EASTERN ILLINOIS UNIVERSITY

Office of the Provost and Vice President for Academic Affairs

MEMORANDUM

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Provost and Vice President for Academic Affairs

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To: Bonnie Irwin, Dean, College of Arts & Humanities

Date: September 16, 2010

Subject: DAC Approval; African American Studies Program

Consistent with Article 8.7.c. of the *2006-2010 EIU-UPI Unit A Agreement* (*Agreement*), the attached statement of Departmental Application of Criteria (DAC) is approved. Previously, the African American Studies program had not collectively considered and submitted for review and approval a statement of the materials and methods to be used in the evaluation of program faculty.

This approval is consistent with your recommendation and is effective for evaluations commencing in January, 2011. Any reading of the DAC shall be consistent with the *Agreement* or its successor agreement(s). Additionally, the Approved University Core Items (copy attached) shall be included verbatim on all required course/faculty evaluations completed by students and shall be the first five items in the order listed.

I note with appreciation that the program consulted openly as the DAC was developed and incorporated many of the review comments and suggestions in the now-approved statement. With specific regard to item 3. Statement of Relative Importance, this statement may not be interpreted to limit the materials and activities that can be considered for evaluation but, instead, to give equal priority to items 1.A, 1.B, 1.C, and 1.D, collectively compared to the other listed materials and activities.

My sincere thanks to those who participated in the development of the DAC. The engagement of the African American Studies Program in the discussion and consideration of the DAC is greatly appreciated. The program is encouraged to continue to include in its various discussions the academic goals that have been articulated for the University.

attachment: African American Studies Program DAC
Approved University Core Items

cc: Director, African American Studies Program (with attachment)

PROGRAM APPLICATION OF CRITERIA

African American Studies Program

Developed August 19, 2010

Evaluation of African American Studies Program Unit B faculty for purposes of re-appointment or professional based increases shall be based upon the EIU-UPI contract and upon University criteria in the one performance area: Teaching/Performance of Primary duties.

Categories of Materials and Activities Considered Appropriate by Performance Area, Relative Importance of Materials/Activities, and Methods of Evaluation to be Used: To the extent that it is possible to make such distinctions, the items below are listed in order of importance. They are to be considered illustrative and not exhaustive. The Program Coordinator will review documentation and assess the quality of activities reported especially items 1A, 1B, 1C and 1D.

1. Materials and Activities

A. Coordinator and Peer Evaluations

B. Student Evaluations: Each candidate shall offer his/her students in all classes/sections each semester the opportunity to evaluate his/her teaching effectiveness using the Program Evaluation Form, which includes the Approved University Core items for student Evaluation. All administered student evaluations for the evaluation period under consideration must be included in the portfolio.

C. Course/Curriculum Materials for Courses: e.g. syllabi, bibliographies, exams, or statements about teaching methods and/or innovative practices. Evidence of new course development.

D. Supervising Student Activities: e.g. independent studies, theses, M.A. exams, research student field trips, exhibits or projects.

E. Other Peer Evaluations: Supplemental evaluations solicited from peers from outside African American Studies Program specifically addressing teaching/Performance of Primary Duty

F. Faculty self reflection of teaching methods during the evaluation period

G. Evidence of Activity Furthering the teaching Mission of the Program: e.g. curriculum development, collaboration with other professors, attendance at teaching-related conferences, etc.

2. Methods of Assessment

Consistent with Article 8.1, the Coordinator shall assign a rating of unsatisfactory, satisfactory, highly effective or superior based on the overall evaluations of materials submitted. A copy of the evaluation shall be sent to the faculty member.

A. Coordinator and Peer visit: every faculty member shall include in his/her portfolio one Coordinator and peer evaluation report per evaluation period. The faculty member will be responsible for scheduling the Coordinator's visit. The Coordinator shall complete a narrative Chair/Coordinator evaluation form and provide a copy to the faculty member in a timely manner.
The faculty member will also be responsible for choosing the peer. The faculty member will initiate and make arrangements for the peers' visit. The peer shall use the approved university peer evaluation form to provide written evaluations.

B. Student's Evaluations: Each faculty member is to provide student evaluations of all courses/sections taught during the period of evaluation. Evidence from the student evaluations will

be judged both qualitatively and quantitatively. The office manager/secretary will distribute, collect, seal and deliver the completed evaluation forms to the office of Academic Assessment and Testing for tabulation of results. Results will be returned to the faculty member by the program Coordinator after the final grades have been submitted to the records office. The Coordinator will review the student evaluation summary tabulations and the student evaluation forms for narrative comments and may discuss them with the faculty member. The faculty member shall be responsible for maintaining copies of all student evaluations to be used in faculty evaluation portfolios. The evaluations are to be kept by the faculty member for the duration of the evaluation period, including the period of any grievances or arbitration procedure.

C. Course materials: faculty members are expected to provide materials for all the courses taught during the evaluation period to the Coordinator.
D. Supervising Student Activities: faculty members are expected to provide evidence of student activities supervised during the evaluation period.

3. Relative Importance

Evidence from the above categories A, B, C and D will be considered in evaluating the faculty member's portfolio

Eastern Illinois University

Approved University Core Items for Student Evaluations

	SD	D	N	A	SA
1. The instructor demonstrates command of the subject matter or discipline.					
2. The instructor effectively organizes knowledge or material for teaching/learning.					
3. The instructor is readily accessible outside of class.*					
4. The instructor presents knowledge or material effectively.					
5. The instructor encourages and interests students in the learning process.					

* The instructor is available during office hours and appointments for face-to-face sections or electronically for technology-delivered sections.

Rev. 2 (September 2, 2004)