probationary year | <input type="checkbox"/> 4th retention year | Date of Rank: |
| <input type="checkbox"/> 5th probationary year | <input type="checkbox"/> 5th retention year | Years of Service at EIU: |
| <input type="checkbox"/> Promotion | | Degree: |
| <input type="checkbox"/> Degree requirement met | | |
| <input type="checkbox"/> Years of service requirement met | | |
| <input type="checkbox"/> Tenure | | |
| Basis <input type="checkbox"/> Regular | | |
| <input type="checkbox"/> Degree requirement met | | |
| <input type="checkbox"/> Years of service requirement met | | |
| <input type="checkbox"/> Exceptionality to degree requirement | | |
| Basis of exceptionality: <input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Service | | |
| <input type="checkbox"/> Professional Advancement Increase | | |
| <input type="checkbox"/> Annual Evaluation for Tenured Faculty not Applying for Promotion or Professional Advancement Increase | | |

Instructions: Attach this sheet as a cover page to materials submitted.

1. This form is completed by the VPAA office for each probationary and tenured faculty member applying for retention, promotion or Professional Advancement Increase. The faculty member submits his/her portfolio to the department chairperson, providing appropriate supporting material in an evaluation portfolio. The normal period covered by the attached evaluation portfolio is the period since submission of the previous evaluation portfolio, with the following exceptions: (a) for first year retention, the evaluation period is since the date of initial employment; (b) for second year retention, the evaluation period is for the entire period of employment to date of submission; and (c) for promotion and tenure. Include a current vita. Note that a faculty member's performance during the entire period of EIU employment is to be considered in making a tenure recommendation. The faculty member's performance since the last promotion (or date of initial EIU employment if there has been no promotion) is to be considered in making promotion recommendations.
2. For information regarding portfolio preparation, please review the memo from the Provost regarding guidelines for faculty evaluation portfolios.
3. Faculty required to have a terminal degree for tenure and who have not yet completed that degree, should provide a statement and appropriate evidence of making satisfactory progress toward completion of the required terminal degree.
4. After the faculty evaluation process and any resultant personnel action is completed, the faculty member should pick up his/her portfolio at Office of the Vice President for Academic.