

## **Time Line For Revision Of Application Of Criteria**

- Phase 1:** Revision of Application of Criteria by department/program faculty (and chairs when appropriate). Review by chair in combined departments with more than one application of criteria. Revised Application forwarded to Dean no later than April 14.
- Phase 2:** Review by Dean (or appropriate administrator). Feedback to department/program with document forwarded by Dean to Academic Affairs no later than April 28.
- Phase 3:** Review by President or President's designee. By May 31, 2006, department chair and faculty notified in writing approval status of Application of Criteria. If Application of Criteria not approved either in whole or in part, the President shall provide a written statement of the basis of her disapproval with any suggested additions, deletions, or modification of the proposed Application of Criteria.

### **Common Elements**

#### **To be included in Application of Criteria preamble or opening statement**

1. Demonstrated **currency of knowledge** in discipline. The Application of Criteria shall affirm that currency of knowledge is one of the shared professional standards practiced by members of the academy.
2. As a regionally accredited institution, all university programs and services have met the performance standards articulated by the Higher Learning Commission. In addition to the regional **accreditation**, several programs are accredited by a professional organization (e.g., Teacher Education, Social Work). If applicable, the Application of Criteria should affirm that the employees recognize the enhancement value of accreditation as it relates to the academic program. Application of Criteria shall also affirm that the outcome of personnel actions (i.e., retention, tenure and promotion) is determined by the employee's achievement of the negotiated performance standards as developed within our academic community.

#### **To be included in statements of performance expectations in Teaching/Primary Duties, Research & Creative Activities and Service as appropriate.**

3. Demonstrated integration of **instructional technology** in Teaching/Primary Duties as specified in the department/program instructional technology plan (i.e., Article 4.04). Application of Criteria **may** include performance expectations for Research/Creative Activities and/or Service. The integration of instructional technology in the latter evaluation categories was not included in President Steinberg's request for common elements.
4. Application of Criterion for Teaching and Resource Professionals shall include a **description of each performance standard** (i.e., satisfactory, appropriate, highly effective, significant and superior) in Teaching/Primary Duties, Research/Creative Activities and Service. President Steinberg has indicated that this is not to be construed as a request for quantification of activities in any of the three evaluation categories.

For Instructors and Temporary Resource Professionals. Application of Criteria shall include a description of each performance standard (i.e., satisfactory and highly effective) in the appropriate evaluation categories.

## **Areas of Consideration in Evaluating Effectiveness of Performance**

Evaluation of an Employee's teaching/performance of primary duties will include consideration of the Employee's effectiveness in his/her:

- execution of assigned responsibilities (should include both disciplinary and interdisciplinary, if applicable);
- command of the subject matter or discipline;
- oral English proficiency as mandated by Illinois statute;
- ability to organize, analyze and present knowledge or material;
- ability to encourage and interest students in the learning process;
- and in student advisement, counseling and direction of individual activities.

Evaluation of the effectiveness of an Employee's research/creative activity will include consideration of:

- the quality and quantity of research/creative activity;
- contributions to the Employee's discipline or field;
- extent and nature of national, state or local recognition of research/creative activity;
- extent and nature of participation in professional organizations

Evaluation of the effectiveness of an Employee's unit, college, University, community or professional service will include consideration of:

- extent and nature of leadership;
- degree of participation;
- quality and length of service;
- extent and nature of national, state, or local recognition of service;
- and the relationship of the service to the Employee's assigned responsibilities and to the University.

Application of Criteria will contain the following information with regard to evaluation of teaching/primary duties, research/creative activities and service

- Description of what materials and methods will be used
- Categories of materials and activities for the three areas of evaluation and the relative importance of these materials and activities;
- a general statement of the methods to be used for evaluation of teaching/performance of primary duties including classroom visitation by the Department Chair and peers;
- a general statement of the methods to be used for evaluation of research/creative activity, and service; and
- the relative emphasis to be given to research/creative activity and service.

## Performance Standards

Retention	Teaching/Primary Duty	Research/Creative Activities	Service
<b>By the end of the evaluation period</b>			
Year 1	Satisfactory	Appropriate plans for satisfactory performance in year 2	Appropriate
Year 2	Satisfactory	Satisfactory	Satisfactory
Year 3 – 5	Highly effective	Significant	Significant
Tenure	Superior	Significant	Significant
<b>EXCEPTIONALITY</b> Years of service or educational requirement is not met. Requires same performance standards as for tenure but one category is judged beyond standard or exceptional*			
Tenure by Exception	Superior*	Significant*	Significant*

Promotion	Teaching/Primary Duty	Research/Creative Activities	Service
<b>In the aggregate through the evaluation period</b>			
Assistant Professor	Highly Effective	Satisfactory	Satisfactory
Associate Professor	Superior	Significant	Significant
Professor	Superior	Superior	Superior
<b>EXCEPTIONALITY</b> Years of service or educational requirement is not met. Requires same performance standards as the promotion rank sought but one category is judged beyond standard or exceptional*			
<b>PROFESSIONAL ADVANCEMENT INCREASE</b> In the aggregate through at least the last five years prior to evaluation Must be superior in two categories and significant in the third			
PAI	Superior (required)	Significant (superior)	Superior (significant)