

MEMORANDUM

TO: Deans, Department Chairs, Coordinators, and Instructors
FROM: Lawrence P. Frank, Provost
DATE: October 2011
RE: Instructor Evaluation Schedule

I have attached a copy of the 2011-2012 Evaluation Schedule for Instructors. Please be aware that Department Chairs should receive an electronic or written indication of an Instructor's wish to be employed in the 2012-2013 academic year by February 15, 2012, and that a re-employment roster based on the Instructors' seniority should be forwarded to my office by March 15, 2012.

In accordance with Article 32.04(b) of the UPI/NEIU Collective Bargaining Agreement, the evaluation consists of a review of the following materials by the Department Personnel Committee for Instructors and by the Department Chair:

The Employee is responsible to provide the following four items (no Portfolios are required. Employees may submit their materials in a folder):

1. Cover Sheet (Form B-Instr) indicating the name, highest degree, length of service as an Instructor in the department/program, the terms/sessions of the evaluation period, the term/session in which the evaluation is being conducted, and a list of materials provided by the Employee
2. Any materials required by the Application of Criteria in the area of teaching/assigned activity
3. Any materials the Employee submits as evidence of the effectiveness of teaching/assigned activity
4. Evidence of other assigned activity

The department/program is responsible to provide the following three items:

1. Instructor Transmittal Sheet (Form A-Instr)
2. Two classroom observations during the evaluation period, one by the Department Chair or designee, and the other by a peer who is either a Teaching Professional in the department/program or an Instructor who has more than five years of satisfactory teaching experience within the department/program (Note: The Instructor should receive a copy of the written classroom observation within 5 working days following the observation.)
3. Student evaluations of all courses or other instructional activities with more than five students from all fall/spring terms and summer sessions completed since the last evaluation period and prior to the term/session during which the current evaluation is being conducted

c: Therese Schuepfer, University Professionals of Illinois
Cyndi Moran, University Professionals of Illinois

2011-2012 EVALUATION OF INSTRUCTORS (Articles 31 and 32)

By February 15, 2012	Instructors notify, electronically or in writing, the Chair of their Department if they wish to be considered during the next academic year (2012-2013) for any available Instructor appointment for which they are qualified.
By March 15, 2012	Chair develops a listing of all Instructors wishing to have appointments in the Department in the subsequent (2012-2013) academic year. Re-employment roster based on Instructors' seniority submitted to the Dean and the Provost/Vice President for Academic Affairs for review. Copy available in Department office and sent to the Chapter President.

- By March 7, 2012 All required evaluation materials are submitted to Department Personnel Committee for Instructors.
- March 28, 2012 Department Personnel Committee for Instructors submits its evaluation to the Department Chair and to the Instructor. The evaluation may include goals or issues to be addressed in the next evaluation cycle.
- April 11, 2012 Department Chair submits the Department Chair evaluation to the Instructor. The evaluation may include goals or issues to be addressed in the next evaluation cycle. Department Personnel Committee for Instructors evaluation and Department Chair evaluation are forwarded to the Dean and to the Employee's personnel file.
- April 16, 2012 Reconsideration of an unsatisfactory evaluation by the Department Personnel Committee for Instructors and/or by the Department Chair is requested by the Instructor.
- April 23, 2012 The Department Chair provides written statement(s) of the result of the reconsideration by the Department Personnel Committee for Instructors and/or the Department Chair to the Instructor being evaluated and to the Dean.
- April 26, 2012 Review by the Instructor Appeals Committee of an unsatisfactory evaluation by the Department Personnel Committee for Instructors and/or the Department Chair is requested by the Instructor.
- May 3, 2012 Instructor Appeals Committee provides written statement(s) of the result of its review to the Instructor being evaluated. All recommendations from the Department Personnel Committee for Instructors, the Department Chair, and the Instructor Appeals Committee are forwarded to the Dean.
- May 31, 2012
(By May 11, 2012 if
Instructor is scheduled to
teach in Summer I or IA)
- Dean provides the final decision of unsatisfactory or satisfactory performance, with statement of reasons if decision is negative, to the Instructor, the Department Chair, and the Employee's personnel file.

In accordance with Article 32.04(c)(1) of the Collective Bargaining Agreement, the Evaluation of Instructors "shall state whether the Employee's teaching/primary duty has been unsatisfactory or satisfactory with reference to the performance standards specified in the appropriate Instructor Application of Criteria. The evaluations may include goals or issues to be addressed in the next evaluation cycle."

Important Note: If an Instructor has received Satisfactory evaluations for five consecutive evaluation years/cycles, the Department Chair shall review the performance of the Employee and forward a performance summary to the Employee, the Dean, and the Employee's personnel file [Article 32.04(g)(ii)].

TRANSMITTAL SHEET FOR INSTRUCTOR EVALUATION

NAME _____ DEPARTMENT/PROGRAM _____

DEPARTMENT PERSONNEL COMMITTEE FOR INSTRUCTORS RECOMMENDATION:

___ Satisfactory ___ Unsatisfactory

Date of Transaction

Date of Transmittal to Department Chair

Chair, Department Personnel Committee for Instructors

DEPARTMENT CHAIR RECOMMENDATION:

___ Satisfactory ___ Unsatisfactory

Date of Transaction

Date of Transmittal to Dean or to Instructor Appeals Committee

Department Chair

INSTRUCTOR APPEALS COMMITTEE RECOMMENDATION (If Necessary):

___ Satisfactory ___ Unsatisfactory

Date of Transaction

Date of Transmittal to Dean

Chair, Instructor Appeals Committee

DEAN FINAL DECISION (If Necessary):

___ Satisfactory ___ Unsatisfactory

Date of Transaction

Date of Transmittal to Provost

Dean

COVER SHEET FOR INSTRUCTOR EVALUATION

Name _____ Highest Degree _____

Department/Program _____

Length of Service as Instructor in the above Department/Program _____

Terms/Sessions of the Evaluation Period _____

Term/Session in which Evaluation is being Conducted _____

LIST OF MATERIALS PROVIDED BY THE EMPLOYEE:

- Cover Sheet (Form B-Instr)
- Any materials required by the Application of Criteria in the area of teaching/assigned activity – List materials below
- Any materials the Employee submits as evidence of the effectiveness of teaching/assigned activity – List materials below
- Evidence of other assigned activity – List materials below

Note: The Department/Program is responsible to provide: (a) Instructor Transmittal Sheet (Form A-Instr); (b) Department Chair and peer classroom observations; and (c) student evaluations.

OVERALL EVALUATION OF INSTRUCTOR BY DEPARTMENT CHAIR

Instructor's Name _____

Department _____

EVALUATION OF TEACHING/ASSIGNED ACTIVITY

Unsatisfactory

Satisfactory

NARRATIVE:

Note: Narrative and rating should be consistent. Ratings should be consistent with contract language in Article 32.

USE ADDITIONAL PAGES AS NECESSARY.

Date

Department Chair

Instructor's Signature

The Instructor's signature indicates that he/she has read the material.

OVERALL EVALUATION OF INSTRUCTOR
BY DEPARTMENT PERSONNEL COMMITTEE FOR INSTRUCTORS

Instructor's Name _____

Department _____

EVALUATION OF TEACHING/ASSIGNED ACTIVITY

Unsatisfactory

Satisfactory

NARRATIVE:

Note: Narrative and rating should be consistent. Ratings should be consistent with contract language in Article 32.

USE ADDITIONAL PAGES AS NECESSARY.

Date

Chair, Department Personnel Committee for Instructors

Instructor's Signature

The Instructor's signature indicates that he/she has read the material.