

Office of the Provost  
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## MEMORANDUM

TO: Deans, Department Chairs, and Members of the Faculty

FROM: Effie Kritikos, Associate Provost & U

# NORTHEASTERN ILLINOIS UNIVERSITY

## UNIVERSITY EVALUATION SCHEDULE - ACADEMIC YEAR 202 -202

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

### Evaluation Criteria 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 20 , 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, Article 27 and Article 28.

- A. All probationary faculty are evaluated annually.
- B. All probationary faculty are required to submit electronic 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-

## Administrative Notes

Each departmental personnel committee needs to report their DPC membership (not just DPC chairperson) by September 25, 202 in order for faculty portfolio support personnel to have things set up properly.

All Forms (Form D for DPCs/Form C for Chairperson) will be completed digitally and need to be signed electronically within Faculty Success.

At least one workshop will be required for all faculty who use Faculty Success. There will be additional dedicated support/office hours as well.

We are in two-year transition period between systems each review stage will have required training.

At the DPC stage the chairperson and at least one our appointee will be required to attend trainings.

There will be trainings for chair people, deans, and university per192 Tw ( por)Tj -0.0246Psn.88 TD (We)Tj -0

RETENTION  
(Article 26)  
Probationary Faculty Members in FIRST AND SECOND YEARS  
of Full-Time Employment at the University

By 11:59 PM January 4, 202	All portfolios (e -portfolios) are submitted. Faculty member notifies <a href="mailto:ctl@neiu.edu">ctl@neiu.edu</a> that they are successfully submitted.
By no later than: January , 202	All portfolios (e-portfolios) submitted to Department Personnel Committees on or before this date.
January 16, 202	Department Personnel Committee retention recommendations for probationary faculty in first and second year of full-time employment submitted to Department Chair and to faculty member considered for retention in the first and second year.
January 22, 202	Retention recommendations and reasons of Department Chair submitted to faculty member.
January 2 , 202	Reconsideration of negative recommendation by Department Personnel Committee and/or Department Chair requested.
February , 202	The Department Chair provides the written statement of reconsideration to faculty member and to appropriate Dean/Director.
February , 202	Retention recommendations and reasons of Dean submitted to faculty member.
February 1 , 202	Reconsideration of negative recommendation by Dean requested.
February 21, 202	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, and any written statement of reconsideration by the Dean, submitted to the faculty member being evaluated.
February 26, 202	Provost submits retention recommendations and supporting reasons to the University Personnel Committee.
March 1 , 202	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 1 202	Reconsideration of negative recommendation by University Personnel Committee requested, if appropriate.
March 2 202	University Personnel Committee submits written statement of reconsideration, if appropriate, to faculty member and to Provost.
March 2 , 202	Retention decisions provided to probationary faculty members in first and second year of full-time employment by the Provost and Vice President of Academic Affairs, 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.





PROMOTION FOR [A] FACULTY APPLYING FOR PROFESSOR OR  
[B] PROFESSIONAL ADVANCEMENT INCREASE  
(Article 27 OR Article 25.05)

September , 202 Faculty applying for promotion request verification of eligibility from Sudha Srinivas in Academic Affairs with a copy to the Department Chair. If a faculty member decides not to apply for promotion after this date, they must notify Effie Kritikos in Academic Affairs in writing, with copies to the Department Chair and Dean.

September , 202 Faculty receive verification of eligibility for promotion if requested. A copy of v

By 11:59 PM  
October 5, 202

October 202

October 24, 202

November 6, 202



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

- March 2 , 202      Faculty provide Department Chair with documentation for evaluation process.
- May 20, 202      Department Chair submits annual evaluations to Dean for review. A copy of the evaluation shall be sent to the faculty member.
- June 10, 202      Dean shall submit the evaluations to Provost.