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Dr. Jay Gatrell VPAA  
Dr. Laretta Henderson, Dean College of Education and Extended Studies  
Dr. Kathryn Havercroft, Chair Department of Special Education

CC: Department of SPE Faculty

On behalf of my colleagues in the Department of Special Education, I am re-submitting our addendum to the current Departmental Application Criteria (2018-2022) reflecting the Memorandum of Agreement dated August 19, 2020. It is the desire of the faculty that the parameters of the addendum continue through the fall 21 semester.

If you have questions or require further information, please do not hesitate to contact me.

Sincerely,  
Melissa Jones, PhD  
Professor and Graduate Coordinator  
Eastern Illinois University

Addendum  
Reflecting  
Memorandum of Agreement  
Originally approved by SPE Faculty on August 19, 2020  
Approved for continuation on August 25, 2021

Given the Memorandum of Agreement (MOA) between Eastern Illinois University (EIU) and the University Professionals of Illinois, Local 4100 (UPI) for the COVID-19 era of the Spring 2020, Fall 2020, Spring 2021, and Summer 2021 (if the COVID-19 crisis continues into the Spring 2021/Summer 2021) semesters, the Department of Special Education has agreed to the following items to support the evaluation criteria in the current Departmental Application Criteria (2018-2020).

**Related to Portfolio Content Overall:**

The DPC will give careful consideration to the context and information provided in the Content Summary as evidence/explanation for any/all activities including those which in which faculty member was historically engaged or for accepted works that could not be completed/presented due to the current circumstances . Furthermore, the DPC has voted to allow and thus encourages faculty to include a narrative for each subsection (i.e. In the area of “Research/Creative Activity” one might wish to include a narrative preceding each of the following: Presentations, Accepted Presentations, Works in Progress, Publications, Creative Activity) of the evaluation portfolio to provide additional context of the work in which the faculty engaged or planned to engage.

Moreover, the DPC would like to reiterate and encourage faculty (if appropriate) to include a letter with their evaluation portfolio describing how COVID has impacted their work. The DPC will then consider this letter as an addendum to the evidence and utilize it to “frame” ratings and recommendations.

**Related to Peer Observations:**

We will require each Unit A faculty to complete 1 evaluation/observation/summary for each of the faculty they were assigned (everyone is assigned 2-3 faculty to observe/evaluate). These may be completed via F2F observation if physical classroom space allows and the observer is comfortable in doing so in-person, via remote delivery while course is being taught synchronously, or by engaging in the online course/online components of a course.

Additionally, should it be necessary to evaluate based on a course that is being delivered online which is not typically delivered in this format, the faculty member will not be negatively impacted by this alternate delivery modality. Regardless of observation type, an observation form and summary form will still be included in the required paperwork. The understanding of Unit A faculty is that if the required evaluations/observations were completed in Spring 2020 prior to the remote learning and shelter in place orders being issued, this will suffice as the 1 peer evaluation/observation per faculty assignment for the 2020 calendar year.

**Chair Observations**

The Chair should continue to evaluate each faculty member 2 times across the evaluation period, providing written feedback for each observation as well as an overall evaluation summary for each faculty member.

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**Related to Research/Creative Activity (Section III B 1-5):**

Remove all numerical qualifiers as evidence of a certain level of performance. Ratings will be based on the activities including the type and intensity as well as any context provided via the Content Summary, Subsection Narratives, or Addenda in the form of a "COVID Letter"