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

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 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/regulations\\_all.php](http://www.eiu.edu/trustees/regulations_all.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 AY 2018-19 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 online at (<http://castle.eiu.edu/~acaffair/Contract/UB2012-2016CBA-FINAL-Sig.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 AY2018-2019 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 website: ([www.eiu.edu/acaffair/Forms/ASPforms.pdf](http://www.eiu.edu/acaffair/Forms/ASPforms.pdf)) for academic support professionals; and ([www.eiu.edu/acaffair/Forms/ACFforms.pdf](http://www.eiu.edu/acaffair/Forms/ACFforms.pdf)) for annually contracted faculty members.

### 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. The administrative educational leave and the retraining leave forms are due by November 1. Administrative educational leave and retraining leave application forms are available from the department chair/supervisor; use these forms for leave applications for 2019-2020. 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 provided to the annually contracted faculty member, appropriate dean and to the VPAA and by deans with copies provided to the annually contracted faculty member and 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; part-time/adjunct faculty with less than 50% assignment should also be evaluated). 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 <http://castle.eiu.edu/acaffair/Forms/aspforms.doc>. 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 in an academic support professional position in the bargaining unit 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 PBI should be sent to the VPAA by November 15, 2018, with a copy to the chair/supervisor and dean/director. 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 2011 are in effect for AY2018-2019. Copies of the guidelines are available in the office of each department chair and online at [http://eiu.edu/acaffair/Contract/MOA\\_AoD\\_Guidelines\\_Fall%202011.pdf](http://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;

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)

Eastern Illinois University 2018-2019 Unit B Schedule for Personnel Actions (Pending outcome of successor collective bargaining agreement)						*=Action Required
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	
9/24/2018	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		
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				
11/1/2018	Deadline for ASPs to apply in writing for administrative educational leave and retraining leave for 2019-20 (copies to dean and VPAA, VPSA where appropriate)	* YES	YES			
11/1/2018	Tier 1 scheduling begins in Banner/Astra for Fall 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, directors, etc., submit ASP administrative educational leave and retraining leave applications for 2019-2020 to deans		* 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	Annually contracted faculty/ASPs wishing to be considered for a PBI notify the VPAA of intent, in writing, copy supervisor and dean/director	* YES			YES	

Eastern Illinois University 2018-2019 Unit B Schedule for Personnel Actions (Pending outcome of successor collective bargaining agreement)					
Date		Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean VPAA Office/ President/ Other
11/20/2018		Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications for 2019-2020 to VPAA			* YES
12/3/2018		VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves			* YES
1/17/2019		Fall 2019 Continuing Ed course requests due to SCE Academic Services and Operations		YES	YES
1/18/2019		All annually contracted faculty provide chairs with supporting material for annual evaluation; indicate PBI if three previous consecutive "superior" ratings	* 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
2/6/2019		Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs	* YES	YES	
2/12/2019		Chairs submit copies of annual evaluations of annually contracted faculty to deans and originals to VPAA		* YES	YES
2/12/2019		Chairs submit to deans the Outside Employment Approval forms for faculty teaching or consulting at other institutions. <b>Forms MUST be submitted and approved BEFORE the employment occurs</b>		* YES	YES
2/15/2019		Annually contracted faculty notify chair if they wish to be considered for employment during subsequent academic year	* YES	YES	
2/19/2019		Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" or "satisfactory" recommendation	* YES	YES	
2/22/2019		Revisions of student evaluation forms due to Academic Assessment and Testing for fall semester		* YES	
2/22/2019		Deans report to VPAA on faculty teaching at other institutions. (Forward approved outside employment forms.)			* YES

Eastern Illinois University 2018-2019 Unit B Schedule for Personnel Actions (Pending outcome of successor collective bargaining agreement)						*=Action Required
Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other	
2/25/2019	Chair provides annually contracted faculty with written notification of reconsideration of "unsatisfactory" evaluation, copy to dean and VPAA		* YES	YES		
3/1/2019	Annually contracted faculty with "unsatisfactory" or "satisfactory" evaluation requests review by the ACF appeal committee	* YES				
3/1/2019	Chairs notify deans of any planned changes to ACF multi-year contracts		* YES	YES		
3/5/2019	Chair provides ACF evaluation materials to ACF Appeal Committee	YES	* YES			
3/8/2019	Deans submit original evaluations of annually contracted faculty to VPAA, with copy to faculty			* YES	YES	
3/8/2019	Deans notify VPAA of any planned changes to ACF multi-year contracts			* YES	YES	
3/22/2019	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	* YES				
3/22/2019	ACF PBI portfolios due		* YES			
3/28/2019	Chairs provide ACF PBI portfolios with recommendations to deans, copy to annually contracted faculty		* YES	YES		
3/28/2019	ACF appeal committee report sent to Chair, copy to Dean and VPAA	* 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			
4/2/2019	VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)				YES	
4/3/2019	ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations	* YES				
4/3/2019	Annually contracted faculty submit to chair requests for reconsideration of negative recommendation on PBI	* YES	YES			
4/8/2019	Chair provides annually contracted faculty with written notification of reconsideration of negative recommendation of PBI	YES	* YES			

<b>Eastern Illinois University</b> <b>2018-2019 Unit B Schedule for Personnel Actions</b> <b>(Pending outcome of successor collective bargaining agreement)</b>					
Date		* = Action Required			
Message		Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
4/9/2019	Tentative summer faculty workload reports due from chairs to deans; opportunity for faculty consultation required		* YES	YES	
4/10/2019	Deadline for withdrawing a multiple year ACF contract		* YES		YES
4/10/2019	Deadline for notifying ACFs with seniority of 10 or higher whether contract will be renewed		* 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	
4/15/2019	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	* YES			YES
4/16/2019	VPAA appoints ASP PBI Committee				* YES
4/16/2019	Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president		* YES	* YES	
4/16/2019	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	YES
4/17/2019	Deans provide ACF PBI portfolios with recommendations to VPAA, copy to annually contracted faculty			* YES	YES
4/18/2019	VPAA provides PBI portfolios to ACF PBI Committee				* YES
4/23/2019	ACF PBI Committee provides recommendations to VPAA, copy to annually contracted faculty	* YES			



<b>Eastern Illinois University</b> <b>2018-2019 Unit B Schedule for Personnel Actions</b> <b>(Pending outcome of successor collective bargaining agreement)</b>					
Date		Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean VPAA Office/ President/ Other
4/25/2019		ACF requests reconsideration of negative PBI Committee recommendation	* YES		
4/29/2019		ACF PBI Committee provides reconsideration results to VPAA, copy to annually contracted faculty	* YES		YES
4/30/2019		Deans/directors provide retention evaluations to ASP, when necessary, to VPAA			* YES YES
5/6/2019		VPAA notifies annually contracted faculty of PBI results			* 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
5/14/2019		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	* YES		
5/17/2019		Supervisor, where dean is supervisor, provides ASP PBI recommendations and materials to VPAA; copy to ASP		YES	* YES
5/22/2019		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
5/24/2019		VPAA provides materials to ASP PBI Committee			* YES
5/30/2019		PBI Committee provides recommendations to VPAA, copy to ASP	* YES		YES
6/3/2019		ASP Work Plan due to ASP, copy to VPAA	* YES	* YES	* YES YES
6/12/2019		PBI Committee provides ASP with results of reconsideration; and copy to VPAA	* YES		YES
6/17/2019		ASPs request reconsideration if PBI Committee recommendation is negative	* YES		
6/17/2019		Appropriate vice president provides each ASP with retention decision			YES
6/26/2019		Appropriate vice president provides each ASP with PBI decision			* YES