



The evaluation period for tenure will include the total number of years employed as a probationary faculty member at the university. The evaluation period for promotion to both Associate Professor and Full

Faculty members must submit a variety of teaching materials in order to accurately demonstrate their performance in teaching.

In addition, faculty who receive ACEs for administrative activities, advising, or other duties will have those activities evaluated as part of their primary duties. In addition to the above materials, they must submit a position description and an evaluation by the chair or other appropriate program coordinator, director, or administrator that addresses the non-teaching duties assigned.

Other material relevant to non-teaching primary duties may also be submitted for evaluation.

#### B. Procedures

Faculty will submit student course evaluations for all sections of all courses taught fall and spring semesters. Student course evaluations are to be administered using the departmentally-approved form. For traditional and videoconference courses, faculty being evaluated are not to be in the room at the time of the evaluation. Evaluations will be returned to the department office directly or by mail by a disinterested party such as a proctor or responsible student. Family members of those being evaluated cannot serve as proctors. Faculty are not to see the results of the evaluations unye r23(e )9(t)-4(he )9(r)-3(es



- a. Fairness and appropriateness of evaluation instruments.
- b. Clarity of grading system which allows students to assess their standing throughout the semester.
- c. Willingness to provide explanation and guidance about grades and other types of evaluation of student work.

All candidates must be proficient in oral and written English as mandated by state law.

#### D. Evaluation of Teaching ACEs

The DPC and the department chair will independently review and evaluate all submitted material to determine the \_\_\_\_\_ A f \_\_\_\_\_ be based on

1. student course evaluations (40%),
2. peer teaching evaluation

Peer teaching evaluations (minimum 750 words) should evaluate the candidate based on the characteristics outlined above. At a minimum, evaluations are expected to comment explicitly on at least three of the four Characteristics 1-4 in section C.

Student assessment results will not be used in evaluating faculty.

Faculty members are also expected to contribute to teaching in the department through additional activities including but not limited to mentorship of graduate teaching assistants, serving on graduate exit option committees, and offering independent studies.

#### E: Evaluation of Non-Teaching ACEs

The DPC and the department chair will independently review and evaluate, based on individual position descriptions, all material submitted regarding non-teaching ACEs and will determine whether the evidence supports a positive recommendation.

## **II. SCHOLARLY/PROFESSIONAL ACTIVITIES (file #3)**

### A. Materials

The following materials are required to be submitted for evaluation:

1. instructions.
2. Written documentation for scholarly/professional activities, including relevant pages from conference programs, acceptance letters, etc.
3. Copies of all published material, copies of all presentations, and supporting documents demonstrating publication and/or presentation date, place, etc. must be included in a supplementary file that will remain in the department unless requested by additional evaluators.

Vanity publications and publications in predatory journals will not be accepted for consideration.

### Category 1 Scholarly Activities

- a. Scholarly Publications (refereed): monographs, articles, book chapters and textual editions, accompanied by an explanation that indicates the quality of the publication as well as the publication venue.
- b. Creative Publications (refereed/juried/editorial board reviewed): novels, poems, stories, essays, plays, or film scripts, accompanied by an explanation that indicates the quality of the publication as well as the publication venue.
- c. Invited Scholarly Addresses, Keynote Presentations, etc.
- d. Public readings of original work (refereed/juried or invited), excluding promotional events.
- e. Minor Publications: popular journalism in national or international publications, textbooks, study guides, instructor manuals, reviews, notes, papers published in conference proceedings, reprints, and edited collections.

- f. Presentation at Professional Academic Conferences (refereed or invited).
- g. Funded grants, institutes, seminars, fellowships.
- h. Primary editor of a collection, special issue, academic publication or creative publication.
- i. Other items submitted for consideration.

Category 2 Professional Activities

- a. Chairperson/planner/session leader at a scholarly meeting.
- b. Non-juried creative or scholarly presentation or workshop.
- c. Organizer of professional workshops, meetings, conference, performances, or readings.
- d. Member of professional journal editorial board.
- e. Reviewer of manuscripts for a professional journal.
- f. Reviewer of professional conference proposals.
- g. Program evaluator.
- h. Leadership in professional organizations.
- i. Evaluator of grant proposals.
- j. Non-funded grant.
- k. Honors and awards for scholarly, creative, or professional activities.
- l. WIU or community presentation that requires substantial scholarly research and reading.
- m. Invited textbook evaluation for publication.
- n. Consultation demonstrating professional expertise and achievement.
- o. Attendance at professional meetings, documented by notes submitted from sessions attended.
- p. Other items submitted for consideration.
- q. Other Conference Work: Discussant on panels, moderator, roundtable participant, workshop leader, etc.

B. Evaluation

The DPC and the department chair will independently review all written materials submitted (including





If a probationary faculty member intends to participate in such activities, they are strongly encouraged to meet with both DPC chair and department chair to see if this equivalent activity will count toward service.

Recognized service activities are as follows:

Category 1: Higher-Level Activities

- a. Chair or Member of a major University or College Council/Committee that meets at least once a month.
- b.
- c. Chair or member of a search committee.
- d. Chair or member of DPC.
- e. Chair or member of active department committee that meets at least once per month.
- f. College excellence award in a service area.
- g. Advising a student organization that meets at least once per month.
- h. Organizing recruitment/retention activities.
- i. Coordinator of local conference.
- j. Organizing program assessment or writing assessment report.
- k. Chair or member of a regional or state academic organization that meets at least once a month.
- l. Equivalent service activity.

Category 2: Lower-Level Activities

- a. Chair or Member of a department/College/University committee that meets less than once per month.
- b. Officially assigned and actively engaged as faculty mentor.
- c. Advising a student organization that meets less than once per month.
- d. Non-juried presentation or workshop, delivered in a non-scholarly venue.
- e. Organizing panel for local conference.
- f. J 612 DC q0.1 0 0 1 428.7

Candidates are expected to sustain excellence in service activities. (For PY years, refer to the table on the first page of the Department Criteria.) Probationary faculty should consult with the department chair and the chair of DPC to develop a plan for their service activities.

1. Employees in PY1 and PY2 will be required to demonstrate at least minimal service in each evaluation period for written advisory comment from the DPC, department chair, and dean. A non-retention decision in PY1 and PY2 cannot be based on Service Activities. PY1 and PY2 professional development and will not be used as a basis for personnel decision-making in PY1, PY2, or future evaluation years (20.8.a).
2. By PY3, candidates must give evidence of three or more accumulated activities, at least one from Category 1.
3. By PY4, candidates must give evidence of six or more accumulated activities, two of which must be from Category 1. Activities must include both departmental and either college or university service.
4. By PY5, candidates must give evidence of eight or more accumulated activities, three of which must be from Category 1. Activities must include both departmental and either college or university service.
5. For Tenure and Promotion to Associate Professor, candidates must give evidence of at least eight activities since being appointed, four of which must be from Category 1. Activities must include both departmental and either college or university service.
6. For promotion to Full Professor, candidates must give evidence of at least eight activities since the last promotion, four of which must be from Category 1. Activities must include both departmental and either college or university service.

Department of English  
Western Illinois University

Department Criteria

2017-2021 Contract

EVALUATION CRITERIA FOR UNIT B FACULTY

Associate faculty are evaluated according to the procedures appearing in Article 33 of the contract. The following points summarize the procedures for Associate Faculty as they are applied by the Department of English.

1. Evaluation of Associate Faculty does not occur until the completion of one academic semester of service as an Associate Faculty member at the university and consists of a review of the  
ce of teaching/primary duties by the department chair and the college  
dean.

Faculty promoted to Senior Instructor and Unit B Assistant Professors will be evaluated every three years as long as they maintain a highly effective rating. A Senior Instructor and Unit B Assistant Professor who receives a satisfactory rating will be evaluated annually until receiving a highly effective rating, at which time they return to the three-year evaluation cycle.

2. In accordance with Article 33.1 of the contract, the department chair and the dean will review  
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and signs across the seal. The faculty member will then place the sealed envelope in the

Faculty members teaching videoconference courses will have a proctor or responsible student in each location place evaluation materials in an envelope which the proctor/student seals and signs across the seal.

- a. demonstrated knowledge of subject as evidenced by
  - i. interest in subject taught and
  - ii. effective methods of presentation;
- b. ability to

