

DEPARTMENT OF GEOLOGY AND GEOGRAPHY

Department Application of Criteria AY 2020-2021

I. EVALUATION CRITERIA

This document details the department's expectations and priorities in each of the three areas of evaluation as outlined in the 2018-2022 EIU-UPI Unit A and Unit B Agreements. For Unit A faculty, these areas are in order of relative importance: (A) Teaching/Performance of Primary Duties, (B) Research/Creative Activity, and (C) Service. Only (A) applies to Unit B faculty. The department recognizes the total nature of a faculty member's contribution to the university.

Any activities for which special CU's are assigned are considered part of a faculty member's primary duties, and thus should be reported and evaluated under (A). However, work performed as a result of CU reduction and release time (e.g. the Research/Creative Activity/Special Project CU Pool) should be reported and evaluated under (B) or (C), depending on the nature of the activity.

II. GENERAL GUIDELINES FOR EVALUATION CRITERIA

The evaluation of the Teaching/Primary Duties, Research/Creative Activity, and Service documentation will be conducted as appropriate to the contract on the basis of the portfolio submitted by the faculty member in accordance with the UPI Agreements (see [University Portfolio Guidelines](#)). A narrative summary is expected within each of the required content sections of the portfolio.

III. Documentation of Activities (to be included in an Evaluation Portfolio with each section in reverse chronological order)

A. Teaching/Primary Duties (applies to annually contracted as well as tenured/tenure-track instructors)

1. Peer Evaluations: An annual written evaluation of classroom performance by the department chair and a Geology/Geography DPC member will be required for retention and tenure. One department chair and one Geology/Geography DPC classroom evaluation are required for faculty applying for promotion to Full

Professor or Professional Advancement Increase; tenured faculty may request an annual Department Chair and Geology/Geography DPC classroom visitation. Faculty members must make arrangements with the DPC Chair and the department chair for classroom visitations. In the case of "on-line" technology delivered courses, faculty must provide the DPC and department chair access to web-sites and course materials. Copies of the evaluations will be sent to the Faculty member, DPC Chairperson, and department chairperson.

2. Student Evaluations (Statistical summaries of the Purdue Cafeteria System including University Core, Department, and optional Instructor Supplied Items; or departmentally approved evaluation instruments): Student evaluations should be administered for every course, every semester, including summer courses using either paper forms at a regular class meeting or university-administered online versions. For traditional classroom courses, the instructor may deliver the evaluation forms, but must not be present in the room while students are completing the evaluation. The completed evaluation forms must be delivered from the classroom to the department chair or secretary by a student or staff member. Completed evaluation forms and their statistical summary forms (provided by Academic Testing Services) will be returned directly to the faculty member. Faculty must include statistical summary forms in his/her evaluation portfolio. All written student comments will be included. Reflections upon student evaluation results and comments are welcome. Faculty are responsible for keeping student evaluations for the duration of any applicable evaluation period. Courses with 2 to 6 students or field courses may be evaluated using evaluation instruments other than the Purdue System. Courses with single students may not be included. Administration and delivery of alternate evaluations should follow the same procedures as described above.

3. Supporting Materials: The following items of documentation of Teaching/Primary Duties are listed in order of decreasing importance. Documentation other than that listed below should be submitted as a supplement (see III.A.4.).

- a. student, DPC and department chair classroom evaluations are required and deemed equally important
- b. non-teaching assigned duties for which CU's are given (including but not limited to program coordination and lab coordination)
- c. awards for teaching
- d. development and implementation of academic programs (e.g., new concentrations, majors, or degree programs)

- e. new university course or study abroad development
- f. supervising independent study courses not related to research, and/or service learning
- g. developing, organizing and leading field programs, field trips, and field projects
- h. workshops, seminars, or meetings attended (in person or online) for teaching enhancement
- i. course revision materials
- j. representative sample of course syllabi are required (syllabi should follow the most recent [EIU Syllabus Policy](#))
- k. evaluative statements from students and alumni
- l. evaluations of teaching by other professional peers
- m. travel to acquire course material or travel related to the discipline

4. Other Supporting Materials: Documentation of Teaching/Primary Duties other than listed above.

B. Research & Creative Activity

1. Research Expectations: Research/Creative Activity should indicate the value of its contribution to the discipline, its significance, originality, and evidence of professional growth. Faculty are expected to publish a minimum of one refereed manuscript of original research per promotion cycle. The number of publications will not be the sole criterion for achieving ratings levels (as identified in the union contract). In addition, continued progress on research should be demonstrated throughout the review period, regardless of previous publications.

2. Supporting Materials: The following items of documentation of Research/Creative Activity are listed in order of decreasing importance. Documentation other than that listed below should be submitted as a supplement (see III.B.2.).

- a. refereed manuscripts of original research published or in press (with documentation of anticipated publication date). Examples include journal

- articles, monographs, texts, chapters in texts, technical reports, or other electronic media
- b. external research grants awarded
- c. non-refereed manuscripts of original research published or in press (with documentation of anticipated publication date). Examples include journal articles, monographs, texts, chapters in texts, technical reports, or other electronic media
- d. internal research grants awarded
- e. fellowships or similar awards
- f. presentation of research activity at professional meetings
- g. mentoring student research and supervising research courses or research-related independent study courses
- h. student research awards
- i. manuscripts of original research in the review process in refereed publication
- j. published reviews of books, journal articles, videos or software
- k. grant or contract proposals submitted
- l. presentations of scholarly activity at other institutions
- m. research-oriented or applied professional consultation
- n. recognition for scholarly activity (e.g., by the University, external professional peers, etc.)
- o. professional travel to organize, conduct, or report research
- p. participation in courses related to one's specialized area of research, or maintenance of professional licensure
- q. citation in published works
- r. patents, copyrights

3. Other Supporting Materials: Documentation of Research/Creative Activity other than listed above.

C. Service

1. Supporting Materials: The following items of documentation of Service are listed in order of decreasing importance. Documentation other than that listed below should be submitted as a supplement (see III.C.2.).

- a. departmental, college, or university committees
- b. coordinating department's laboratories, Honors and internship programs

- c. advising and organization of student organizations
- d. attracting resources to the department and/or the university
- e. academic advising or mentoring of students
- f. holding elected office in professional organizations
- g. editing professional journals or other professional publications
- h. editorial or peer review of books, journal articles, grant proposals, or software
- i. professional mentoring of colleagues (inside or outside the university)
- j. public lectures and participation in organized professional activity (i.e., session chair, session organizer, panelist)
- k. professional activity outside the university (e.g., presentations, publications, or group leadership)
- l. professional service to the non-academic community
- m. student recruitment activities
- n. awards for service activities
- o. department web-page designer and web-master
- p. service-oriented professional consultation
- q. recognition for service activities

2. Other Supporting Materials: Documentation of Service other than that listed above.