



OFFICE OF THE PROVOST AND VICE PRESIDENT  
FOR ACADEMIC AFFAIRS

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To: Teaching and Resource Professionals of UPI Bargaining Unit A

Date: August 11, 2021

Re: Schedule for Personnel Actions and Credit Unit Guidelines Timetable

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**General Notice**

The Schedule for Personnel Actions and Credit Unit Guidelines Timetable are issued in accordance with the *EIU-UPI Unit A Agreement (Agreement)*.

Notice of Availability of Applicable Policies, Rules, and Regulations

The University's Internal Governing Policies and the Policies and Regulations of the Board of Trustees are available in departmental offices, deans' offices, and the Office of Academic Affairs and are on file at the Reference Desk in Booth Library. Employees of the University are responsible for abiding by these policies. The Internal Governing Policies are also available at <http://castle.eiu.edu/auditing/igplisting.php>. The Board of Trustees Bylaws, Policies, and Regulations are available at <http://www.eiu.edu/trustees/board.php>. This information is provided in accordance with Article 16 of the *Agreement*.

Administrative Staff Evaluations

Administrative staff with faculty rank, including department chairs, are evaluated for retention, promotion in rank, and tenure consistent with Board of Trustees Regulations. Evaluations and recommendations are done consistent with guidelines established in the Office of Academic Affairs.

**Schedule For Personnel Actions**

The *Agreement* calls for the development of a Schedule for Personnel Actions. The Schedule for Personnel Actions dates for AY2021-2022 are provided for the use of tenured/tenure-track faculty members and all persons involved in making personnel recommendations related to tenured/tenure-track faculty. Consult the *Agreement* for detailed information about faculty personnel recommendations and actions. Copies of the *Agreement* are available at the Reference Desk in Booth Library and, online at <https://www.eiu.edu/acaffair/contract/UnitA20182022.pdf> and on the UPI Chapter web page <http://eiuupi.org/>. Copies of all forms to be used in the AY2021-2022 evaluation process for tenured/tenure-track faculty are available in the office of the department chair and online on the VPAA webpage <https://www.eiu.edu/acaffair/contract.php>. Also, copies of forms to be used for leave applications (sabbatical assignments, retraining leaves, and leaves without salary) are available in department offices. Guidelines for organizing portfolios are provided separately.

## Important Notes Regarding the Schedule for Personnel Actions

This document is provided pursuant to Article 8.2 of the *Agreement*; it is not a substitute for reading the detailed provisions of the *Agreement* as they pertain to retention, promotion, tenure, and professional advancement increase recommendations and leave applications. Special attention should be directed to Article 8.6 of the *Agreement* on evaluation criteria. Appropriate application forms, departmental application of criteria, and summer rotation plans should be secured from the office of the appropriate department chair.

When a faculty member who does not meet the educational requirements for tenure applies for tenure on the basis of exceptional performance, the faculty member must designate the performance area to be used as the basis of exception--teaching/performance of primary duties or research/creative activity or service (this must be one and not more than one of the three performance areas).

## Leave Without Salary/Sabbatical Assignment/Retraining Leave Applications For AY2022-2023

Although tenured/tenure-track faculty may submit requests for leave without salary (LWOS) at other times within three months of the start of the requested leave, they are encouraged, where possible, to submit LWOS applications by November 1. Sabbatical assignment and leave without salary application forms are available from the department chair or the Academic Affairs website <https://www.eiu.edu/acaffair/contract.php>. See Article 5 and Article 28 of the *Agreement* for details. Consultation with the department chair and/or dean is recommended prior to submission of a leave application.

See Article 28.3 of the *Agreement* for details on retraining leaves. Also, any interested tenured/tenure-track faculty member should consult their department chair and/or dean prior to submission of a retraining leave application.

## Evaluation Information

Faculty notices of intent to apply for promotion, tenure, or a professional advancement increase (PAI) are made by memorandum to the VPAA with a copy to the appropriate department chair and dean. Supporting materials submitted by the tenured/tenure-track faculty member for retention, promotion, tenure, or PAI consideration are attached to Form A (Tenured/Tenure-track Faculty Evaluation Portfolio Form), which is available in department offices and online at <https://www.eiu.edu/acaffair/contract.php>. Supporting materials accompany the forms through the evaluation process. Evaluators must not alter or delete materials during the evaluation process. Additional materials requested by evaluators during the evaluation process should be clearly labeled as such. See Article 8.9.c. of the *Agreement* for details about evaluation portfolios.

All tenured/tenure-track faculty evaluations for retention, promotion, and tenure made during AY2021-2022 must be based on the evaluation criteria and standards contained in Article 8 of the *Agreement* using the appropriate approved departmental application of criteria document and only these criteria. PAI evaluations must be based on the evaluation standards in Article 12 of the *Agreement* and the approved departmental application of criteria. All applications and recommendations must be submitted on forms available in department offices and online at <https://www.eiu.edu/acaffair/contract.php>.

## Retention Recommendations

Retention recommendations for tenure-track faculty in their first or second year of full-time employment at the University: The decision is on retention for AY2022-2023, with final notification to the faculty member by no later than April 1, 2022. See Article 9 of the *Agreement* for details on retention procedures for tenure-track employees.

For retention recommendations for tenure-track faculty in their third and subsequent years of full-time employment at the University, the decision on retention for AY2022-2023, with final notification to the faculty member, is made no later than 12 months prior to expiration of current appointment. Do not submit a retention application when application is being made for tenure. See Article 9 of the *Agreement* for details.



### Tenure Recommendations for Faculty in the Sixth Probationary Year at the University

Tenure applications must indicate clearly whether the individual is applying for tenure on a regular basis (see Article 10.6 of the *Agreement* for educational requirements and years of service requirements) or on the basis of exceptional performance (see Article 10.7 of the *Agreement* for exceptionality considerations).

Note that the faculty member's performance during the entire period of employment in the bargaining unit at the University is to be considered in making tenure recommendations. Further note that tenure is granted only by action of the Board of Trustees upon the receipt of a recommendation by the President. See Article 10 of the *Agreement* for details.

Note further that a faculty member must be an assistant professor, associate professor, or professor to be recommended for tenure; instructors may not hold tenure. Thus, an instructor being recommended for tenure must also be recommended for promotion to assistant professor. See Article 11 of the *Agreement* for details.

### Promotion Recommendations

The evaluation period for promotion is specified in Article 11.2 of the *Agreement*.

In the case of an individual who is being considered for both promotion and retention, the individual should submit a single recommendation form.

### Professional Advancement Increase Recommendations

A tenured faculty member is eligible to apply for consideration for a PAI after completion of at least four academic years of service in the bargaining unit at the rank of professor. See Article 12 of the *Agreement* for details concerning the PAI. Faculty who have not yet received a PAI must have completed four academic years in unit before applying for a PAI. After the first successful PAI application, a faculty member will be eligible to apply for the next PAI after two academic years of full-time service in Unit A.

### Annual Evaluations for Tenured Faculty Members Not Applying for Promotion or PAI

Annual evaluations for faculty members with tenure who are not applying for promotion or a PAI are conducted by department chairs with copies forwarded to appropriate deans and to the VPAA. See Article 8.9.b. of the *Agreement* for details.

### **Credit Unit Guidelines Timetable**

The *Agreement* (Articles 6.4.a. and 6.4.b.) calls for the VPAA to develop forms to be used to record officially assigned duties and to issue a timetable for distribution of credit unit guidelines, development of class schedules, and official assignment of duties. Please note:

1. The faculty workload report (Assignment of Duties) form has already been developed and is in use now. Faculty may access their workload report online through PAWS. Copies of the form are also available in the office of each department chair.
2. The Faculty Assignment of Duties Guidelines-Effective Fall 2019 are in effect for AY2021-2022. Copies of the guidelines are available in the office of each department chair and online at [https://www.eiu.edu/acaffair/contract/AOD\\_2019.pdf](https://www.eiu.edu/acaffair/contract/AOD_2019.pdf).

The attached document also contains the credit unit guideline timetable dates in effect this year for:

1. The development and distribution of credit unit guidelines in effect this year using the Faculty Assignment of Duties Guidelines-Effective Fall 2019;
2. The development of class schedules for the fall and spring semesters (including proposals by individual faculty members) and for the summer session;
3. The official assignment of duties for individual faculty members.

This information has been reviewed with UPI and is presented for the information of teaching and resource professionals in the UPI bargaining unit.

Please review the attached Schedule for Personnel Actions and Credit Unit Guidelines Timetable for dates regarding your employment. Thank you.

Attachment: Schedule for Personnel Actions and Credit Unit Guidelines Timetable

cc: Deans (with attachment)  
Department Chairs (with attachment)

### 2021-2022 Unit A Schedule for Personnel Actions and Credit Unit Guidelines Timetable

Date	Message	Dean	Chairs Directors Coordinators	Faculty/Faculty Committees/ASP	VPAA Office/President/Other
9/7/2021	Spring class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling. Opportunity for consultation with faculty member required. Consultation with deans on overload required.	Yes	Yes	No	No
9/15/2021	Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee	No	No	Yes	No
9/16/2021	VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)	No	No	No	Yes
10/4/2021	Reminder to tenured faculty submitting retraining leave/sabbatical assignment applications for next AY to submit applications to chair (copies to dean and VPAA) by first of November.	No	No	Yes	No
10/11/2021	Faculty workload reports due to deans. Opportunity for faculty consultation required.	Yes	Yes	No	No
10/15/2021	Chair of ACA Selection Committee forwards list of recipients to President	No	No	Yes	Yes
10/15/2021	Faculty who desire not to teach in summer session notify chair in writing	No	No	Yes	No
10/15/2021	Last day for eligible faculty to apply for pre-retirement summer assignments	No	No	Yes	No
10/15/2021	Selection of a departmental representative from each department to the college-level review committee (in the case of Library Services, a Unit A, tenured, resource professional from each reporting unit with tenured resource professional employees)	Yes	Yes	No	No
10/21/2021	Research/Creative Activity/Special Project Proposals due to department chair either from the applicants or from the departmental review committee with comments, if one is elected	No	Yes	Yes	No
10/27/2021	Final fall/tentative spring faculty workloads and overload reports due to VPAA	Yes	No	No	Yes
10/29/2021	President notifies ACA Selection Committee of any concerns or disagreement with selections	No	No	No	Yes
10/29/2021	Tenured/tenure-track faculty may submit proposed assignment for 2022-2023 class schedule in writing to chair	No	Yes	Yes	No

11/2/2021	Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs must be submitted 3 months prior to start of leave	No	No	Yes	No
11/2/2021	Deadline for tenured faculty submitting retraining leave/sabbatical assignment applications(copies to dean and VPAA)	No	No	Yes	No
11/11/2021	Chairs submit to deans faculty sabbatical applications, retraining leave applications and LWOS applications	Yes	Yes	No	No
11/12/2021	Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring semester	Yes	Yes	Yes	Yes
11/15/2021	ACA Committee notifies President of reconsideration of final selection of recipients, if necessary	No	No	Yes	Yes
11/16/2021	Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair	No	No	Yes	No
11/16/2021	VPAA notifies faculty of summer pre-retirement assignment decision	No	No	No	Yes
11/17/2021	Research/Creative Activity/Special Project Application proposals with chair comments, and departmental review committee comments if relevant, due to deans for presentation to college-level review committee	Yes	Yes	No	No
11/19/2021	Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications to VPAA	Yes	No	No	Yes
12/1/2021	President notifies ACA recipients	No	No	No	Yes
12/9/2021	VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves	No	No	No	Yes
12/10/2021	Dean issues decision on credit unit assignments from the allocated pool	Yes	No	No	Yes
1/18/2022	Faculty applying for retention, promotion, and/or tenure provide chair (for DPC use) with supporting material for evaluation	No	Yes	Yes	No
1/24/2022	Fall class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling. Opportunity for consultation with faculty member required. Consultation with deans on overload required. Due to VPAA	Yes	Yes	No	No
1/26/2022	DPC submits retention, promotion, and tenure recommendations to chair	No	No	Yes	No

2/1/2022	Faculty notifies VPAA of acceptance/rejection of sabbatical assignments	No	No	Yes	Yes
2/4/2022	Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair (except for reconsiderations)	Yes	Yes	No	No
2/4/2022	Chair provides 1st, 2nd, 3rd, 4th, and 5th year faculty with retention, tenure, and promotion recommendations of DPC and chair	Yes	Yes	No	No
2/4/2022	Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs	No	Yes	Yes	No
2/9/2022	Eligible faculty submit PAI materials to chair for submission to DPC	No	No	Yes	No
2/11/2022	PAIs requiring summary statements of work, submit statement to Provost with copy to chair	No	No	Yes	No
2/14/2022	Faculty requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair	No	No	Yes	No
2/16/2022	Final faculty workloads and overload reports due from chair to dean, including final spring semester workloads based on official enrollment reports for spring semester	Yes	Yes	No	No
2/17/2022	DPC submits PAI recommendations to chair	No	Yes	Yes	No
2/18/2022	Deans provide VPAA with 1st (DPC and chair recommendations only, unless recommendations are negative), 2nd, and tenure/tenure-year promotion recommendations of DPC, chair, and dean	Yes	No	No	Yes
2/18/2022	Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure of DPC and chair to dean.	No	Yes	No	No
2/18/2022	DPC provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure to Chair	No	Yes	Yes	No
2/22/2022	VPAA submits 1st (where necessary), 2nd, and tenure/ tenure-year promotion recommendations to UPC	No	No	No	Yes
2/24/2022	Chair provides PAI recommendations of DPC and Chair to faculty	No	Yes	No	No

2/25/2022	Final faculty workloads and overload reports due from dean to VPAA, including final spring semester workloads based on official enrollment reports for spring semester	Yes	No	No	Yes
3/4/2022	Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair	No	No	Yes	No
3/4/2022	UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member	No	No	Yes	Yes
3/9/2022	Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)	Yes	Yes	No	No
3/10/2022	Deans provide VPAA with 3rd, 4th, and 5th year retention and promotion recommendations of DPC, chair, and dean (DPC and chair recommendations only for 3rd probationary year if positive); also submit retention, promotion, and tenure recommendations of administrative staff not in the bargaining unit	Yes	No	No	Yes
3/11/2022	VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC	No	No	Yes	Yes
3/11/2022	DPC/Chair provides faculty with written notification of reconsideration of negative recommendation of PAI	No	Yes	Yes	No
3/11/2022	Chair provides dean with chair and DPC written notification of reconsideration of negative recommendation of PAI	No	Yes	No	No
3/11/2022	Faculty requests for reconsideration of 1st (where necessary), 2nd year retention, tenure, and tenure-year promotion recommendations (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC	No	No	Yes	No
3/22/2022	UPC provides faculty with results of reconsideration of negative 1st (where necessary) and 2nd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA	No	No	Yes	Yes
3/23/2022	Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee	Yes	Yes	Yes	Yes
3/25/2022	Undergraduate Catalog made available to deans/directors/ departments for review	Yes	Yes	No	Yes
3/28/2022	UPC submits written recommendations for 3rd (where necessary), 4th, 5th year retention and promotion to VPAA, with copy to faculty member	No	No	Yes	Yes
3/30/2022	Dean submits written PAI recommendations to VPAA, with copy to faculty member	Yes	No	No	No
4/1/2022	Provost invites eligible faculty to serve on the ACA Committee	No	No	Yes	Yes
4/1/2022	PAI recommendations submitted to UPC by VPAA	No	No	No	Yes
4/1/2022	VPAA notifies faculty of 1st and 2nd, year retention decisions	No	No	No	Yes
4/4/2022	Tenured faculty not applying for promotion and/or applying for a PAI with summary must also provide chairs with supporting material for annual evaluation.	No	Yes	Yes	No



4/4/2022	Faculty requests for reconsideration of 3rd (where necessary), 4th and 5th year retention, promotion (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC	No	No	Yes	No
4/8/2022	VPAA notifies faculty of tenure-year promotions and tenure recommendations. Tenure decisions are made by the Board of Trustees according to their schedule	No	No	No	Yes
4/8/2022	Tentative summer faculty workload reports due from chairs to deans; opportunity for faculty consultation required	Yes	Yes	No	No
4/8/2022	UPC provides faculty member with written results of reconsideration of negative 3rd (where necessary), 4th, 5th year retention and promotion recommendations, copy to VPAA	No	No	Yes	Yes
4/14/2022	Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer semester	Yes	Yes	Yes	Yes
4/15/2022	Date by which first-year tenure-track employees eligible for placement in a higher probationary year may elect to do so by notifying VPAA in writing, with copy to dean and chair	No	Yes	Yes	No
4/15/2022	Tentative workload reports due from chairs to deans; opportunity for faculty consultation required	Yes	Yes	No	No
4/15/2022	Tentative summer faculty workload reports due from deans to Director of Summer School	Yes	No	No	Yes
4/20/2022	UPC submits PAI recommendations to VPAA, copy to faculty	No	No	Yes	Yes
4/22/2022	VPAA notifies tenured/tenure-track faculty of 3rd, 4th and 5th year retention and promotion decisions	No	No	No	Yes
4/25/2022	Tentative workload reports due from deans to VPAA	Yes	No	No	No
4/27/2022	Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC	No	No	Yes	No
4/29/2022	Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee	No	No	No	Yes
5/2/2022	UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA	No	No	Yes	No
5/5/2022	VPAA notifies faculty in writing of PAI decisions	No	No	No	Yes
5/6/2022	Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall semester	Yes	Yes	Yes	Yes
6/2/2022	Chairs submit copies of annual evaluations of tenured faculty not applying for promotion or PAI to deans and VPAA, with copy to faculty	Yes	Yes	No	Yes
7/1/2022	Final Summer faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential	Yes	No	No	No