



February 26, 2019

To: M. Burns, Program Director

From: J. Gatrell, Provost

CC: M. Kattenbraker, AVP  
J. Lord, 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. I would ask that the department forward a clean version of the final approved DAC to finalize the process.

### **Guiding Principles**

1. Items contained under Methods of Evaluation and three domains of performance (Teaching and Performance of Primary Duties, Research and Creative Activity and Service) to be used for evaluation in the Nutrition and Dietetics (NDT) Evaluation Criteria shall be considered illustrative and not exhaustive or conclusive.
2. Faculty may include additional items in any category at the level they deem appropriate.
3. Items within each level of Teaching/Performance of Primary Duties, Research/Creative Activity, and Service are NOT presented in priority order.
4. Research and Creative Activity and Service are considered of equal importance in the evaluation of faculty performance.
5. Quality of activities as well as quantity will be an important consideration. Documentation supporting the quality of activities may come from internal or external sources.
6. Primary duties other than teaching (i.e., non-instructional duties, such as DI Coordinator, MSND Coordinator, and DPD Coordinator) will be evaluated based on the stated duties of those coordinator positions.
7. Teaching load, including the number of courses taught per semester, number of students per course, diversity of course type and delivery, undergraduate or graduate level, and honors courses shall be considered.
8. Professional development activities could include, but are not limited to, academic coursework, conferences, seminars, webinars, and workshops.
9. Select integrative learning activities are highlighted throughout the DAC. Documentation of other integrative learning experiences can be placed in the most applicable category and at the appropriate level.

## I. Methods of Evaluation

## A. Duties of NDT Personnel Committee

1. The NDT Personnel Committee will review and discuss documentation as submitted by the faculty member of performance in the following areas: teaching/performance of primary duties, research and creative activity, and service. Members of the NDT Personnel Committee may request additional supportive materials and/or a conference to discuss materials with the faculty member.

## B. NDT Director Evaluation

1. Once each evaluation period, the NDT Director will visit (face-to-face or virtually) a course of each faculty member. This visit will yield a signed, written evaluation, based on the approved University Chair Evaluation form, of the faculty member's teaching effectiveness.

## C. Peer Evaluation

1. Once each evaluation period, a tenured faculty member will visit (face-to-face or virtually) a course of each faculty member. This visit will yield a signed, written evaluation, based on the approved University Peer Evaluation form, of the faculty member's teaching effectiveness.

## D. Student Evaluations

1. All faculty will conduct student evaluations (in print or online) in both the fall and spring semesters, using the approved NDT evaluation form, which includes the approved University core items.
2. For those faculty requesting retention, promotion, tenure, and/or PAI, student evaluations submitted must be representative of the teaching assignment of the faculty member. A minimum of 20 student evaluations will be required for each academic year.
3. Per the *EIU-UPI Unit A Agreement (Agreement)*, all faculty are responsible for maintaining copies of all student evaluations to be used in evaluation portfolios and shall provide copies to evaluators upon request. Student evaluations should be kept for the duration of any applicable evaluation period.
4. The subjective comments expressed on the student evaluation forms shall be reviewed by the evaluator as a whole without any one item representing control over the results. All written comments must be included in the portfolio.
5. In assessing student evaluations, other criteria such as the level of the course, the size of the class, the elective or required status of the class, delivery method, and other considerations (suggested by review of representative course materials) will be taken into account.

6. At no time will the student evaluation be the sole or primary factor when assessing teaching performance.
  7. Student evaluation forms used to rate the teaching performance of faculty will be assessed by the reviewer in terms of the ratings of all items, not on one item alone. At no time will a single numerical rating be used as the sole or primary factor when assessing teaching performance.
  8. Student evaluations will be administered by a peer or graduate assistant in accordance with approved University policy.
  9. Student evaluations for special situation courses, such as internship, independent study, and honors courses, will not be collected due to the limited confidentiality of these courses.
- E. Annually-contracted faculty
1. Annually-contracted faculty shall be evaluated using the NDT Application of Criteria for the Teaching/Performance of Primary Duties criterion.
  2. The NDT recognizes that not all of the items listed in the levels of performance within the Teaching/Performance of Primary Duties are available to Unit B faculty and this shall not have a negative impact on their evaluation.
  3. Unit B faculty must include student evaluations of all regular courses taught (fall and spring, and summer, if taught), including all written comments.

## II. Teaching/Performance of Primary Duties

A. The **Satisfactory** level must include items 1-6 and may include, but is not limited to items 7-9.

1. Receiving Peer and NDT Director evaluation rating(s) of satisfactory as measured by the approved University Peer or Chair Evaluation form.
2. Receiving student evaluation rating(s) of satisfactory as measured by NDT evaluation instrument, which includes the approved University core items.
3. Providing course syllabus, whether online or in print, for each course taught to include the following: approved course description, text(s), approved course objectives, approved course outline, required policy statements, office hours and contact information, and methods of evaluation.
4. Providing examples of course assignments, activities, and examinations.
5. Demonstrating oral English proficiency as mandated by Illinois statute.
6. Posting and maintaining office hours according to the *Agreement*.
7. Participating in professional development activities to enhance performance of teaching/primary duties.
8. Holding membership in professional organizations, such as the Academy of Nutrition and Dietetics and the Society for Nutrition Education and Behavior.
9. Incorporating basic online/technological features, such as the use of D2L for student grades and posting of class materials or the inclusion of social media into courses.

B. The **Highly Effective** level assumes a satisfactory level of performance.

Additional considerations include student, Peer, and NDT Director evaluation along with documentation of additional materials and various activities, which may include, but is not limited to, items 3-7.

1. Receiving Peer and NDT Director evaluation rating(s) of highly effective as measured by the approved University Chair Evaluation form.
2. Receiving student evaluation rating(s) of highly effective as measured by NDT evaluation instrument, which includes the approved University core items.
3. Providing course materials, supplemental instructional materials, and evidence of the use of a variety of teaching techniques (e.g., field trips, technological applications, guest speakers).
4. Participating in course proposal revisions which were approved by the necessary committees.
5. Participating in professional development activities to develop teaching skills.
6. Maintaining professional certification, such as the RDN credential or Food Service Manager's Certification.

7. Incorporating high-impact learning opportunities within a course.
- C. The **Superior** level assumes a highly effective level of performance. Additional considerations include student, Peer, and NDT Director evaluations along with documentation of additional materials and various activities which may include, but are not limited to, items 3-10.
1. Receiving Peer and NDT Director evaluation rating(s) of superior as measured by the approved University Chair Evaluation form.
  2. Receiving student evaluation rating(s) of superior as measured by NDT evaluation instrument, which includes the approved University core items.
  3. Completing professional development activities (e.g., fellowship, internship, or sabbatical) related to increasing teaching effectiveness/performance of primary duties.
  4. Receiving teaching awards and/or recognition, such as a nomination (other than self-nomination) for excellence in teaching/performance of primary duties.
  5. Developing, implementing, or maintaining advanced technological applications to enhance learning (e.g., simulations, webcams, animations, extensive resource site)
  6. Receiving funding for curriculum development or enhancement.
  7. Developing program assessment activities and materials.
  8. Developing new course proposals (face-to-face or online) or making major course revisions that were approved by the necessary committees.
  9. Teaching a new course (face-to-face or online) in the course's initial offering.
  10. Identifying and incorporating new high-impact learning opportunities into the curriculum.

## III. Research and Creative Activity

- A. The **Satisfactory** level assumes the inclusion of at least one item from the list below.
1. Holding membership in professional research organizations or research sections of other professional organizations. Faculty member must provide documentation of how membership qualifies as research-related and is different than the professional membership(s) listed for II.A.8.
  2. Participating in professional development activities to enhance research skills.
  3. Participating in roundtable discussion groups and/or seminars related to research and creative activity within the discipline.
  4. Serving as a member of a local and/or district committee which planned and conducted research and/or creative activity related to the discipline.
  5. Completing research and/or creative activity that has not been submitted or published.
- B. The **Significant** level assumes a satisfactory level of performance with the addition of activities listed below.
1. Submitting research and/or creative activity proposals that were not accepted for publication, funding, or presentation.
  2. Presenting non-peer reviewed research and/or creative activity to a local or professional audience.
  3. Publishing an article in a non-peer reviewed publication.
  4. Completing a dissertation as part of a graduate degree program.
  5. Serving as a panelist on a panel discussion related to research and/or creative activity in the discipline.
  6. Serving as a member of a graduate thesis committee.
  7. Leading a peer-reviewed roundtable discussion group and/or seminar related to research and creative activity within the discipline.
  8. Serving as a state, regional, national, and/or international committee member for planning, implementing, and evaluating research and/or creative activity.
  9. Assuming major responsibility for planning research-related local and/or district conferences.
- C. The **Superior** level assumes a significant level of performance with the addition of activities listed below.
1. Assuming major responsibility for planning a research-related local, state, regional, national, and/or international conference.

2. Serving as a reviewer/referee for books, journals, and other professional media.
3. Serving as a reviewer/referee of research proposals/abstracts for professional organizations, meetings, conferences, and/or internal/external funding agencies.
4. Receiving funding for research and/or creative activity.
5. Receiving a fellowship/internship/sabbatical related to research and/or creative activity.
6. Presenting peer-reviewed research and/or creative activity to a professional audience.
7. Presenting as an invited or keynote speaker to a professional audience.
8. Exhibiting creative works accepted for peer-reviewed exhibit/showcase/display.
9. Authoring, co-authoring and editing of books, chapters in books, curriculum guides, laboratory manuals, resource manuals, and other instructional aids.
10. Publishing an article in a peer-reviewed journal.
11. Receiving research/creative activity awards and/or recognition, such as a nomination (other than self-nomination) for excellence in research and/or creative activity.
12. Chairing a graduate thesis committee.



## IV. Service

- A. The **Satisfactory** level assumes the inclusion of one item listed below.
1. Serving on NDT committee(s).
  2. Providing professionally-related service to community groups (e.g., judging at local events)
  3. Providing professionally-related service to student organizations.
  4. Participating in recruitment opportunities for the NDT programs.
  5. Participating in professional development activities to enhance service opportunities and skills.
- B. The **Significant** level assumes the satisfactory level of performance with the addition of activities listed below.
1. Chairing NDT committee.
  2. Serving on a College or University committee.
  3. Serving as a faculty advisor for a student organization.
  4. Serving as an officer in a local or district professional organizations.
  5. Providing leadership through professionally related service to community groups.
  6. Providing professionally related service to non-academic boards or government agencies related to the discipline.
  7. Participating as NDT specialist on a multi-disciplinary team (e.g., advisory committee).
  8. Publishing or presenting in the lay media (e.g., media interviews and press releases).
  9. Facilitating recruitment activities in addition to non-instructional Coordinator duties.
- C. The **Superior** level assumes the significant level of performance with the addition of activities listed below.
1. Serving as an officer in a state, national and/or international professional organization related to the discipline.
  2. Holding committee membership in a state, national, and/or international professional organization.
  3. Chairing a College or University committee.
  4. Serving on a major University council/committee, such as CAA, CGS, Faculty Senate, IRB, COTE, and UPC.
  5. Providing leadership to a board or to a government agency associated with the discipline.
  6. Serving in a leadership role in organizing a conference, symposium, or workshop.

7. Receiving service award and/or recognition, such as a nomination (other than self-nomination) for excellence in service.
8. Serving on UPI in an elected position.