



Northeastern
Illinois
University

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CHICAGO, ILLINOIS 60625-4699

OFFICE OF ACADEMIC AFFAIRS

MEMORANDUM

TO: All Chairs and Coordinators

FROM: Lawrence P. Frank, Provost

DATE: September 29, 2010

RE: Instructor and Academic Resource Professional Evaluations

I have attached a copy of the 2010-2011 Evaluation Timetable for Instructors and Academic Resource Professionals. Please be aware that you should receive an indication of an Instructor's wish to be employed in the 2011-2012 academic year by February 15, 2011, and that a re-employment roster based on your Instructors' seniority should be forwarded to my office by March 15, 2011.

In accordance with Article 32.03 (b), (c), and (d), of the UPI/NEIU Collective Bargaining Agreement, the evaluation consists of a "review of the following materials by the Department Personnel Committee and Department Chair that will then be submitted to the Dean:"

--if primary duty includes classroom instruction, two classroom observations, one by the Department Chair or designee, and the other by a peer who is either a Teaching Professional or Instructor (a peer may be any instructional staff with five or more years of teaching experience within the Department);

--student evaluations of all courses or other instructional activities;

--any materials required by the Application of Criteria in the area of teaching/primary duties;

In addition to those listed above, the Employee *may* submit the following:

- any materials the Employee submits as evidence of the effectiveness of teaching/primary duties;
- if applicable, any evidence of research/creative activities and service/administrative responsibilities to the department, college, or university;
- materials in the Employee's personnel file;
- additional documentation of the materials specified above as requested by the Department Personnel Committee and/or the Department Chair.

NO PORTFOLIOS are required. Employees may submit their materials in a folder.

c: Deans
Associate Deans
Directors

2010-2011 EVALUATION OF INSTRUCTORS AND
ACADEMIC RESOURCE PROFESSIONALS (Articles 31 and 32)

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| By February 15 | Instructors notify, in writing, the Chair of their Department if they wish to be considered during the next academic year for an Instructor appointment. |
| By March 15 | Chair develops a listing of all Instructors wishing to have appointments in the Department in the subsequent academic year. Re-employment roster based on Instructors' seniority submitted to the Provost/Vice President for Academic Affairs for review. Copy available in Department office and sent to the Chapter President. |
| By April 1 | Instructors submit materials to be evaluated to the Department Personnel Committee. |
| By April 15 | Department Personnel Committee forwards their recommendation to the Department Chair. |
| By April 30 | Department Chair forwards Chair and Department Personnel Committee evaluations to the Instructor and to the appropriate Dean. |
| By May 13 | Dean forwards Chair and Department Personnel Committee evaluations to the Provost/Vice President for Academic Affairs. |

In accordance with Article 32 of the Collective Bargaining Agreement, the Evaluation of Instructors "shall state whether the Instructor's degree of effectiveness in teaching/primary duties has been *unsatisfactory*, *satisfactory*, or *highly effective*, with reference to the performance standards specified in the appropriate Application of Criteria.