

Provost and Vice President For Academic Affairs

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To: Unit B Annually Contracted Faculty
From: Jay D. Gatrell, Ph.D., Provost and Vice President for Academic Affairs
Date: August 11, 2021
Subject: Guidelines for Faculty Evaluation Portfolios

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. 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). Attach evaluation materials consisting of 20 or fewer pages to form A-I; enclose evaluation materials of more than 20 pages in a one-inch three ring binder clearly marked on the spine with your name and department. 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 material s 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 standard s will be used to judge an employee's performance during the entire evaluation period.

Evaluation Portfolio Online Option:

If you are interested in voluntarily participating in the online evaluation portfolio option, please contact Bradley Tolppanen bptolppanen@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, levels of achievement, and all contractually prescribed evaluators.

Faculty Evaluation 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 12 from 11:00 am – 12:30 pm in the Martinsville Room of the MLK Union and Wednesday, October 13 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 if you are planning to attend.

cc: Dr. Jennifer Stringfellow, UPI Chapter President