

Article TPRP 25 EVALUATION AND EVALUATION CRITERIA

This article applies to just the Teaching Professionals and Resource Professionals; all references to "Employee" in this article will pertain to just those members of the Bargaining Unit.

25.01 Purpose of Evaluation

The Board and the University are responsible for evaluating the performance of all Employees. The purposes of evaluation are to judge the degree of effectiveness of an Employee's performance, to identify areas of strength and weakness, and to improve Employee performance. Additionally it shall provide a basis for the University President and the Board to make decisions, as appropriate, concerning retention, promotion, or tenure. An Employee who has submitted a resignation or has received a terminal contract shall not be eligible to apply for retention, promotion or tenure.

25.02 Evaluation Schedule

In each academic year, the Provost/Vice President for Academic Affairs shall prepare a schedule of evaluation for retention, promotion, or tenure. The schedule shall be posted electronically no later than October 15.

25.03 Evaluation Criteria and Their Application

Evaluation of an Employee's effectiveness shall be based on consideration of the Employee's professional responsibilities. Evaluations shall be done in accordance with the terms of this Agreement.

(a) Evaluation Criteria

(1) Areas of Evaluation

The degree of effectiveness of performance of each Employee being considered for retention, promotion, or tenure will be evaluated in the areas of teaching/performance of primary duties, research/creative activity, and service. Teaching/performance of primary duties will be considered the most important of the three areas of evaluation.

(2) Performance Standards

(a) The performance standards listed below will be used to reach judgments about the degree of effectiveness of an Employee's performance. In retention and promotion evaluations, the performance standards will be used to judge an Employee's performance during the entire evaluation period. The evaluation period for retention shall be the period since the beginning of the Employee's last evaluation for retention, with the exception that Employees in their second year of employment in the Bargaining Unit shall have their entire period of employment evaluated. In tenure evaluations, the performance standards will be used to judge whether an Employee's performance has reached the required degree of

effectiveness by the end of the evaluation period.

(i) For retention in probationary year one: satisfactory teaching/performance of primary duties; and appropriate plans to meet the second year retention requirement of satisfactory research/creative activity; and appropriate service.

(ii) For retention in probationary year two: satisfactory teaching/performance of primary duties; satisfactory research/creative activity; and satisfactory service during the entire evaluation period.

(iii) For retention in probationary year three, four, and five: highly effective teaching/performance of primary duties; significant research/creative activity; and significant service during the entire evaluation period.

(iv) For tenure: superior teaching/performance of primary duties; significant research/creative activity; and significant service by the end of the evaluation period.

(v) For promotion:

(a) to associate professor: superior teaching/performance of primary duties; significant research/creative activity; and significant service, by the end of the evaluation period.

(b) to professor: superior teaching/performance of primary duties; superior research/creative activity; and superior service, in each area as examined in the aggregate, that is taken as a whole, through the evaluation period.

(c) Exception: An eligible Employee who applies for consideration for promotion or tenure on the basis of exceptional performance must meet the relevant University evaluation criteria described in 25.03.a.2.iv or 25.03.a.2.v. In addition, the Employee must show evidence of exceptional performance beyond that otherwise required in one of the three areas of evaluation.

(3) Areas of Consideration in Evaluating Effectiveness of Performance

(a) 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; 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.

(b) 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.

(c) 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.

(b) Application of Criteria

(1) Each department or program shall have a statement of Application of Criteria, describing what materials and methods will be used in evaluating performance of Employees eligible for retention, promotion or tenure. Programs within combined departments, designated by the University after consultation with the union may have the choice of writing an application of criteria specific to the program. The Application of Criteria will contain:

(a) categories of materials and activities appropriate for the Department to use for the three areas of evaluation and the relative importance of these materials and activities; and

(b) a general statement of the methods to be used for evaluation of teaching/performance of primary duties including one classroom visitation by the Department Chair and two peer observations; and

(c) a general statement of the methods to be used for evaluation of research/creative activity, and service; and

(d) the relative emphasis to be given to research/creative activity and service.

(e) All Application of Criteria must contain statements in each of the areas of Teaching, Research/Creative Activities and Service that are relevant to the department's assessment of faculty who are using technology in teaching, research/creative activities, or service and must clearly identify departmental expectations in these areas.

(2) Each Department Chair, after consultation with the Department, shall submit to the University President for approval its proposed statement of Application of Criteria.

(3) By no later than June 1, 2012, the University President shall review proposed statements of Application of Criteria and shall notify the Department Chair and the department Employees in writing of her/his approval or disapproval. If the University President does not approve proposed statements of Application of Criteria either in whole or in part, she/he shall provide a written statement to the Department Chair and the department or program Employees and the Chapter President of the basis for her/his disapproval with any suggested additions, deletions, or modifications of the proposed

statement. If a department or program has no approved statement of Application of Criteria, the University President, after consultation with the Chapter President, shall establish a statement of Application of Criteria for the department or program.

(4) The Application of Criteria effective September 1, 2012 shall remain in effect through August 31, 2015.

(5) All Employees shall receive a copy of the approved statement of Application of Criteria within 10 Days of approval.

25.04 Evaluation Procedures

(a) All evaluations of Employees for retention, promotion, or tenure shall be in the areas of evaluation specified in this Article and based on the considerations in this Article and as specified in the approved statement of Application of Criteria described in this Article, on the applicable performance standard above, and on the materials referred to, in this Article.

(b) All probationary Teaching Professionals who teach or participate in other instructional activity shall have her/his teaching effectiveness evaluated by students in all courses with more than six students for each Academic Term. At least once each Academic Term, each tenured Employee who teaches a course or other instructional activity shall have her/his teaching effectiveness evaluated by students. All student evaluations shall be conducted in accordance with methods specified in the approved statement of Application of Criteria. All official student evaluations remain the property of the University and shall be maintained by the respective college.

(c) Evaluation of Tenured Employees

(1) Annual Evaluation

(a) The annual evaluation for tenured Employees not being considered for promotion is a limited process to identify areas of strength and weakness and to improve performance. The evaluation shall consist of the review of the following by the Department Chair:

- i. the required student course evaluations;
- ii. materials submitted by the Employee to substantiate performance in the areas of teaching/primary duties, research/creative activity and service;
- iii. materials in the Employee's personnel file that fall within the current period of evaluation or are prior evaluation documents that reference goals or issues to be addressed during the current period of evaluation.

(b) Following review of the documents, the Department Chair shall write a brief evaluation statement and send it to the Dean for review. A copy of the evaluation statement shall be sent to the Employee. The Employee may attach a written response to the evaluation statement for inclusion in the personnel file.

(d) Evaluation Portfolio

(1) By a date to be specified in the University evaluation timetable, each Employee who is to be evaluated for retention, promotion, or tenure shall submit an evaluation portfolio(s) containing evaluation materials in accordance with the applicable statement of Application of Criteria. All Employees hired since September 2006 are required to prepare electronic portfolios using university-approved software. Other Employees seeking personnel action described in this article may elect to submit either a paper or electronic portfolio. Materials in the evaluation portfolio shall be selected to document fulfillment of the applicable performance standard specified above. The Employee is responsible to develop a detailed table of contents of the portfolio following the guidelines developed by the Provost/Vice President for Academic Affairs so adequate security of the content is provided. Additionally, a separate section will be designated for the inclusion of materials that may be inserted by evaluators in accordance with this Article.

(2) Materials used in the process of evaluation of an Employee shall be materials included in the evaluation portfolio, materials referred to in the Employee's supporting materials, and materials in the Employee's personnel file, except for confidential materials submitted in connection with the Employee's initial appointment. These materials must fall within the current period of evaluation or are prior evaluation documents that reference goals or issues to be addressed during the current period of evaluation. Materials placed in the personnel file after the evaluation process begins shall not be considered. Documentation of program needs may be used where program needs are the basis of a non-retention recommendation or decision.

(3) After the beginning of the evaluation process, the Employee may not add materials to the portfolio unless additional documentation has been requested by the Department/Program Personnel Committee, the Department Chair, Dean, University Personnel Committee, Provost/Vice President for Academic Affairs, or University President, or unless the material is submitted in response to an evaluator's placement of materials in the Employee's evaluation portfolio or personnel file after the beginning of the evaluation process, or unless the material was not available prior to the beginning of the evaluation process.

(4) After the beginning of the evaluation process, an evaluator may not add materials to the Employee's personnel file, unless the material was not available prior to the beginning of the evaluation process. Nor may an evaluator add materials to an Employee's evaluation portfolio unless the material was not available prior to the beginning of the evaluation process, except that an evaluator may add to an Employee's evaluation portfolio (a) copy(s) of materials which were in the Employee's personnel file prior to the beginning of the evaluation process but which the Employee has not included in her/his evaluation portfolio, provided that (a) copy(s) of any statement(s) the Employee has attached to such materials also be added to the evaluation portfolio.

(5) If an evaluator adds materials to an Employee's evaluation portfolio or personnel file at any step of the evaluation process, notice of such materials shall be provided to the Employee and the Employee shall, upon request, be provided an opportunity to review and respond to the materials before the completion of that step of the evaluation process.

Such an opportunity shall not delay that step of the process more than three days beyond the date specified in the University Timetable, unless an extension is agreed to by the Provost/Vice President for Academic Affairs and the Chapter President. An evaluator may request that an Employee provide additional documentation of statements or materials in her/his evaluation portfolio. No evaluator may remove materials from the evaluation portfolio.

(6) A copy of the evaluation recommendation made at each step of the evaluation process shall be added to the portfolio. If an Employee has requested reconsideration of a negative recommendation by a Department Personnel Committee, Department Chair, or the University Personnel Committee, a copy of the written statement of the result of the reconsideration shall be included in the portfolio. A copy of any written evaluation placed in an Employee's evaluation portfolio or personnel file shall be provided to the Employee.

(7) A copy of the Employee's request for reconsideration of a negative recommendation shall be added to the portfolio. Such a request for reconsideration may include additional documents if the Employee believes them to be important to the evaluation process.

(8) If an Employee believes that a positive recommendation by an evaluator contains false or misleading statements, the Employee may add a statement to the portfolio in response to the alleged false or misleading statements within three (3) Days of receipt of the recommendation.

(e) Evaluation Committees

(1) Each Department or program shall have a Personnel Committee composed of and elected by department bargaining unit Employees. In the event that there are fewer than three Employees in the Department or program, then the University Contract Administrator and the Chapter President shall identify other Employees from outside the Department or program to serve on the Department or Program Personnel Committee in order to bring its membership to a minimum of three. In the event that an Employee has a multi-department assignment, the individual may request the addition of one member to the Department or Program Personnel Committee from outside the evaluating Department or program who represents the expertise in the area in which the additional duties were performed. The University Contract Administrator and the Chapter President shall identify the additional member.

(2) The University shall have a University Personnel Committee composed of tenured faculty and elected by University bargaining unit Employees. If fewer than 50% of the Teaching Professionals or Resource Professionals in a college are tenured, then a tenure-track Employee may be elected to represent that college. The purpose of the University Personnel Committee shall be to provide recommendations to the Provost/Vice President for Academic Affairs concerning retention, promotion, or tenure of University Employees, unless provided elsewhere in this Agreement.

(a) The University Personnel Committee shall be composed of no more than eleven faculty members.

(b) Each college shall have at least one representative on the University Personnel

Committee.

(c) One member of the University Personnel Committee shall be elected by and from Resource Professionals.

(d) Terms on the University Personnel Committee shall be three years, and shall be staggered.

(e) Election of the University Personnel Committee shall be conducted by the Faculty Senate.

(f) If a University Personnel Committee is not elected or if a University Personnel Committee fails to make a recommendation, the failure shall not prevent decisions concerning retention, promotion, or tenure of University Employees.

(3) The only role of a Department Personnel Committee and the University Personnel Committee in evaluation of Employee performance is evaluation for the purpose of providing a recommendation concerning retention, promotion, or tenure of a University Employee unless provided elsewhere in this Agreement.

(f) Multi-Department Assignments

(1) No Employee shall be evaluated for retention, promotion, or tenure by more than one department. The evaluating Department shall be specified at the time of appointment or whenever 50% of the Employee's primary duties are outside of the appointing department.

(2) An Employee whose assigned obligation during an academic calendar period or period of appointment, including any overload assignment, includes assigned duties outside the evaluating department shall submit evaluation materials relevant to those duties. Evaluation materials may include documentation on research/creative activity or service.

(3) When an Employee who has assigned duties outside the evaluating department has submitted evaluation materials relevant to those duties, the evaluators' consideration of the materials will be commensurate with the Employee's assignment outside the evaluating department during the total evaluation period.

(4) Evaluators will use the approved statement of Application of Criteria of the evaluating department/program in evaluating materials relating to assignments outside of the department/program. If the statement of Application of Criteria of the evaluating department/program does not contain such materials, they shall be evaluated by use of the approved statement of Application of Criteria of the department/program in which the duties were performed or, if no such statement exists, by the development of an multi-department/program Application of Criteria.

25.05 Professional Advancement Increase

(a) An Employee shall be eligible for consideration for a professional advancement

increase if she/he meets the following requirements:

(1) The Employee must have completed at least five years of service at the University at the rank of Professor.

(2) Faculty who have received a Professional Advancement Increase are not eligible to apply until the fifth year after notification of the previous award.

(3) An eligible Employee may submit an evaluation portfolio in accordance with the University timetable. Evaluation recommendations will be made by the Employee's Department Chair, Department or program personnel committee, dean and University Personnel Committee and forwarded to the University President as required in the regular evaluation process for tenure or promotion. The performance standards necessary for a professional advancement increase can be met in one of two ways:

Superior Teaching/Performance of primary duties; superior research/creative activity; and significant service in the aggregate, that is, taken as a whole, through at least the last five years prior to this evaluation.

Superior Teaching/Performance of primary duties; significant research/creative activity; and superior service in the aggregate, that is, taken as a whole, through at least the last five years prior to this evaluation.

(4) All professional advancement increases shall be added to the Employees basic monthly salary and shall be recurring.