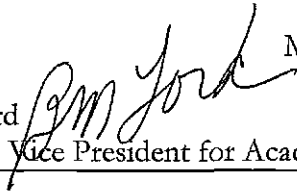


**EASTERN ILLINOIS UNIVERSITY**

Office of the Provost and Vice President for Academic Affairs

MEMORANDUM

Blair M. Lord  
Provost and Vice President for Academic Affairs



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blord@eiu.edu

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To: Diane Jackman, Dean, College of Education and Professional Studies

Date: December 11, 2008

Subject: DAC Revision Approval; Department of Educational Leadership

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Thank you for taking another look at the subject department's statement of Departmental Application of Criteria (DAC) in light of my review comments and suggestions. The further revised DAC sent via e-mail attachment on October 16, 2008, is approved consistent with Article 8.7.c. of the *2006-2010 EIU-UPI Unit A Agreement* (Agreement). As always, any reading of the DAC will be consistent with the Agreement or its successor agreement(s).

The department's further review of their approved DAC and their thoughtful consideration of the review comments is much appreciated. The contributions of the Department of Educational Leadership are appreciated, and I continue to encourage consideration of the University's articulated academic goals in the department's deliberations.

attachments: Revised DAC; Department of Educational Leadership

cc: Lind Morford, Chair, Department of Educational Leadership

**DEPARTMENTAL APPLICATION OF CRITERIA  
for Faculty Evaluation and Development**

**DEPARTMENT OF EDUCATIONAL LEADERSHIP  
2006-2010**

The Department of Educational Leadership will use the following evaluation guidelines and procedures to judge the degree of effectiveness of faculty performance; identify areas of strength and weakness, and improve performance in compliance with **Article 8 of the EIU-UPI Agreement for 2006-2010.**

Faculty members under consideration for retention, tenure, promotion, or professional advancement increase shall be evaluated according to Article 8 of the EIU/UPI Unit A Faculty Agreement by the Department of Educational Leadership Department Personnel Committee (DPC) in the three areas of: (a) Teaching/Performance of Primary Duties, (b) Service, and (c) Research/Creative Activity. **(The aforementioned are listed in relative order of importance.)** It should be noted that outstanding achievement in one component, or a subset of components, may potentially compensate for apparent shortcomings in other components, even if the other components are higher on the list. Unit B will be evaluated for Teaching/Primary Duties only according to the Unit B Agreement, Article 8.

The faculty member will submit evidence of materials and activities that will enable evaluation to take place. Materials and activities shall be placed in the performance area most appropriate for their consideration by the faculty member. A single activity may not be counted in more than one performance area. All such evidence should include names, dates, and any other pertinent information.

Faculty members are expected to know the relevant details of the DAC and the EIU-UPI Agreement to develop and maintain their professional portfolios.

- I. Categories of Materials and Activities Considered Appropriate by Performance Area and Methods of Evaluation (listed in order of Relative Importance). All assigned duties during the period of evaluation are to be evaluated.

**A. Teaching/Performance of Primary Duties**

1. Reports of class visitations by department chairperson and peer(s).
  - **Classroom visitations**  
Each applicant for retention, promotion, or tenure will be observed twice yearly: once by the Chairperson and once by a departmental tenure-track faculty member. The applicant will extend the invitation to each of the observers to visit one of his/her classes agreed upon by each visitor. Each visitor shall provide a completed copy of the Classroom Visitation Form (Attachment A) to

the applicant. The technological and pedagogical aspects of distance learning shall be considered for distance learning assignments.

2. **Student Evaluations** (Purdue or other form approved by Department).

- Student Evaluations

Student evaluations must be conducted in a minimum of 50% of on-campus classes and a minimum of 50% of off-campus classes (excluding practicum and field experience) each fall and spring semester of teaching using the Purdue Cafeteria System or another form approved by the Department. Student assessments will be conducted under the direction of the department chairperson. The actual instruments will be administered, collected, sealed in an envelope, and delivered to the Chair by someone other than the instructor as approved by the Chair. Reports of the assessment will be delivered to the Chair who will give copies to the instructor and DPC Chair for consideration for retention, promotion, or tenure.

All departmental evaluation instruments will have a question that specifically addresses language skills (e.g., The Purdue University core item, "My instructor explains difficult material clearly," to meet the requirement for oral English proficiency). Student evaluations submitted by applicants for retention, promotion, and/or tenure shall be representative of the teaching assignments of the faculty member.

All student evaluations that are administered become part of the evaluation portfolio and are to be considered by all evaluators. In assessing student evaluations, such considerations as the difficulty of the course, the size of the class, whether the class was required or elective, and other considerations suggested by review of the representative course materials will be taken into account. All members of the DPC and Chairperson will review the student evaluation summary tabulations and comments. Those may be discussed with the candidate.

The faculty member shall be responsible for maintaining copies of all student evaluations to be used in evaluation portfolios. Student evaluations should be kept for the duration of any applicable evaluation period. All the student evaluations from any one section must be included in evaluation material submitted, either in a summary or as an inclusive package. Student evaluations must include the approved university core of evaluation items. Items which refer to both technological and pedagogical aspects of distance learning shall be included on student evaluations for distance learning courses.

3. **Course materials**, such as **curriculum revisions and syllabi reflecting the appropriate knowledge base for the course, supplemental materials**, or exams. For distance education, assignments and assessments are to be specified in course syllabi.

- **Course Materials**  
Candidates are expected to provide representative course materials for courses taught. All members of the DPC will review the materials in conjunction with their review of student evaluations and reports of class visitations and may discuss the materials with the applicant for retention, promotion, or tenure. Distance education materials (such as assignments, assessments, and web sites) will be available to the DPC for review.

4. **Advisee Evaluations** (Department Approved Form).

Each term students currently enrolled in EDA courses are invited to indicate perceptions of their advisor's service to them using the department-approved Advisor Evaluation Form as attached. The quality of advisement provided to students will be evaluated by the DPC and Chairperson using student evaluations as one component. The faculty member may furnish written statements as to the quality of advisement from advisees.

5. Other items not listed above may be considered by the Department Personnel Committee (DPC) and Chairperson if relevant to the performance area.

## **B. Service**

All members of the DPC will review and discuss documentation of service submitted by a candidate. The DPC may request written statements as to the quality of the service from other professional persons involved in the service activity documented by the candidate, and may discuss the materials with the candidate.

Service may be demonstrated by the following items.

- a. Service to department through committees or other assignments.
- b. Service on college or university committees.
- c. Professional and community service activities related to the applicant's discipline or to the university sanctioned activities which advance the mission of the institution.
- d. Other items not listed above may be considered by the DPC and Chairperson if relevant to the performance area.

## **C. Research/Creative Activity**

All members of the DPC will review and discuss documentation of research/creative activity submitted by a candidate. The DPC may request written statements as to the

quality of the materials from other peers within the department, and may discuss the materials with the candidate. Research and sabbatical assignments shall be considered as research/creative activity.

Research/Creative Activity may be demonstrated by the following items.

1. Articles; monographs; reviews; grants (submitted or funded); reports; exhibits; development of audio-visual materials for purposes other than applicant's own teaching responsibility; original research; books; chapters in books; enrollment in courses, workshops, or seminars other than those leading to terminal degrees; or bibliographies of self-guided study or designated reading.
    - b. Bibliographies of self-guided study or designated reading shall be developed in as much detail as possible.
    - c. Such bibliographies shall only be used in evaluating a satisfactory level of performance and shall not be used to document significant or superior performance.
  2. Contributions to professional practice through presentations (papers or reports) to professional organizations or committees.
  3. Works in progress, including print and non-print materials, documented in as much detail as possible in order to provide a basis for qualitative assessment.
  4. Other items not listed above may be considered by the DPC and Chairperson if relevant to the performance area.
- D. Union duties, responsibilities, and projects may be considered in any of the three areas as appropriate.