

**MEMORANDUM**

OFFICE OF ACADEMIC AFFAIRS

**TO:** Directors, Associate Directors, Deans, and Associate Deans

**FROM:** Lawrence P. Frank, Provost

**DATE:** October 2011

**RE:** Academic Support Professional Evaluation for 2011-2012 and Work Plan Development for 2012-2013

Below you will find the schedule for Evaluation of 2011-2012 activities and development of 2012-2013 Work Plans for Academic Support Professionals. Your evaluations in May 2012 must be based upon the 2011-2012 work plans. As you develop next year's (2012-2013) work plans, please use the template that is appended to this document.

**EVALUATION AND WORK PLAN DEVELOPMENT  
FOR ACADEMIC SUPPORT PROFESSIONALS (Articles 31, 32, and 33)**

- By May 8, 2012                      Evaluation for 2011-2012 conducted with Employee. (Note: An evaluation in the first year of employment shall occur in the sixth month of employment.) Evaluation should include an overall performance rating of highly effective, satisfactory, or unsatisfactory, along with a recommendation for or against retention.
- Job description reviewed with the Employee. Work plan for 2012-2013 reviewed with the Employee.
- The evaluation for 2011-2012, the work plan for 2012-2013, and the job description will be sent to the appropriate Dean's office for review.
- By May 11, 2012                      If the Employee's overall performance is rated unsatisfactory, the Employee may request a review by a Temporary Appeal Committee [Article 32.05(e)].
- By May 18, 2012                      Temporary Appeal Committee submits its recommendation to the appropriate Dean for review.
- By June 4, 2012                      The Dean will submit evaluation, written retention recommendation, and work plan to the Provost/Vice President for Academic Affairs or to the Vice President for Student Life, as appropriate. All copies are sent to Academic Affairs for filing in the personnel file.
- By June 15, 2012                      The Academic Support Professional will receive the decision regarding retention and an approved copy of the 2012-2013 work plan.

In accordance with Article 32.05(c) of the Collective Bargaining Agreement, the evaluation categories for Academic Support Professionals shall be "*highly effective*," "*satisfactory*," and "*unsatisfactory*." A rating should be provided for each area of assignment in the Employee's annual work plan above 5% and also for the overall rating. The Work Plan developed for July 1, 2011-June 30, 2012 must be referred to when evaluating the Academic Support Professional's performance.

Please refer to the Academic Support Professional Work Plan document to be used in order to identify priorities and performance expectations as well as a description of the materials and methods which will be used to evaluate the Academic Support Professional's performance for July 1, 2012 through June 30, 2013.

NORTHEASTERN ILLINOIS UNIVERSITY  
 WORK PLAN for ACADEMIC SUPPORT PROFESSIONALS  
 Academic Year 20\_\_\_\_-20\_\_\_\_

NAME \_\_\_\_\_ DEPARTMENT/UNIT \_\_\_\_\_

WEEKLY WORK SCHEDULE: \_\_\_\_\_ DAYS \_\_\_\_\_  
 (must add up to 37.5 hours) \_\_\_\_\_ HOURS \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_ Included \_\_\_\_\_ Not included

<u>DESCRIPTION OF TASK/ACTIVITY</u>	<u>OBJECTIVE/OUTCOME</u>	<u>SPECIAL GOALS/DEADLINES</u>	<u>METHOD OF EVALUATION</u>	<u>% ANNUAL WORKLOAD</u>
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Other Duties as Assigned: \_\_\_\_\_ 5% or less

Academic Support Professional \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Provost/Vice President for Academic Affairs or Vice President for Student Life \_\_\_\_\_ Date \_\_\_\_\_

Note: Copy is to be forwarded to Office of Academic Affairs for placement in personnel file.