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TO: Deans, Department Chairs, and Members of the Faculty
FROM: Lawrence P. Frank, Provost
DATE: September 2007
RE: University Evaluation Schedule

I am attaching the University Evaluation Schedule for the 2007-2008 academic year for tenured and tenure-track employees.

We are attempting to help faculty members prepare their portfolios with greater precision in order to document their accomplishments to all reviewers. Therefore, you will find appended a set of guidelines for submitting materials for use by all candidates for promotion, retention, and tenure, and by applicants for the Professional Advancement Increase.

c: Sharon K. Hahs, President
Members of the President's Council
Members of the Provost's Council
Terry Schuepfer, University Professionals of Illinois
Patrice Stearley, University Professionals of Illinois
Barbara Scott, University Professionals of Illinois

NORTHEASTERN ILLINOIS UNIVERSITY

UNIVERSITY EVALUATION SCHEDULE - ACADEMIC YEAR 2007-2008

All actions specified within this calendar must be completed in accordance with the relevant articles of the Faculty Collective Bargaining Agreement.

Evaluation Criteria 2007-2008 for Tenured/Tenure-Track Employees

Article 25 of the Faculty Collective Bargaining Agreement specifies the University Evaluation Criteria for evaluation, performance standards to be applied, and the areas of consideration in evaluating effectiveness in teaching/performance of primary duties, research/creative activity, and service.

The Application of Criteria approved by the President in 2007, shall be the basis on which personnel evaluations for retention, promotion or tenure will be made. Copies of the Application of Criteria as well as the Educational Requirements for Tenure have been provided to each faculty member.

NOTES ON RETENTION DECISIONS

The relevant sections of the Faculty Collective Bargaining Agreement are Article 25, Article 26 and Article 28.

- A. All probationary faculty are evaluated annually.
- B. All probationary faculty are required to submit evaluation portfolios for retention.
- C. No faculty member shall be evaluated for retention until he/she has completed one full academic term of service at the University.
- D. Program needs may be used as a reason for non-retention only in the first three years of employment.
- E. For faculty employed in a bargaining unit position Fall term 1991 and after:
 - 1. If a faculty member in his/her FIRST or SECOND year of full-time employment is denied retention, his/her employment is terminated at the end of the FIRST or SECOND year respectively, provided notice is given to the employee no later than April 1.
 - 2. If a faculty member in his/her THIRD or SUBSEQUENT year of full-time employment is denied retention, his/her employment is terminated at the end of the FOURTH or SUBSEQUENT year respectively.
- F. If a faculty member in his/her SIXTH year of full-time employment is denied tenure, his/her employment is terminated at the end of the SEVENTH year of full-time employment. If the University's tenure recommendation is approved by the Board of Trustees, the faculty member is tenured effective at the beginning of the SEVENTH year of full-time employment.
- G. In the event of failure of an employee to submit an evaluation portfolio for retention, the employee shall not have his/her employment continued beyond that academic year.

NOTE: All employees are placed in Probationary Year One at the time of initial appointment. Faculty who count prior service will be in a probationary year at variance with their year of employment at Northeastern. Nonetheless, these employees must follow the Year of Employment timetable in all retention activities. Probationary Year One may be extended for employees who begin their employment after the beginning of the academic year.

RETENTION
(Article26)

Probationary Faculty Members in First and Second Year of
Full-Time Employment at the University

January 3	All portfolios (paper and e-portfolios) submitted to Department Personnel Committees
Not before January 7 but no later than January 11	Department Personnel Committee retention recommendations for probationary faculty in first and second year of full-time employment submitted to Department Chair.
January 18	Retention recommendations and reasons of Department Chair and Department Personnel Committee submitted to faculty member considered for retention in the first and second year.
January 25	Reconsideration of negative recommendation by Department Personnel Committee or Department Chair requested.
January 31	The Department Chair provides written statement(s) of reconsideration to faculty member and to appropriate Dean/Director.
February 19	Retention recommendations reviewed by Dean/ Director; written retention recommendations of Dean/Director submitted with accompanying retention recommendations to Provost. Copy of retention recommendation of Dean/Director, with supporting reasons if a negative recommendation, submitted to the faculty member.
February 22	Provost submits retention recommendations and supporting reasons to University Personnel Committee.
March 10	University Personnel Committee submits written recommendation to Provost for each faculty member being evaluated. Copy of the University Personnel Committee recommendation provided to faculty member.
March 14	Reconsideration of negative recommendation by University Personnel Committee requested.
March 24	University Personnel Committee submits written statement of reconsideration to faculty member and to Provost.
March 31	Retention decisions provided to probationary faculty members in first and second year of full-time employment by the University President, with statement of reasons if decision is negative. A negative decision dictates termination at the end of the first or second year of full-time employment respectively.

RETENTION
(Article 26)

Probationary Faculty Members in Third and Later Years of
Full-Time Employment at the University

January 7	All portfolios submitted to Department Personnel Committees
January 18	Department Personnel Committee retention recommendations for probationary faculty after three or more years of full-time employment submitted to Department Chair.
January 29	Retention recommendations and reasons of Department Chair and Department Personnel Committee submitted to faculty member considered for retention.
February 4	Reconsideration of negative recommendation by Department Personnel Committee or Department Chair requested.
February 11	The Department Chair provides written statement(s) of reconsideration to faculty member being evaluated, and to appropriate Dean/Director.
February 25	Retention recommendations reviewed by Dean/ Director; written retention recommendations of Dean/Director submitted with accompanying retention recommendations to Provost. Copy of retention recommendation of Dean/Director, with supporting reasons if a negative recommendation, submitted to the faculty member being evaluated.
February 29	Provost submits retention recommendations and supporting reasons to University Personnel Committee.
March 28	University Personnel Committee submits written recommendation to Provost for each faculty member. Copy of the University Personnel Committee recommendation provided to faculty member.
April 3	Reconsideration of negative recommendation by University Personnel Committee requested.
April 11	University Personnel Committee submits written statement of reconsideration to faculty member and to Provost.
May 4	Retention decision provided to probationary faculty member beyond the third year by the University President, with statement of reasons if decision is negative. A negative decision dictates issuance of a terminal contract for the following academic year.

PROMOTION (Article 27)

October 12	Faculty applying for promotion request verification of eligibility from Office of Academic Affairs. If a faculty member decides not to apply for promotion after this date, s/he must notify the Office of Academic Affairs in writing, with copies to the Department Chair and Dean.
October 19	Faculty receive verification of eligibility for promotion if requested.
October 26	Faculty wishing to be considered for promotion apply to Department Chair.
November 2	All portfolios submitted to the Department Personnel Committee
November 9	Department Personnel Committee submits written promotion recommendations to Department Chair, supported with written reasons based on approved evaluation criteria.
November 15	Department Chair submits written promotion recommendation with reasons, and promotion recommendation of Department Personnel Committee with reasons, to faculty member being considered for promotion.
November 21	Reconsideration of negative recommendation by Department Personnel Committee or Department Chair requested.
November 28	The Department Chair provides written statement(s) of reconsideration to faculty member. Faculty member may withdraw application for consideration for promotion by written notification to the Department Chair.
December 3	Promotion recommendations and reasons of Department Chair and Department Personnel Committee submitted to Dean/Director.
January 9	Dean/Director submits written promotion recommendation for each faculty member being considered to the Provost, with accompanying promotion recommendations. Promotion recommendation of Dean/Director, with supporting reasons if a negative recommendation, provided for each faculty member.
January 11	Provost submits all promotion recommendations and supporting reasons to University Personnel Committee.
February 22	University Personnel Committee submits written promotion recommendation to the Provost for each faculty member. Copy of the University Personnel Committee recommendation provided to faculty member.
February 28	Reconsideration of negative recommendation by University Personnel Committee requested.
March 6	University Personnel Committee submits written statement of reconsideration to faculty member and to Provost.
May 1	Promotion decision provided to faculty member by the University President, with statement of reasons if decision is negative.

TENURE
(Article 28)

October 12	Faculty applying for tenure request verification of eligibility from Office of Academic Affairs.
October 19	Faculty applying for tenure are notified of eligibility by Office of Academic Affairs.
November 5	Faculty who are applying for tenure apply to Department Chair for consideration of tenure.
November 12	All portfolios submitted to the Department Personnel Committee
November 19	Department Personnel Committee submits written recommendation for each faculty member to Department Chair, with written reasons supporting recommendation.
November 26	Department Chair provides written tenure recommendation with reasons, and tenure recommendation of Department Personnel Committee with reasons, to faculty member.
November 30	Reconsideration of negative recommendation by Department Personnel Committee or Department Chair requested.
December 7	The Department Chair provides written statement(s) of reconsideration to faculty member.
December 11	Tenure recommendations and reasons of Department Chair and Department Personnel Committee submitted to Dean/Director.
January 21	Dean/Director submits written tenure recommendation for each faculty member to Provost. Tenure recommendation of Dean/Director, with supporting reasons if a negative recommendation, provided to each faculty member.
January 24	Provost submits all tenure recommendations and supporting reasons to University Personnel Committee.
February 22	University Personnel Committee submits written tenure recommendation to the Provost for each faculty member being considered. Copy of the University Personnel Committee recommendation provided to each faculty member.
February 28	Reconsideration of negative recommendation by University Personnel Committee requested.
March 7	University Personnel Committee submits written statement of reconsideration to faculty member and to Provost.
Prior to May 31	University President submits her tenure recommendations to the Board of Trustees. University President provides each faculty member with copy of her recommendation, with statement of reasons if recommendation is negative.
May 31	Notification of tenure decision provided to each faculty member. A negative decision in the sixth probationary year dictates issuance of a terminal contract for the following academic year.

NOTE: Probationary Year One may be extended for Employees who begin their employment after the beginning of the academic year. An employee may withdraw his/her tenure application at any time during the tenure evaluation process.

PROFESSIONAL ADVANCEMENT INCREASE (Article 25.05)

October 26	Faculty applying for Professional Advancement Increase request verification of eligibility from Office of Academic Affairs. If a faculty member decides not to apply for consideration after this date, s/he must notify the Office of Academic Affairs in writing, with copies to the Department Chair and Dean.
November 2	Faculty receive verification of eligibility.
November 9	Faculty wishing to be considered for Professional Advancement Increase apply to Department Chair for consideration.
November 19	All portfolios submitted to Department Personnel Committee
November 27	Department Personnel Committee submits written recommendation to Department Chair, supported with written reasons based on approved evaluation criteria.
December 3	Department Chair submits written recommendation with reasons, and recommendation of Department Personnel Committee with reasons, to faculty member.
December 7	Reconsideration of negative recommendation by Department Personnel Committee or Department Chair requested.
January 14	The Department Chair provides written statement(s) of reconsideration to faculty member. Faculty member may withdraw application for consideration for Professional Advancement Increase by written notification to the Department Chair. Professional Advancement Increase recommendations and reasons of Department/Unit Chair and Department/Unit Personnel Committee submitted to Dean/Director.
January 29	Dean/Director submits written Professional Advancement Increase recommendation for each faculty member being considered to the Provost, with accompanying recommendations. Professional Advancement Increase recommendation of Dean/Director, with supporting reasons if a negative recommendation, provided for each faculty member.
February 4	Provost submits all Professional Advancement Increase recommendations and supporting reasons to University Personnel Committee.
March 10	University Personnel Committee submits written Professional Advancement Increase recommendation to the Provost for each faculty member. Copy of the UPC recommendation provided to faculty member.
March 14	Reconsideration of negative recommendation by University Personnel Committee requested.
April 7	UPC submits written statement of reconsideration to faculty member and to Provost.
May 1	Professional Advancement Increase decision provided to faculty member by the University President, with statement of reasons if decision is negative.

ANNUAL EVALUATION OF TENURED FACULTY
NOT APPLYING FOR PROMOTION (Article 25.04(c))

March 10	Faculty provide Department Chair with documentation for evaluation process.
April 14	Department Chair submits annual evaluations to Dean for review.
April 30	Department Chair provides copy of evaluation to faculty member and to Dean who submits the evaluations to Provost.

INSTRUCTIONS AND GUIDELINES

ALL APPLICANTS WILL SUBMIT THE FOLLOWING MATERIALS TO THE DEPARTMENT CHAIR FOR TRANSMITTAL TO THE DEPARTMENT PERSONNEL COMMITTEE NO LATER THAN THE PUBLISHED DATE IN THE UNIVERSITY EVALUATION SCHEDULE:

- ! One copy of the Transmittal Sheet, Form A.
- ! One copy of the Application (for retention, promotion, tenure, or professional advancement increase), prepared according to the guidelines in Form A-1, A-2, A-3, or A-4.
- ! One copy of the Table of Contents, prepared according to Form B.
- ! One portfolio containing a complete set of supporting documentation.

THIS SINGLE COLLECTION OF MATERIALS IS PASSED UP THROUGH THE DEPARTMENT CHAIR, DEAN, UNIVERSITY PERSONNEL COMMITTEE, AND PROVOST'S OFFICE. IT WILL BE RETURNED TO YOU AT THE END OF THE EVALUATION PROCESS; IF YOUR MATERIALS ARE NOT RETURNED, CONTACT THE PROVOST'S OFFICE. IN ADDITION, ALL APPLICANTS WILL SUBMIT THE FOLLOWING TO THE UNIVERSITY PERSONNEL COMMITTEE CHAIR, IN CARE OF DENISE WILSON, FACULTY SENATE OFFICE:

- ! Eleven copies of the Table of Contents for the application, Form B.

THE DEPARTMENT PERSONNEL COMMITTEE AND THE DEPARTMENT CHAIR WILL EACH PREPARE AN EVALUATION ACCORDING TO FORM C OR FORM D FOR TRANSMITTAL. ONLY ONE COPY OF EACH IS NEEDED IN THE PORTFOLIO.

* * *

FOR ALL PERSONNEL ACTIONS, THE FOLLOWING INSTRUCTIONS WILL APPLY:

A. Teaching/Performance of Primary Duties

List all accomplishments and supporting evidence which are consistent with the Application of Criteria that are to be considered in this evaluation. A copy of the instrument, a basic description of the scales used, and an interpretation of the statistics derived from student evaluations must be included. Resource professionals must include a specific statement of assigned responsibilities.

B. Research/Creative Activities

Include all items that you wish to have considered in this evaluation, classified and identified according to the Application of Criteria. Include off prints or copies of published works; include manuscripts of papers/presentations.

C. Service

Include all service activities during the relevant period which are consistent with the Application of Criteria and which you wish to have considered in this evaluation. A narrative statement explaining your present contributions to each activity must be included.

TRANSMITTAL SHEET
(only one copy required)

NAME _____ DEPARTMENT/UNIT _____

-

PRESENT RANK/STATUS _____

PROPOSED RANK/STATUS _____

(Promotion to Which Rank, Tenure, Retention)

DEPARTMENT PERSONNEL COMMITTEE RECOMMENDATION:

Recommended ___ Not Recommended

Date of Transaction

Date of Transmittal to Department Chair

Chair, Department Personnel Committee

~~~~~

DEPARTMENT CHAIR RECOMMENDATION:

Recommended      \_\_\_ Not Recommended

\_\_\_\_\_  
Date of Transaction

\_\_\_\_\_  
Date of Transmittal to Dean/Director

\_\_\_\_\_  
Department Chair

~~~~~

DEAN/DIRECTOR RECOMMENDATION:

Recommended ___ Not Recommended

Date of Transaction

Date of Transmittal to Provost

Dean/Director

~~~~~

UNIVERSITY PERSONNEL COMMITTEE RECOMMENDATION:

Recommended      \_\_\_ Not Recommended

\_\_\_\_\_  
Date of Transaction

\_\_\_\_\_  
Date of Transmittal to Provost

\_\_\_\_\_  
Secretary  
University Personnel Committee

\_\_\_\_\_  
Chair/Vice Chair  
University Personnel Committee

APPLICATION FOR RETENTION<sup>1</sup>

Date \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Department: \_\_\_\_\_

Current Rank: \_\_\_\_\_ Date Obtained: \_\_\_\_\_ Date of Initial Northeastern Appointment: \_\_\_\_\_

Full Time Years at Northeastern<sup>2</sup> \_\_\_\_\_ Current Probationary Year<sup>2</sup> \_\_\_\_\_

Years in Current Rank at Northeastern<sup>2</sup> \_\_\_\_\_ Highest Degree Held \_\_\_\_\_

- I. Attach Form B prepared according to suggested format: Documentation and materials submitted for retention evaluation must be confined to relevant time period, i.e.:
  - a. The period since the beginning of the employee's last evaluation for retention.<sup>3</sup>
  - b. No employee shall be evaluated for retention until a full academic term of service at Northeastern has been completed.

II. Performance Documentation (Refer to Instructions and Guidelines, p. 10 of Evaluation Schedule.)

It is the responsibility of each faculty member to document in clear and explicit terms both the quantity and quality of his/her activities. This documentation, in addition to an enumeration of only those activities completed in the relevant time period, should include narrative statements which explain in brief, clear, and explicit terms precisely how and to what extent the documentation presented establishes that the requirements set forth in the Faculty Collective Bargaining Agreement and the Application of Criteria have been met.

<sup>1</sup> An application is to be completed by the faculty member for each personnel action requested.

<sup>2</sup> Include current academic year.

<sup>3</sup> The Faculty Collective Bargaining Agreement provides that "employees in their second year of employment in the bargaining unit shall have their entire period of employment evaluated." [Article 25.03(a)(2)(a)].

APPLICATION FOR PROMOTION<sup>1</sup>

Date \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Department: \_\_\_\_\_

Current Rank: \_\_\_\_\_ Date Obtained: \_\_\_\_\_ Date of Initial Northeastern Appointment: \_\_\_\_\_

Full Time Years at Northeastern<sup>2</sup> \_\_\_\_\_

Current Probationary Year<sup>2</sup> \_\_\_\_\_

Years in Current Rank at Northeastern<sup>2</sup> \_\_\_\_\_

Highest Degree Held \_\_\_\_\_

Is action on basis of exception?  Yes  No

If yes, complete Form A-2: "Promotion by Exception Justification."

I. Attach Form B prepared according to suggested format.

Documentation and materials submitted for promotion evaluation must be confined to relevant time period, i.e.:

- a. The time period since the last promotion at Northeastern, or
- b. The date of initial Northeastern appointment, if no promotion has been earned at Northeastern.

II. Performance Documentation (Refer to Instructions and Guidelines, p. 10 of Evaluation Schedule)

It is the responsibility of each faculty member to document in clear and explicit terms both the quantity and quality of his/her activities. This documentation, in addition to an enumeration of only those activities completed in the relevant time period, should include narrative statements which explain in brief, clear, and explicit terms precisely how and to what extent the documentation presented establishes that the requirements set forth in the Faculty Collective Bargaining Agreement and the Application of Criteria have been met.

<sup>1</sup> An application is to be completed by the faculty member for each personnel action requested.

<sup>2</sup> Include current academic year.

PROMOTION BY EXCEPTION  
JUSTIFICATION

Name of Applicant \_\_\_\_\_

Nature of Exception (Please check appropriate category)

\_\_\_Degree

\_\_\_Years of Service

Area of Exceptional Performance (please check appropriate category)

\_\_\_Teaching/Performance of Primary Duties

\_\_\_Research/Creative Activity

\_\_\_Service

Justification of Exceptional Performance:

(Please consult Articles 25 and 27 of the Faculty Collective Bargaining Agreement.)

APPLICATION FOR TENURE<sup>1</sup>

Date \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Department: \_\_\_\_\_

Current Rank: \_\_\_\_\_ Date Obtained: \_\_\_\_\_ Date of Initial Northeastern Appointment: \_\_\_\_\_

Full Time Years at Northeastern<sup>2</sup> \_\_\_\_\_ Current Probationary Year<sup>2</sup> \_\_\_\_\_

Years in Current Rank at Northeastern<sup>2</sup> \_\_\_\_\_ Highest Degree Held \_\_\_\_\_

Action on basis of exception?  Yes  No  
 If yes, complete Form A-3: "Tenure by Exception Justification."

- I. Attach Form B prepared according to suggested format.
- II. Performance Documentation (Refer to Instructions and Guidelines, p. 10 of Evaluation Schedule)

Documentation and materials submitted for tenure evaluations must cover the entire term of employment in probationary status at Northeastern.

It is the responsibility of each faculty member to document in clear and explicit terms both the quantity and quality of his/her activities. This documentation, in addition to an enumeration of only those activities completed in the relevant time period, should include narrative statements which explain in brief, clear, and explicit terms precisely how and to what extent the documentation presented establishes that the requirements set forth in the Faculty Collective Bargaining Agreement and the Application of Criteria have been met.

<sup>1</sup> An application is to be completed by the faculty member for each personnel action requested.

<sup>2</sup> Include current academic year.

TENURE BY EXCEPTION

JUSTIFICATION

Name of Applicant \_\_\_\_\_

Nature of Exception (Please check appropriate category)

\_\_\_Degree

\_\_\_Years of Service

Area of Exceptional Performance (please check appropriate category)

\_\_\_Teaching/Performance of Primary Duties

\_\_\_Research/Creative Activity

\_\_\_Service

Justification of Exceptional Performance:

(Please consult Articles 25 and 28 of the Faculty Collective Bargaining Agreement.)

**APPLICATION FOR PROFESSIONAL ADVANCEMENT INCREASE**

Eligibility requirements are in Article 25.05. The following format should be used in preparing the application.

Name \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

Years in Rank of Professor \_\_\_\_\_

I. Attach Form B prepared according to suggested format.

II. Performance Documentation (Refer to Instructions and Guidelines, p. 10 of Evaluation Schedule)

It is the responsibility of each faculty member to document in clear and explicit terms both the quantity and quality of his/her activities. This documentation, in addition to an enumeration of only those activities completed in the relevant time period, should include narrative statements which explain in brief, clear, and explicit terms precisely how and to what extent the documentation presented establishes that the requirements set forth in the Faculty Collective Bargaining Agreement and the Application of Criteria have been met.

**TABLE OF CONTENTS  
APPLICATION FOR  
RETENTION, PROMOTION, TENURE, OR PROFESSIONAL ADVANCEMENT INCREASE**

Documentation clearly identified with applicant's name for all items listed in this Table of Contents must be included in the portfolio.

Please note that the material listed in this Table of Contents will cover only the period of the evaluation. The retention portfolio includes only activities since the time of the last retention evaluation, except in second year [see Article 25.03(a)(2)(a)]. The evaluation period for promotion shall be the period since the beginning of the evaluation that resulted in the employee's promotion to his/her current rank at the University. If the employee has received no promotion at the University, the evaluation period for promotion shall be the period since her/his most recent appointment to a bargaining unit position at the University. A tenure portfolio includes activities dating from the time of appointment to Northeastern Illinois University. Tenure and promotion are independent actions governed by the timetable of evaluation; separate portfolios must be submitted for each action. The portfolio for the Professional Advancement Increase includes activities through at least five years prior to this evaluation completed in the rank of Professor. The following format should be used in preparing the table of contents.

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Current Rank \_\_\_\_\_

Please check:  Retention  Promotion  Tenure  Professional Advancement Increase

A. Educational Background (Please list in chronological order with most recent degree first.)

**Dates Attended**

|             |           |                    |                       |                       |
|-------------|-----------|--------------------|-----------------------|-----------------------|
| <u>From</u> | <u>To</u> | <u>Institution</u> | <u>Date Graduated</u> | <u>Degree Awarded</u> |
|-------------|-----------|--------------------|-----------------------|-----------------------|

B. Teaching and Related Experience

1. Narrative statement

2. Courses Taught

a. Student evaluations are included for the following courses:

|             |                   |               |              |
|-------------|-------------------|---------------|--------------|
| <u>Term</u> | <u>Department</u> | <u>Number</u> | <u>Title</u> |
|-------------|-------------------|---------------|--------------|

b. Peer Evaluations for the following courses:

|             |                   |               |              |                  |
|-------------|-------------------|---------------|--------------|------------------|
| <u>Term</u> | <u>Department</u> | <u>Number</u> | <u>Title</u> | <u>Evaluator</u> |
|-------------|-------------------|---------------|--------------|------------------|

c. Other

3. Other Primary Duties Where Applicable - List of Evidence

|             |                    |
|-------------|--------------------|
| <u>Date</u> | <u>Description</u> |
|-------------|--------------------|

- C. Research/Creative Activities as applicable in accordance with the Application of Criteria.
  - 1. Narrative Statement
  - 2. Research Activities (Include all bibliographic data. If article is in a refereed journal, please note. Materials accepted for publication or in press should be included here.)
    - a. Books
    - b. Articles
    - c. Presentations (Please note whether these are local, regional, state, national or international.)
    - d. Other
  - 3. Creative Activities (Include dates, location, and size and nature or audience; in addition, indicate whether the specific activity was invitational, juried, etc.) Include programs in the portfolio.
    - a. Performances
    - b. Exhibits
    - c. Other
- D. Service Activities in accordance with the Application of Criteria
  - 1. Narrative Statement
  - 2. Departmental
  - 3. College
  - 4. University
  - 5. Local
  - 6. State/Regional
  - 7. National
  - 8. International
- E. Other Awards and Activities: Include any data not included in other sections which are relevant to the personnel decision under consideration.

**EVALUATION BY DEPARTMENT CHAIR**

Applicant's Name \_\_\_\_\_ Department \_\_\_\_\_

EVALUATION OF TEACHING/PERFORMANCE  
OF PRIMARY DUTIES

PLEASE NOTE: If the required minimum performance standard for this personnel action has been met, please check the box reflecting that standard only.<sup>1</sup>

| <u>Minimum</u>                 |                     |                         |                 |                                |
|--------------------------------|---------------------|-------------------------|-----------------|--------------------------------|
| <u>Requirements</u>            |                     |                         |                 |                                |
| <u>Not Met</u>                 | <u>Satisfactory</u> | <u>Highly Effective</u> | <u>Superior</u> | <u>Exceptional<sup>2</sup></u> |
| <input type="checkbox"/> _____ | _____               | _____                   | _____           | _____                          |

NARRATIVE:

<sup>1</sup> Narrative and rating should be consistent. Ratings should be consistent with contract language in Article 26.

<sup>2</sup> Use only in case of Promotion/Tenure on basis of exception (Articles 25, 27 and 28 of the Faculty Collective Bargaining Agreement).  
*USE ADDITIONAL PAGES AS NECESSARY.*

II. EVALUATION OF THE EFFECTIVENESS OF RESEARCH/CREATIVE ACTIVITIES

Included in this section will be evaluation of the portfolio submitted in accordance with the Application of Criteria and the terms of the Faculty Collective Bargaining Agreement, Article 25 - EVALUATION AND EVALUATION CRITERIA. The narrative statement must be clearly written in qualitative terms and if relevant, in quantitative terms.

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.

If the required minimum performance standard for this personnel action has been met, please check the box reflecting that standard only.<sup>1</sup>

|                          | <u>Minimum Requirements</u> |                                |                     |                    |                 |                                |
|--------------------------|-----------------------------|--------------------------------|---------------------|--------------------|-----------------|--------------------------------|
|                          | <u>Not Met</u>              | <u>Appropriate<sup>2</sup></u> | <u>Satisfactory</u> | <u>Significant</u> | <u>Superior</u> | <u>Exceptional<sup>3</sup></u> |
| <input type="checkbox"/> | ___                         | ___                            | ___                 | ___                | ___             | ___                            |

NARRATIVE:

<sup>1</sup> Narrative and rating should be consistent. Ratings should be consistent with contract language in Article 8.

<sup>2</sup> Use only for retention in probationary year one.

<sup>3</sup> Use only in case of Promotion/Tenure on basis of exception (Articles 25, 27 and 28 of the Faculty Collective Bargaining Agreement).  
*USE ADDITIONAL PAGES AS NECESSARY.*

EVALUATION OF SERVICE

III. This section is an evaluation of the portfolio submitted in accordance with the Application of Criteria and the terms of the Faculty Collective Bargaining Agreement, Article 25 - EVALUATION AND EVALUATION CRITERIA. The narrative statement must be clearly written in qualitative terms and if relevant, in quantitative terms.

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; and the relationship of the service to the employee's assigned responsibilities and to the University.

If the required minimum performance standard for this personnel action has been met, please check the box reflecting that standard only.<sup>1</sup>

|                          | <u>Minimum Requirements</u> |                                |                     |                    |                 |                                |
|--------------------------|-----------------------------|--------------------------------|---------------------|--------------------|-----------------|--------------------------------|
|                          | <u>Not Met</u>              | <u>Appropriate<sup>2</sup></u> | <u>Satisfactory</u> | <u>Significant</u> | <u>Superior</u> | <u>Exceptional<sup>3</sup></u> |
| <input type="checkbox"/> | ___                         | ___                            | ___                 | ___                | ___             | ___                            |

NARRATIVE:

<sup>1</sup> Narrative and rating should be consistent. Ratings should be consistent with contract language in Article 25.

<sup>2</sup> Use only for retention in probationary year one.

<sup>3</sup> Use only in case of Promotion/Tenure on basis of exception (Articles 25, 27 and 28 of the Faculty Collective Bargaining Agreement).

*USE ADDITIONAL PAGES AS NECESSARY.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Faculty Member's Signature

**The faculty member's signature indicates that he/she has read the material.**

**EVALUATION BY DEPARTMENT PERSONNEL COMMITTEE**

Applicant's Name \_\_\_\_\_ Department \_\_\_\_\_

EVALUATION OF TEACHING/PERFORMANCE  
OF PRIMARY DUTIES

PLEASE NOTE: If the required minimum performance standard for this personnel action has been met, please check the box reflecting that standard only.<sup>1</sup>

|                          | <u>Minimum<br/>Requirements<br/>Not Met</u> | <u>Satisfactory</u> | <u>Highly Effective</u> | <u>Superior</u> | <u>Exceptional<sup>2</sup></u> |
|--------------------------|---------------------------------------------|---------------------|-------------------------|-----------------|--------------------------------|
| <input type="checkbox"/> | _____                                       | _____               | _____                   | _____           | _____                          |

NARRATIVE:

<sup>1</sup> Narrative and rating should be consistent. Ratings should be consistent with contract language in Article 25.

<sup>2</sup> Use only in case of Promotion/Tenure on basis of exception Articles 25, 27 and 28 of the Faculty Collective Bargaining Agreement).

*USE ADDITIONAL PAGES AS NECESSARY.*

II. EVALUATION OF THE EFFECTIVENESS OF RESEARCH/CREATIVE ACTIVITIES

Included in this section will be evaluation of the portfolio submitted in accordance with the Application of Criteria and the terms of the Faculty Collective Bargaining Agreement, Article 25 - EVALUATION AND EVALUATION CRITERIA. The narrative statement must be clearly written in qualitative terms and if relevant, in quantitative terms.

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.

If the required minimum performance standard for this personnel action has been met, please check the box reflecting that standard only.<sup>1</sup>

|                          | <u>Minimum Requirements</u> |                                |                     |                    |                 |                                |
|--------------------------|-----------------------------|--------------------------------|---------------------|--------------------|-----------------|--------------------------------|
|                          | <u>Not Met</u>              | <u>Appropriate<sup>2</sup></u> | <u>Satisfactory</u> | <u>Significant</u> | <u>Superior</u> | <u>Exceptional<sup>3</sup></u> |
| <input type="checkbox"/> | ___                         | ___                            | ___                 | ___                | ___             | ___                            |

NARRATIVE:

<sup>1</sup> Narrative and rating should be consistent. Ratings should be consistent with contract language in Article 25.

<sup>2</sup> Use only for retention in probationary year one.

<sup>3</sup> Use only in case of Promotion/Tenure on basis of exception (Articles 25, 27 and 28 of the Faculty Collective Bargaining Agreement).

*USE ADDITIONAL PAGES AS NECESSARY.*

EVALUATION OF SERVICE

III. This section is an evaluation of the portfolio submitted in accordance with the Application of Criteria and the terms of the Faculty Collective Bargaining Agreement, Article 25 - EVALUATION AND EVALUATION CRITERIA. The narrative statement must be clearly written in qualitative terms and if relevant, in quantitative terms.

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; and the relationship of the service to the employee's assigned responsibilities and to the University.

If the required minimum performance standard for this personnel action has been met, please check the box reflecting that standard only.<sup>1</sup>

|                          | <u>Minimum Requirements</u> |                                |                     |                    |                 |                                |
|--------------------------|-----------------------------|--------------------------------|---------------------|--------------------|-----------------|--------------------------------|
|                          | <u>Not Met</u>              | <u>Appropriate<sup>2</sup></u> | <u>Satisfactory</u> | <u>Significant</u> | <u>Superior</u> | <u>Exceptional<sup>3</sup></u> |
| <input type="checkbox"/> | ___                         | ___                            | ___                 | ___                | ___             | ___                            |

**NARRATIVE:**

<sup>1</sup> Narrative and rating should be consistent. Ratings should be consistent with contract language in Article 25.

<sup>2</sup> Use only for retention in probationary year one.

<sup>3</sup> Use only in case of Promotion/Tenure on basis of exception (Articles 25, 27 and 28 of the Faculty Collective Bargaining Agreement).

*USE ADDITIONAL PAGES AS NECESSARY.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Personnel Committee Chair

\_\_\_\_\_  
Faculty Member's Signature  
**The faculty member's signature indicates that he/she has read the material.**