



OFFICE OF THE PROVOST AND VICE PRESIDENT  
FOR ACADEMIC AFFAIRS

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To: Teaching and Resource Professionals and Academic Support Professionals of UPI Bargaining Unit B

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 B 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 13 of the *Agreement*.

### Schedule For Personnel Actions

The *Agreement* calls for the development of a Schedule for Personnel Actions. The Schedule for Personnel Actions for AY2021-2022 is provided for the use of academic support professionals and annually contracted faculty and persons involved in making personnel recommendations related to these employees. It is provided as a courtesy and is not a substitute for reading the detailed provisions of the *Agreement*, on the evaluation of annually contracted faculty as well as on the annual evaluations, retention evaluations, and leave applications for academic support professionals. Copies of the *Agreement* are available at the Reference Desk in Booth Library and on the Vice President for Academic Affairs (VPAA) web page <https://www.eiu.edu/acaffair/contract/UnitB%2020182022.pdf>.

Special attention should be directed to Articles 8.1, 8.2, and 9 of the *Agreement* on evaluation procedures for annually contracted faculty, evaluation procedures for academic support professionals, and retention procedures for academic support professionals respectively.

Copies of all forms to be used in the AY2021-2022 evaluation process for academic support professionals and annually contracted faculty are available in the office of the department chair or supervisor and on the VPAA web page <https://www.eiu.edu/acaffair/contract.php>.

### Leave Without Salary, Administrative Educational Leave, and Retraining Leave Applications

Although academic support professionals may submit requests for leave without salary (LWOS) at other times within three months of the start of the leave, they are encouraged, where possible, to submit their LWOS applications by November 1, 2021.

The administrative educational leave and the retraining leave forms for academic support professionals and annually contracted faculty-with a seniority number more than ten, are due by November 1, 2021. Administrative educational leave and retraining leave application forms are available from the department chair/supervisor; use these forms for leave applications for 2022-2023. See Article 5 and Article 24 of the *Agreement* for details on leaves.

### Annual Evaluations for Annually contracted Faculty

Supporting materials submitted by annually contracted faculty are attached to Form A-1 (Annually contracted Faculty Evaluation Portfolio for Annual Evaluation for Bargaining Unit and Non-Bargaining Unit Employees), which is available in the department office and online. Chairs may not alter or delete materials already included in the portfolio. However, the department chair may add unsolicited student concerns in the portfolio; see article 8.1.b(6) of the *Agreement*. Additional materials requested by the evaluators during the evaluation process should be clearly labeled as such.

Annual evaluations of annually contracted faculty are conducted by the department chair with copies forwarded to the appropriate dean and to the Vice President for Academic Affairs (VPAA) and by deans with copies forwarded to the VPAA. See Article 8 of the *Agreement* for details. The evaluation is to be conducted for bargaining unit and non-bargaining unit annually contracted faculty, full-time or part-time (i.e., 50% or more for the academic year). The department chair's and dean's evaluation of the performance of annually contracted faculty shall be in the area of teaching/primary duties and based on the appropriate approved departmental application of criteria statement (DAC) in the area of teaching/primary duties. Performance levels affect placement on reemployment rosters; see Article 4.2.c.(3) of the *Agreement*. Department chair evaluations are submitted on Form B-1. Evaluations by the appropriate dean are submitted on form B-3. Copies of appropriate evaluation forms, departmental application of criteria statements, and summer rotation plans should be secured from the office of the appropriate department chair.

### Annual and Retention Evaluations for Academic Support Professionals

Supporting materials submitted by academic support professionals are attached to Form A-2 (Academic Support Professionals Evaluation Portfolio), which is available in the supervisor's office or online <https://www.eiu.edu/acaffair/contract.php>. Department chairs/supervisors may not alter or delete materials during the evaluation process. Materials used in the evaluation shall be materials submitted by the employee in the evaluation portfolio, materials referred to in the employee's supporting materials, and materials in the employee's personnel file, except for confidential materials. See Articles 6.2, 8.2, and 9 of the *Agreement* for details on evaluation and retention procedures. All evaluations must be submitted on the appropriate forms available in each unit office.

Academic support professionals shall receive an annual written evaluation from their department chair/supervisor based on officially approved job descriptions, annual work plans, and materials and methods of evaluation statements. Copies of the evaluation shall be provided to the employee and placed in the employee's personnel file. Evaluations conducted in the employee's first, second, third, fourth, sixth, and eighth and each subsequent fourth year of employment at the University, thereafter, shall also contain a recommendation for retention or non-retention, in accordance with the provisions of Article 9.1 of the *Agreement*. Copies of appropriate evaluation forms, officially approved job descriptions, annual work plans, and materials and methods of evaluation statements should be obtained from the office of the appropriate department chair/supervisor.



### Performance-Based Increases

Eligible Unit B ACFs and ASPs may apply for a performance-based increase (PBI). Eligibility requirements for both ACFs and ASPs may be found in Article 10.3 of the *Agreement*. PBI evaluation criteria and procedures are specified in Article 10.4 and 10.5 of the *Agreement*.

Notification of intent to apply for a performance-based increase should be sent to the VPAA by November 15, 2021, with a copy to the chair and dean. Supporting materials should be submitted at the same time as evaluation materials are submitted. See Article 10 of the *Agreement* for further information.

### **Credit Unit Guidelines Timetable**

The *Agreement* (Articles 6.1.h) 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 and academic support professionals in the UPI bargaining unit, department chairs/supervisors, and deans.

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/Supervisors (with attachment)

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

Date	Message	Dean	Chairs Directors Coordinators	Faculty/Faculty Committees/ASP	VPAA Office/President/Ot her
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
9/16/2021	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
10/15/2021	Faculty who desire not to teach in summer session notify chair in writing	No	No	Yes	No
11/1/2021	Deadline for annually contracted faculty (with seniority number of 10 or more) to apply in writing for administrative educational leave and retraining leave for 2022/2023 (copies to dean and VPAA, VPSA where appropriate)	No	No	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 ASPs to apply in writing for administrative educational leave and retraining leave (copies to dean and VPAA, VPSA where appropriate)	No	Yes	Yes	No
11/12/2021	VPAA appoints ACF PBI Committee	No	No	No	Yes
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
11/16/2021	Annually contracted faculty/ASPs wishing to be considered for a PBI notify the VPAA of intent, in writing, copy supervisor and dean/director	No	No	Yes	Yes
1/18/2022	All annually contracted faculty provide chairs with supporting material for annual evaluation; indicate PBI if three previous consecutive "superior" ratings	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
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
2/10/2022	Chairs submit copies of annual evaluations of annually contracted faculty to deans and VPAA; copies to faculty	Yes	Yes	No	No
2/15/2022	Annually contracted faculty notify chair if they wish to be considered for employment during subsequent academic year	No	Yes	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
2/22/2022	Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" or "satisfactory" recommendation	No	Yes	Yes	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
2/25/2022	Chair provides annually contracted faculty with written notification of reconsideration of "unsatisfactory" evaluation, copy to dean and VPAA	Yes	Yes	No	No
3/7/2022	Annually contracted faculty with "unsatisfactory" or "satisfactory" evaluation requests review by the ACF appeal committee	No	No	Yes	No
3/9/2022	Chair provides ACF evaluation materials to ACF Appeal Committee	No	Yes	Yes	No
3/9/2022	Deans submit copies of annual evaluations of annually contracted faculty to VPAA, with copy to faculty	Yes	No	No	Yes

3/15/2022	Deadline for withdrawing a multiple year ACF contract	No	Yes	No	Yes
3/23/2022	ACFs eligible for PBI and who did not achieve a 4th consecutive "superior" evaluation may submit PBI portfolio to department chair and also notify dean and VPAA	No	No	Yes	No
3/29/2022	ACF appeal committee report sent to Chair, copy to Dean and VPAA	Yes	Yes	Yes	Yes
3/29/2022	Chairs provide ACF PBI portfolios with recommendations to deans, copy to annually contracted faculty	Yes	Yes	No	No
3/30/2022	Chairs provide copy of re-employment roster of Unit B annually contracted faculty wishing 2022-2023 appointment to appropriate dean, VPAA, and UPI Chapter President	No	Yes	No	No
4/1/2022	VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)	No	No	No	Yes
4/1/2022	ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations	No	No	Yes	No
4/6/2022	ACF's request reconsideration of negative Chair PBI portfolio recommendation	Yes	Yes	Yes	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	Deadline for notifying ACFs with seniority of 10 or higher whether contract will be renewed	No	No	Yes	No
4/11/2022	Chair provides annually contracted faculty with written notification of reconsideration of negative recommendation of PBI	No	Yes	Yes	No
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	By this date, after consultation with the ASP, supervisors (where director or chair is the supervisor) develop tentative written work plan for the next year and review statement of methods and materials used for evaluation; submit to appropriate dean/director and appropriate vice president for approval, with copy to ASP	Yes	Yes	No	Yes
4/15/2022	Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president	Yes	Yes	No	No
4/15/2022	VPAA appoints ASP PBI Committee	No	No	No	Yes
4/15/2022	ASPs who elect to count previous years of service at the University toward a two-year appointment must notify the appropriate vice president in writing	No	No	Yes	Yes
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
4/15/2022	Deans provide ACF PBI portfolios with recommendations to VPAA, copy to annually contracted faculty	Yes	No	No	Yes
4/19/2022	VPAA provides PBI portfolios to ACF PBI Committee	No	No	No	Yes
4/22/2022	ACF PBI Committee provides recommendations to VPAA, copy to annually contracted faculty	No	No	Yes	No
4/28/2022	ACF requests reconsideration of negative PBI Committee recommendation	No	No	Yes	No
4/29/2022	Deans/directors provide retention evaluations to ASP, when necessary, to VPAA	Yes	No	No	Yes
5/3/2022	ACF PBI Committee provides reconsideration results to VPAA, copy to annually contracted faculty	No	No	Yes	Yes
5/6/2022	VPAA notifies annually contracted faculty of PBI results	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
5/12/2022	ASPs eligible for PBI and who did not achieve a 4th consecutive "superior" evaluation may submit PBI portfolio to supervisor and also notify dean and VPAA	No	No	Yes	No

5/18/2022	Supervisor, where dean is supervisor, provides ASP PBI recommendations and materials to VPAA; copy to ASP	Yes	Yes	No	No
5/20/2022	Dean/director submits written recommendations on ASP PBI portfolios, where necessary; to appropriate vice president, copy to ASP. (This is only if the ASP did not receive the four consecutive superior evaluations.)	Yes	No	No	No
5/24/2022	VPAA provides materials to ASP PBI Committee	No	No	No	Yes
5/27/2022	PBI Committee provides recommendations to VPAA, copy to ASP	No	No	Yes	Yes
6/1/2022	ASP Work Plan due to ASP, copy to VPAA	Yes	Yes	Yes	Yes
6/6/2022	ASPs request reconsideration if PBI Committee recommendation is negative	No	No	Yes	No
6/9/2022	PBI Committee provides ASP with results of reconsideration; and copy to VPAA	No	No	Yes	Yes
6/14/2022	Appropriate vice president provides each ASP with PBI decision	No	No	No	Yes
6/15/2022	Appropriate vice president provides each ASP with retention decision	No	No	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