

MEMORANDUM

TO: Department Chairs

FROM: (I I L H U L W L Q W W U L P A ^ ± ° ú ý ÿ [ß ± é) É ¼ Î ² ° 1 Ū ¾ ï > | . Õ ý ÿ K â Š \ - ê Â ... / C G ! r R ^ Ð

DATE:

RE:

A cover sheet 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;

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. The Instructor shall receive a copy of the written classroom observation within five Days following the observation. These observations V K R X O d across semesters.

student evaluations of all courses or other instructional activities with more than students from all fall/spring terms and summer sessions completed since the last evaluation. 399 Tdi99 T6iod () T3t-T.396171.052 117.247atio 796413.3994 T434 al

- 4) any materials required by the Application of Criteria in the area of teaching/assigned activity;
- 5) any materials the Employee submits as evidence of the effectiveness of teaching/assigned activity; and
- 6) evidence of other assigned activity.
- 7) In addition to items 1 – 6 above, materials in the Instructor's personnel file may be used in the evaluation. These materials must fall within the current period of evaluation or are prior evaluation documents that reference goals or issues to be addressed during the current period of evaluation. Materials placed in the personnel file after the evaluation process begins shall not be considered.
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202 -202 EVALUATION OF INSTRUCTORS
(Article 32)

By) U L G D \,
February 1 , 202

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) U L G D \,
March 1 , 202

Chair develops a listing of all Instructors wishing to have appointment 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.

By Monday,
March , 202

Instructors submit materials to be evaluated to the Department Personnel Committee.

By 7 X H V G D \,
April , 202

Department Personnel Committee forwards their recommendation to the Department Chair.

By Monday,
April 1 , 202

Department Chair forwards Chair and Department Personnel Committee evaluations to the Instructor and to the appropriate Dean.

By Monday,
May , 202

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 or satisfactory** with reference to the performance standards specified in the appropriate Application of Criteria."

NORTHEASTERN ILLINOIS UNIVERSITY

OVERALL EVALUATION OF INSTRUCTOR BY DEPARTMENT CHAIR

Instructor's Name _____ Department _____

EVALUATION OF TEACHING/ASSIGNED ACTIVITY

Unsatisfactory

Satisfactory

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NARRATIVE:

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

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NORTHEASTERN ILLINOIS UNIVERSITY

OVERALL EVALUATION OF INSTRUCTOR
BY DEPARTMENT PERSONNEL COMMITTEE FOR INSTRUCTORS

Instructor's Name _____ Department _____

EVALUATION OF TEACHING/ASSIGNED ACTIVITY

Unsatisfactory

Satisfactory

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NARRATIVE:

Note: Na1 1 Tf 11.04 0 T /T954.16 (
