



MEMORANDUM

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

FROM: Lawrence P. Frank, Provost

DATE: September 29, 2010

RE: Academic Support Professional Evaluation for 2010-2011 and Work Plan Development for 2011-2012

Below you will find the schedule for Evaluation of 2010-2011 activities and development of 2011-2012 Work Plans for Academic Support Professionals. Your evaluations must be based upon the 2010-2011 work plans. As you develop next year's work plans, please use the same template as in recent past years. In the case that you need an electronic copy of the work plan template, please contact Allen Shub at [A-Shub@neiu.edu](mailto:A-Shub@neiu.edu) who will be happy to forward it to you.

EVALUATION AND WORK PLAN DEVELOPMENT  
FOR ACADEMIC SUPPORT PROFESSIONALS (Article 32)

By May 16	The Evaluation for 2010-2011 and the Work Plans for 2011-2012 will be sent to the appropriate Deans' offices for review.
By June 6	The Deans will submit evaluations and work plans to the Provost.
By June 24	The Academic Support Professionals will receive an approved copy of the work plan with an appointment letter for one or two years, as indicated in the Collective Bargaining Agreement.

In accordance with Article 32 of the Collective Bargaining Agreement, the evaluation categories for Academic Support Professionals shall be "*highly effective*," "*satisfactory*," and "*unsatisfactory*." The Work Plan developed for July 1, 2010-June 30, 2011 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, 2011-June 30, 2012.