

ANNUALLY-CONTRACTED FACULTY EVALUATION  
FOR ANNUAL EVALUATION FOR BARGAINING  
AND NON-BARGAINING UNIT EMPLOYEES

Name \_\_\_\_\_

Department \_\_\_\_\_

Bargaining Unit:  Yes  No

Date Submitted \_\_\_\_\_

INSTRUCTIONS: Attach this sheet as a cover page for the evaluation portfolio submitted.

1. Each bargaining unit and non-bargaining unit annually contracted faculty member (with an appointment of 50% or more for the academic year) submits this form to the Department Chairperson, providing an evaluation portfolio with appropriate supporting material as an attachment. The normal period covered by the attached materials is the previous calendar year. No annually contracted faculty will be evaluated until she/he has completed one full academic term of service at the University. The period covered by the evaluation portfolio for first-year annually contracted faculty is since the date of initial employment.

2. Attach an assessment of performance in a format compatible with Evaluation Criteria and Departmental Application of Criteria for the area of teaching/performance of primary duties. Evidence of student evaluations of teaching effectiveness must be attached (in the case of Booth Library and Counseling Center temporary faculty, evidence of peer evaluation). Please note that evaluations of annually contracted faculty shall include student evaluations of all courses or other instructional activities.

3. Annually contracted faculty members may attach any supporting materials they wish to have considered in the evaluation materials. Please staple the evaluation materials consisting of 20 or fewer pages to this form; enclose evaluation materials of more than 20 pages in a loose-leaf, three-ring binder clearly marked on the spine with your name and department and attached to this form. Examples of supporting materials include course syllabi developed by the annually contracted employee, peer evaluations, classroom visitations, and any other material which illustrate meeting evaluation criteria in the area of teaching/primary duties.

4. After the evaluation process is completed, the appropriate dean will return the evaluation materials to the annually contracted faculty member.

Form B-1

CHAIRPERSON'S ANNUAL EVALUATION  
FOR ANNUALLY-CONTRACTED FACULTY

Office of VPAA (08/25/06)

Form A-1 with evaluation  
portfolio attached to be  
supplied to Chairperson

Name \_\_\_\_\_

Department \_\_\_\_\_

Date of Initial EIU Appointment \_\_\_\_\_

Date of Entry into Bargaining Unit \_\_\_\_\_

Years of Service at EIU \_\_\_\_\_

Highest Degree and Hrs. Beyond \_\_\_\_\_

Member of Bargaining Unit B:  Yes  No

Evaluation of Performance in the Area of Teaching/Primary Duties (See Article 8.1, of the Agreement for nature of evaluation):

RECOMMENDATION:

- The employee's degree of effectiveness in teaching/primary duties has been satisfactory.
- The employee's degree of effectiveness in teaching/primary duties has been highly effective.
- The employee's degree of effectiveness in teaching/primary duties has been superior.
- The employee's degree of effectiveness in teaching/primary duties has been unsatisfactory.

Date of Evaluation \_\_\_\_\_

Signature of Chairperson \_\_\_\_\_

CHAIRPERSONS:

1. Supply a copy of this evaluation to the faculty member evaluated and to the Dean.
2. Submit the original evaluation to the VPAA (to be included in the bargaining unit annually-contracted faculty member's personnel file).
3. Send evaluation portfolio to the appropriate dean. (Do not send to VPAA.)

Please note that the evaluation will be placed in the personnel file.

Form B-3  
DEAN'S ANNUAL EVALUATION FOR  
ANNUALLY-CONTRACTED FACULTY

Office of VPAA (08/25/06)

Name \_\_\_\_\_

Department \_\_\_\_\_

Date of Initial EIU Appointment \_\_\_\_\_

Date of Entry into Bargaining Unit \_\_\_\_\_

Years of Service at EIU \_\_\_\_\_

Highest Degree and Hrs. Beyond \_\_\_\_\_

Member of Bargaining Unit B:  Yes  No

Evaluation of Performance in the Area of Teaching/Primary Duties (See Article 8.1, of the current Unit B Agreement for nature of evaluation):

RECOMMENDATION:

- The employee's degree of effectiveness in teaching/primary duties has been satisfactory.
- The employee's degree of effectiveness in teaching/primary duties has been highly effective.
- The employee's degree of effectiveness in teaching/primary duties has been superior.
- The employee's degree of effectiveness in teaching/primary duties has been unsatisfactory.

Date of Evaluation \_\_\_\_\_

Signature of Dean \_\_\_\_\_

DEANS:

1. Supply a copy of this evaluation to the faculty member evaluated.
2. Submit the original evaluation to the VPAA (to be included in the bargaining unit annually-contracted faculty member's personnel file).
3. Return evaluation portfolio to the annually-contracted faculty member. (Do not send to VPAA.)

Please note that the evaluation will be placed in the personnel file.

Form C-1

PERFORMANCE BASED INCREASE

DEPARTMENT CHAIR EVALUATION of:

Name \_\_\_\_\_

Office of VPAA (08/25/06)

Department \_\_\_\_\_

Eastern Illinois University

Use back of form to extend comments

No. Years full-time service as an Annually

as necessary or provide attachment.

Contracted Faculty Member \_\_\_\_\_

PBI last awarded in \_\_\_\_\_

1. Documented evidence of superior performance in teaching/primary duties in accordance with the relevant Departmental Application of Criteria:
2. Supplemental contributions to the University in addition to those contractually required:

Employee  is  is not recommended for PBI.

\*Reasons for negative recommendations must be explicitly stated in the evaluation.

\_\_\_\_\_  
A copy of this form is to  
be supplied to the ACF.

Date of Evaluation/Recommendation \_\_\_\_\_

Signature of Chair \_\_\_\_\_

Please note that the evaluation will be placed in the personnel file.

Form D-1  
PERFORMANCE BASED INCREASE  
DEAN EVALUATION of:

Office of VPAA (08/25/06)  
Eastern Illinois University  
Use back of form to extend comments  
as necessary or provide attachment.

Name \_\_\_\_\_

Department \_\_\_\_\_

No. Years full-time service as an Annually  
Contracted Faculty Member \_\_\_\_\_

PBI last awarded in \_\_\_\_\_

1. Documented evidence of superior performance in teaching/primary duties in accordance with the relevant Departmental Application of Criteria:

2. Supplemental contributions to the University in addition to those contractually required:

Employee  is  is not recommended for PBI.

\*Reasons for negative recommendations must be explicitly stated in the evaluation.

\_\_\_\_\_  
A copy of this form is to  
be supplied to the ACF.

Date of Evaluation/Recommendation \_\_\_\_\_

Signature of Dean \_\_\_\_\_

Please note that the evaluation will be placed in the personnel file.

Form E-1

PERFORMANCE BASED INCREASE  
PBI COMMITTEE EVALUATION of:

Office of VPAA (08/25/06)  
Eastern Illinois University  
Use back of form to extend comments  
as necessary or provide attachment.

Name \_\_\_\_\_

Department \_\_\_\_\_

No. Years full-time service as an Annually  
Contracted Faculty Member \_\_\_\_\_

PBI last awarded in \_\_\_\_\_

1. Documented evidence of superior performance in teaching/primary duties in accordance with the relevant Departmental Application of Criteria:

2. Supplemental contributions to the University in addition to those contractually required:

Employee  is  is not recommended for PBI.

\*Reasons for negative recommendations must be explicitly stated in the evaluation.

\_\_\_\_\_  
A copy of this form is to  
be supplied to the ACF.

Date of Evaluation/Recommendation \_\_\_\_\_

Signature of PBI Committee Chair \_\_\_\_\_

Please note that the evaluation will be placed in the personnel file.