

Office of Academic Affairs

600 Lincoln Avenue
Charleston, Illinois 61920-3099

Office: 217-581-2121
Fax: 217-581-6053



To: Teaching and Resource Professionals of UPI Bargaining Unit A

From: Jay D. Gatrell, Ph.D., Provost and Vice President for Academic Affairs

Date: September 21, 2018

Subject: Schedule for Personnel Actions and Credit Unit Guidelines Timetable

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://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 AY2018-2019 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 <http://castle.eiu.edu/~acaffair/Contract/UA2012-2016CBA-FINAL-Sig.pdf>. Copies of all forms to be used in the AY 2018-19 evaluation process for tenured/tenure-track faculty are available in the office of the department chair and online on the VPAA website www.eiu.edu/acaffair/Forms/TTforms.pdf. 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 AY2019-2020

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. Applications for a sabbatical assignment are also due by November 1. Sabbatical assignment and leave without salary application forms are available from the department chair or the Academic Affairs website www.eiu.edu/acaffair/Forms/TTforms.pdf. 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 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 <http://eiu.edu/acaffair/Forms/TTforms.pdf>. Supporting materials accompany the forms through the evaluation process. Evaluators 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 8.9.c(2) of the Agreement. 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 AY2018-2019 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. 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 <http://eiu.edu/acaffair/Forms/TTforms.pdf>.

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 AY2019-2020, with final notification to the faculty member by no later than April 1, 2019. 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 probationary years of full-time employment at the University: the decision on retention for AY2019-20, 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 (Unusual: see Article 10.7 of the Agreement for exceptionality considerations).

Note that a 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, deans and chairs 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 2011 are in effect for AY2018-2019. Copies of the guidelines are available in the office of each department chair and online at https://www.eiu.edu/acaffair/contract/MOA_AoD_Guidelines_Fall%202011.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 2011;
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)

Eastern Illinois University 2018-2019 Unit A Personnel Actions Schedule *=Action Required (Pending outcome of successor collective bargaining agreement)					
Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
9/4/2018	Spring 2019 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		
9/17/2018	VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)				* YES
9/17/2018	Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee	* YES			
9/24/2018	Revisions of student evaluation forms due to Academic Assessment and Testing for spring 2019 semester		* YES		
10/11/2018	Faculty workload reports due to deans (final fall 2018 with tentative spring 2019). Opportunity for faculty consultation required		* YES	* YES	
10/15/2018	Faculty who desire not to teach in 2019 summer session notify chair in writing	YES			
10/15/2018	Last day for eligible faculty to apply for pre-retirement summer assignments	YES			
10/15/2018	Chair of ACA Selection Committee forwards list of recipients to President	* YES			
10/23/2018	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	* YES	* YES		
10/26/2018	Final fall faculty workloads and Fall only overload reports due to VPAA (Only for faculty leaving after fall semester)			* YES	YES
10/31/2018	President notifies ACA Selection Committee of any concerns or disagreement with selections				* YES
10/31/2018	Tenured/tenure-track faculty may submit proposed assignment for 2019-2020 class schedule in writing to chair	* YES	YES		

Eastern Illinois University 2018-2019 Unit A Personnel Actions Schedule *=Action Required (Pending outcome of successor collective bargaining agreement)					
Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
11/1/2018	Deadline for tenured faculty submitting retraining leave/sabbatical assignment applications for 2019-20 to chair (copies to dean and VPAA)	* YES			
11/1/2018	Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs for 2019-20 encouraged; must be submitted 3 months prior to start of leave	* YES			
11/5/2018	Tier 1 scheduling ends in Banner/Astra for Summer 2019		YES	YES	
11/9/2018	Summer 2019 Continuing Ed course requests due to SEL Academic Services and Operations		YES	YES	
11/12/2018	Chairs submit to deans faculty sabbatical applications, retraining leave applications and LWOS applications for 2019-2020		* YES	YES	
11/14/2018	Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring semester	YES	YES	YES	YES
11/15/2018	ACA Committee notifies President of reconsideration of final selection of recipients, if necessary	* YES			YES
11/15/2018	VPAA notifies faculty of summer pre-retirement assignment decision				* YES
11/15/2018	Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair	* YES			
11/16/2018	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	
11/20/2018	Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications for 2019-2020 to VPAA			* YES	
11/30/2018	President notifies ACA recipients				* YES
12/3/2018	VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves				* YES
12/7/2018	Dean issues decision on credit unit assignments from the allocated pool			* YES	YES

Eastern Illinois University 2018-2019 Unit A Personnel Actions Schedule *=Action Required (Pending outcome of successor collective bargaining agreement)					
Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
1/17/2019	Fall 2019 Continuing Ed course requests due to SEL Academic Services and Operations		YES	YES	
1/18/2019	Faculty applying for retention, promotion, and/or tenure provide chair (for DPC use) with supporting material for evaluation	* YES	YES		
1/22/2019	Fall 2019 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	
1/28/2019	DPC submits retention, promotion, and tenure recommendations to chair	* YES			
2/1/2019	Faculty notifies VPAA of acceptance/rejection of sabbatical assignments	* YES			YES
2/6/2019	Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs	* YES	YES		
2/6/2019	Chair provides faculty with copy of 1st, 2nd, 3rd, 4th, and 5th year retention, tenure, and promotion recommendations of DPC and chair, originals sent with portfolios to Dean. Reconsiderations of negative decisions submitted later		* YES	YES	
2/12/2019	Eligible faculty submit PAI materials to chair for submission to DPC	* YES			
2/13/2019	Faculty requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair	* YES			
2/18/2019	DPC provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure to Chair	* YES	YES		
2/19/2019	Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure of DPC and chair to dean		YES		
2/20/2019	DPC submits PAI recommendations to chair	* YES	YES		

Eastern Illinois University 2018-2019 Unit A Personnel Actions Schedule *=Action Required (Pending outcome of successor collective bargaining agreement)					
Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
2/20/2019	Deans provide VPAA with 1st (DPC and chair recommendations only, unless recommendations are negative), 2nd, and tenure/tenure-year (tenure and promotion) and promotion only recommendations of DPC, chair, and dean			* YES	* YES
2/22/2019	VPAA submits 1st (where necessary), 2nd, and tenure/ tenure-year promotion recommendations to UPC				* YES
2/27/2019	Chair provides PAI recommendations of DPC and Chair to faculty		* YES		
3/5/2019	Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair	* YES			
3/6/2019	UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year (tenure and promotion) and promotion only recommendations to VPAA, with copy to faculty member	YES			* YES
3/8/2019	Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)		* YES	YES	
3/15/2019	Provost invites eligible faculty to serve on the ACA Committee	YES			* YES
3/19/2019	Deans provide VPAA with 3rd, 4th, and 5th Retention Year and PAI recommendations			* YES	YES
3/19/2019	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	* YES			
3/21/2019	VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC	YES			* YES
3/21/2019	Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee	YES	YES	YES	YES

Eastern Illinois University 2018-2019 Unit A Personnel Actions Schedule *=Action Required (Pending outcome of successor collective bargaining agreement)					
Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
3/22/2019	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	* YES			YES
3/28/2019	UPC submits written recommendations for 3rd (where necessary), 4th, 5th year retention and PAI to VPAA, with copy to faculty member	* YES			YES
3/29/2019	Transfer Orientation	YES	YES	YES	
3/29/2019	Last day for grade of "W" for withdrawal, spring semester	YES	YES	YES	YES
3/30/2019	Chairs provide copy of re-employment roster of Unit B annually contracted faculty wishing 2019-2020 appointment to appropriate dean, VPAA, and UPI Chapter President		* YES		
4/1/2019	VPAA notifies faculty of 1st and 2nd, year retention decisions				* YES
4/3/2019	Tenured faculty not applying for promotion or PAI provide chairs with supporting material for annual evaluation	* YES	YES		
4/4/2019	Faculty requests for reconsideration of 3rd (where necessary), 4th and 5th year retention, PAI sent to UPC	* YES			
4/9/2019	Tentative summer faculty workload reports due from chairs to deans; opportunity for faculty consultation required		* YES	YES	
4/9/2019	VPAA notifies faculty of tenure/promotion and promotion only recommendations. Tenure decisions are made by the Board of Trustees according to their schedule				* YES
4/10/2019	UPC provides faculty member with written results of reconsideration of negative 3rd (where necessary), 4th, 5th year retention and promotion recommendations, copy to VPAA	* YES			YES
4/15/2019	Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer semester	* YES	YES	YES	YES
4/15/2019	Tentative 2019-2020 workload reports due from chairs to deans; opportunity for faculty consultation required		* YES	YES	

Eastern Illinois University 2018-2019 Unit A Personnel Actions Schedule *=Action Required (Pending outcome of successor collective bargaining agreement)					
Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
4/15/2019	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	* YES	YES		
4/16/2019	Tentative summer faculty workload reports due from deans to SEL			* YES	YES
4/24/2019	Tentative 2019-2020 workload reports due from deans to VPAA			* YES	
4/24/2019	VPAA notifies tenured/tenure-track faculty of 3rd, 4th and 5th year retention and promotion decisions				* YES
4/26/2019	VPAA notifies faculty in writing of PAI decisions				* YES
4/30/2019	Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee				YES
5/8/2019	Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall semester	* YES	YES	YES	YES
6/3/2019	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	YES