



March 25, 2019

To: W. Schultz, DPC Chair

From: J. Gatrell, Provost

CC: M. Kattenbraker, AVP  
Z. Newell, Dean

**RE: 2019 DAC Revisions**

I am writing to thank the department for submitting 2019 revisions to the Departmental Application of Criteria. As required by the EIU-UPI agreement, I have reviewed the materials and am pleased to accept the revisions.

# Departmental Application of Criteria

## *Eastern Illinois University*

### ***Library Services***

Effective evaluation period commencing January 2020

Approved by library faculty February 2019

Approved by the Office of the Provost March 2019

Each faculty member seeking personnel action(s) shall be responsible for preparing a portfolio that is arranged by categories as described in the Departmental Application of Criteria. This portfolio will be used for making evaluations regarding retention, promotion, tenure, and professional advancement increase.

Within the categories listed, faculty should emphasize how they have participated in collaborative activities within Booth Library, at the university level, and in the wider library community during the evaluation period. If Unit B Faculty participate in any activities beyond their primary duties, they are encouraged to include this in their portfolios as an addendum.

## **I. Categories of Materials and Activities Considered Appropriate by Performance Area and Relative Importance of Materials/Activities**

### **A. Teaching/Performance of Primary Duties for Tenured/Tenure-Track Resource Professionals**

#### **1. Categories of Materials and Activities**

In the course of their work supporting the educational mission of the library, faculty members perform a wide variety of primary duties. These duties are listed on each individual's Assignment of Duties Form(s) and Duties and Responsibilities document (a document describing the individual's core duties, to be written by the faculty librarian in consultation with the Dean of Library Services). For the purposes of evaluation, faculty members may submit for consideration any documentation they desire related to their primary duties.

Documentation of performance of primary duties is to include:

1. Assignment of Duties Form(s) showing assigned credit units
2. Duties and Responsibilities document (a document describing the individual's core duties, to be written by the faculty librarian in consultation with the Dean of Library Services).
3. A self-evaluation, in narrative form, based as closely as possible upon assigned duties

4. Written peer evaluations, using the approved form (For purposes of the DAC, a faculty member's "peers" are defined as the other members of the Library Services faculty working at least half time in the department. Peer evaluations shall be completed annually or at the appropriate point in the evaluation schedule. Peer evaluations will not be solicited from Library Services faculty currently sitting on the University Personnel Committee.)
5. Any student evaluations of teaching as required by the UPI contract in effect during the evaluation period.
6. Documentation of award or honor received for primary duties

## 2. Relative Emphasis

Performance of primary duties is the single most important area of evaluation. Each faculty member's performance shall be evaluated on the basis of primary duties as defined by the Assignment of Duties Form(s), the Duties and Responsibilities document, and supporting documentation submitted.

## B. Research/Creative Activity

### 1. Categories of Materials and Activities

In the course of their work, library faculty members may perform a wide variety of research/creative activities. Therefore, for the purposes of evaluation, they may submit for consideration any documentation they desire related to this category. The following list of research/creative activities is considered illustrative, not exhaustive.

#### *Group A*

1. Award or honor received for research or creative activity
2. Speaker or panelist at a professional meeting or conference
3. Editor of a professional journal
4. Professional consultant
5. Book or chapter of book published or accepted for publication
6. Article published or accepted for publication in a refereed or peer-reviewed journal
7. Research/Creative Activity performed as an office holder/chair of a national, regional, or state professional organization
8. Application approved for an externally funded grant or contract

9. Dissertation, thesis, or other demonstrable credit completed as part of a terminal or related degree program

*Group B*

1. Book review published or accepted for publication
2. Manual or guide created
3. Article published or accepted for publication in a non-refereed periodical
4. In-house publication (not a part of one's assigned primary duties)
5. Panel member for a workshop or seminar
6. Member of an editorial board/advisory committee or peer reviewer for a book or journal
7. Research/ Creative Activity performed as a committee member of a national, regional, or state professional organization
8. Application approved for an EIU-funded grant, or application submitted for an externally funded grant/contract (Pending applications for EIU grant funds should be considered works in progress.)
9. Educational exhibit, researched and mounted
10. Activity of a creative and/or technical nature (webmaster of a professional website, software development, metadata projects, graphic design, etc.)
11. Professionally related coursework completed not as part of a degree program.

*Group C*

1. Work in progress (Documentation may consist of completed chapters and submitted articles, or reference to the availability for examination of unpublished drafts, research notes, electronic files, pending EIU grant applications, etc.)
2. Participant at a professional meeting, institute, or workshop (In general, participation at national, regional, or state meetings will be considered of greater importance than participation in local or in-house activities.)
3. Book or resource display created

2. Relative Emphasis

In general, groups A, B, and C are given in order of their relative importance, from greatest (A) to least (C). The groups themselves, not the items within the

groups, reflect the relative importance of the activities. Items within the three groups are not listed in priority order. In some cases, an individual may document such outstanding achievements in Group B that they may be considered equivalent to accomplishments in Group A.

## C. Service

### 1. Categories of Materials and Activities

Activities deemed acceptable for demonstrating effective service contributions are given below. Faculty members may submit any documentation they desire to have considered for this category. The following list of service activities is considered illustrative, not exhaustive.

#### *Group A*

1. Award or honor received for service rendered
2. Service as an officeholder on a national, regional, or state professional organization; or on a university or departmental committee or council
3. Service to one of the following university committees: Council on Academic Affairs (CAA), Council on Faculty Research (CFR), Council on Graduate Studies (CGS), Council on Teacher Education (COTE), Council on University Planning and Budget (CUPB), Faculty Senate, University Personnel Committee (UPC)
4. Advisor to a student organization
5. Office held in a professionally related community organization or governmental entity
6. Service as a professional consultant

#### *Group B*

1. Service as a committee member of a national, regional, or state professional organization; or a university or departmental committee or council other than those listed in Group A above
2. Union activity such as membership on the Executive Committee of the union, serving as departmental representative, delegate to house of delegates, or participation in advocacy/training activities
3. Other professionally-related service activity

#### *Group C*

1. Current membership in a professional organization

## 2. Other university service

### 2. Relative Emphasis

In general, groups A, B, and C are given in order of their relative importance, from greatest (A) to least (C). The groups themselves, not the items within the groups, reflect the relative importance of the activities. Items within the three groups are not listed in priority order. In some cases, an individual may document such outstanding achievements in Group B that they may be considered equivalent to accomplishments in Group A.

## **II. Methods of evaluation to be used for Teaching/Performance of Primary Duties**

- A. Each faculty member should submit a written self-evaluation of the performance of each duty along with a copy of the Assignment of Duties Form(s) and Duties and Responsibilities document (a document describing the individual's core duties, to be written by the faculty librarian in consultation with the Dean of Library Services).
- B. Each faculty member must include in his or her portfolio the original copies of all peer evaluations received during the time for which the individual is being evaluated. The term "peers" is defined in I.A.3., above. The DPC uses peer evaluations in making recommendations regarding retention, promotion, tenure, and professional advancement increase.
- C. Members of the DPC will evaluate and discuss the candidate's teaching/performance of primary duties, according to the documentation submitted, as in I.A., above. Members of the DPC will determine an evaluation level of "unsatisfactory," "satisfactory," "highly effective," or "superior," based on their judgment of the materials submitted.
- D. For each faculty member under consideration, the DPC will prepare a written evaluation statement, a copy of which will be sent to the individual concerned.
- E. Unless teaching registered or for-credit courses is a primary duty, Library Services will not use standardized student evaluations in assessing faculty performance.
- F. The Dean of Library Services will provide an evaluation of each faculty member's oral English proficiency.

## **III. Methods of evaluation to be used for Research/Creative Activity and Service**

#### A. Research/Creative Activity

1. Members of the DPC will evaluate and discuss all research/creative activities listed by a candidate, considering their relative importance, as in I.B., above. Evaluation of such activities will be judged both qualitatively and quantitatively on the basis of each individual's documentation. Members of the DPC will determine an evaluation level of "unsatisfactory," "satisfactory," "significant," or "superior," based on their judgement of the materials submitted.
2. For each faculty member under consideration, the DPC will prepare a written evaluation statement, a copy of which will be sent to the individual concerned.

#### B. Service

1. Members of the DPC will evaluate and discuss all service activities listed by a candidate, considering their relative importance, as in 1.C. above. Evaluation of such activities will be judged both qualitatively and quantitatively on the basis of each individual's documentation. Members of the DPC will determine an evaluation level of "unsatisfactory," "satisfactory," "significant," or "superior," based on their judgment of the materials submitted.
2. For each faculty member under consideration, the DPC will prepare a written evaluation statement, a copy of which will be sent to the individual concerned.

### **IV. Relative emphasis to be given to Research/Creative Activity and Service**

Research/Creative Activity and Service will be considered of equal emphasis in the evaluation of faculty performance.