



February 19, 2020

To: C. Kahler, Chairperson

From: J. Gatrell, Provost

CC: J. Hood, AVP  
A. Shelton, Dean

**RE: 2020 DAC Revisions**

I am writing to thank the department for submitting 2020 revisions to the Departmental Application of Criteria. As required by the EIU-UPI agreement, I have reviewed the materials and am pleased to accept the revisions.

Additionally, I would like to acknowledge the Department's on-going commitment to integrating the FMD program into the culture and expectations of the Art & Design community. Likewise, I note and appreciate the edits to the graphic design sub-section.

DEPARTMENT OF ART AND DESIGN  
**DEPARTMENTAL APPLICATION OF CRITERIA**

*Approved by Department of Art and Design Faculty on 11/19/19  
Accepted by the Office of Academic Affairs 2/19/20*

Evaluation of Department of Art and Design faculty for purposes of retention, promotion, tenure, and Professional Advancement Increase shall be based upon BOT/UPI criteria in the three performance areas. In order of importance, the performance areas are: (1) Teaching/Performance of Primary Duties; (2) Research/Creative Activity; (3) Service. Where activities might apply to multiple categories, the candidate must clearly delineate the category for evaluation. A single activity may not be counted in more than one performance area.

Only items listed under I.A. TEACHING/PERFORMANCE OF PRIMARY DUTIES below will be utilized by the chairperson and dean in the evaluation of Unit B faculty. Evaluations shall be conducted according to criteria set out in Article 8.1 of the 2018-2022 EIU-UPI Unit B Agreement. Annually contracted faculty members who have not qualified for a performance-based increase based on successive annual evaluations may submit evaluation materials for evaluation for a performance-based increase that document evidence of superior performance in teaching/primary duties, in the aggregate. Those materials may be supplemented by evidence of contributions to the University that are in addition to those contractually required.

I. Categories of Materials and Activities Considered Appropriate by Performance Area and Relative Importance of Materials/Activities.

A. TEACHING/PERFORMANCE OF PRIMARY DUTIES

1. Categories of Materials and Activities

For the purpose of judging performance in teaching/performance of primary duties, the Department Personnel Committee (DPC), Department Chairperson, College Dean, and University Personnel Committee (UPC) will use:

- a. Required written peer evaluations of observed classroom teaching made by members of the Department of Art and Design Unit A faculty as designated in Department of Art and Design DAC section II.A.1. Peer Evaluations and the Department Chairperson. Reference to both the technological and pedagogical aspects of distance learning shall be made for distance learning assignments when observed as a required peer evaluation.
- b. Teaching/primary duties materials that are relevant in the teaching evaluation, such as course materials, summaries, outlines, bibliographies and examples of class assignments, examinations, student outcomes in digital media, reprints or other appropriate media. For assigned primary duties other than teaching, include appropriate material/evaluations.
- c. Required student evaluations using approved student evaluation instruments (Department or Purdue Cafeteria or for technology-delivered courses the Office of Assessment and Testing secure confidential online student course evaluation; see Attachment A: STUDENT/ADVISOR EVALUATION PROCEDURES). All student evaluations from any one section or course must be included in evaluation materials submitted, either in a summary or as an inclusive package. Student evaluations must include the approved university core of evaluation items; additional items selected by the employee may be included. Items which refer to both the technological and pedagogical aspects of distance learning shall be included on student evaluations for distance learning courses.
- d. Materials pertaining to course or program development and improvement.
- e. Evidence of professional development activities appropriate to teaching/performance of primary duties.
- f. Awards, grants, honors or other forms of recognition.
- g. Additional peer evaluations of observed classroom teaching may be provided by tenured or tenure-track faculty members of the Department of Art and Design or university.
- h. Written evaluations by peers outside the University (obtained with the knowledge and consent of the candidate) of observed teaching or results of teaching effectiveness. A peer outside the University

shall be faculty member or administrator in an educational program similar to the Department of Art and Design or EIU.

i. Evidence of union duties, responsibilities, and projects appropriate to teaching/performance of primary duties.

Items I.A.1.a. and I.A.1.c. are required for annual evaluation. Other items listed above are to be considered illustrative and not exhaustive. Faculty should present materials that demonstrate the totality of the learning experience.

With the exception of research and sabbatical assignments, most activities for which 3 or more credit units per academic year are assigned shall be considered as primary duties for the purpose of evaluation. Research and sabbatical assignments shall be considered as research/creative activity. For assigned duties other than research or sabbaticals, constituent groups shall be provided with the opportunity to evaluate the employee as appropriate, and the employee has the right to request evaluation.

2. Relative Importance

For the purpose of assessing an individual faculty member's teaching/performance of primary duties, the items under A.,1. are listed in order of relative importance.

B. RESEARCH/CREATIVE ACTIVITY

1. Categories of Materials and Activities

For the purpose of determining the extent and quality of participation in Research/Creative Activities, the DPC, Department Chairperson, College Dean, and UPC will consider the following categories according to the faculty member's area: Art Education, Art History, Fashion Merchandising and Design, Graphic Design, Studio Art Two-Dimensional and Studio Art Three-Dimensional. The quality of Research/ Creative Activity shall be evaluated as to its contribution and significance to the discipline. In addition, faculty members may submit supplementary materials which provide evidence of Research/Creative Activities.

The items cited under a., b., c., d., and e. are considered illustrative and not exhaustive.

a. Art Education

- (1) Publications: articles, books, textbooks or manuals, chapters of a book and/or exhibitions.
- (2) Presenting papers, guest lectures or workshops at the national/international, regional, state, and local level.
- (3) Awards, grants, honors or other recognition.
- (4) Evidence of in-progress writing, unpublished manuscripts, and/or visual works of art, exploration of new materials, processes and techniques. Works in progress shall be documented in as much detail as possible in order to provide a basis for qualitative assessment.
- (5) Extent and nature of participation in professional organizations appropriate to research/creative activities.
- (6) Reports of tangible accomplishments as a result of professional travel related to a performance area.
- (7) Evidence of other professional development activities appropriate to research/ creative activities.
- (8) Evidence of union duties, responsibilities, and projects appropriate to research/ creative activities.

b. Art History

- (1) Publications: articles, books, textbooks or manuals, chapters of a book and exhibition catalogs.

- (2) Presenting papers, guest lectures or seminars at the national/international, regional, state, and local level.
  - (3) Awards, grants, honors or other forms of recognition.
  - (4) Presentations in programs of professional organizations.
  - (5) Evidence of in-progress writing and unpublished manuscripts. Document in as much detail as possible in order to provide a basis for qualitative assessment.
  - (6) Extent and nature of participation in professional organizations appropriate to research/creative activities.
  - (7) Evidence of course credits completed as part of a terminal degree program.
  - (8) Reports of tangible accomplishments as a result of professional travel related to field of expertise.
  - (9) Curating and exhibitions.
  - (10) Evidence of other professional development activities appropriate to research/ creative activities.
  - (11) Evidence of union duties, responsibilities, and projects appropriate to research/ creative activities.
- c. Fashion Merchandising and Design
- (1) Publications: articles, books, textbooks or manuals, chapters of a book and/or exhibitions.
  - (2) Presenting papers, guest lectures or workshops at the national/international, regional, state, and local level.
  - (3) Awards, grants, honors or other recognition.
  - (4) Evidence of in-progress writing, unpublished manuscripts, and/or visual works of art, exploration of new materials, processes and techniques. Works in progress shall be documented in as much detail as possible in order to provide a basis for qualitative assessment.
  - (5) Extent and nature of participation in professional organizations appropriate to research/creative activities.
  - (6) Evidence of course credits completed as part of a terminal degree program.
  - (7) Reports of tangible accomplishments as a result of professional travel related to a performance area.
  - (8) Evidence of other professional development activities appropriate to research/ creative activities.
  - (9) Evidence of union duties, responsibilities, and projects appropriate to research/ creative activities.
- d. Graphic Design
- (1) Publication of creative work, invitational or juried, via exhibition, competition, or other selective venue at the national/international, regional, state, and local level; and/or significant freelance or commissioned work.
  - (2) Awards, grants, honors or other recognition.
  - (3) Professional activities: presentations of demonstrations, lectures, papers, publications and workshops.

- (4) Cooperative creative efforts appropriate to the profession.
  - (5) Evidence of visual works in progress and writing in progress. Works in progress shall be documented in as much detail as possible in order to provide a basis for qualitative assessment.
  - (6) Extent and nature of participation in professional organizations appropriate to research/creative activities.
  - (7) Evidence of course credits completed as part of an MFA or appropriate terminal degree program in area of expertise.
  - (8) Reports of tangible accomplishments as a result of professional travel related to the performance area.
  - (9) Evidence of other professional development activities appropriate to research/ creative activities.
  - (10) Evidence of union duties, responsibilities, and projects appropriate to research/ creative activities.
- e. Studio Art Two-Dimensional and Studio Art Three-Dimensional
- (1) Exhibitions: solo or group, invitational or juried; at the national/international, regional, state, and local level. Participation in galleries and juried art fairs at the national/international, regional, state, and local level.
  - (2) Awards, grants, honors or other recognition.
  - (3) Professional activities: presentations of demonstrations, lectures, papers, publications and workshops.
  - (4) Commissions.
  - (5) Works selected by recognized institutions for their collections.
  - (6) Evidence of visual works of art in progress and writing in progress, exploration of new materials, processes and techniques. Works in progress shall be documented in as much detail as possible in order to provide a basis for qualitative assessment.
  - (7) Extent and nature of participation in professional organizations appropriate to research/creative activities.
  - (8) Evidence of course credits completed as part of an MFA or appropriate terminal degree program in area of expertise.
  - (9) Reports of tangible accomplishments as a result of professional travel related to a performance area.
  - (10) Evidence of other professional development activities appropriate to research/ creative activities.
  - (11) Evidence of union duties, responsibilities, and projects appropriate to research/ creative activities.

## 2. Relative Importance

For the purpose of assessing an individual faculty member's participation in Research/Creative Activities, the areas under B.1.a.b.c.d. and e. should be evaluated according to the professional significance of the accomplishment as described in the faculty member's narrative summary in their annual portfolio. External activities (exhibitions, grant applications, awards, publications, presentations, etc.) will carry more importance than internal activities of same nature.

## C. Service

1. Categories of Materials and Activities

For the purpose of assessing the quality and level of an individual faculty member's service to the Department, College of Liberal Arts and Sciences, and University, the DPC, Department Chairperson, College Dean, and UPC will review evidence of active participation in the following areas:

- a. Departmental standing committees and programs.
- b. University or College of Liberal Arts and Sciences Committees and programs.
- c. Special assignments, Ad Hoc committees, peer evaluations or other duties performed for the Department, College of Liberal Arts and Sciences, and the University.
- d. Services to an appointed or elected office for a national/international, regional, state or local professional organization.
- e. Participation at national/international, regional, state or local level professional meetings.
- f. Efforts toward student recruitment.
- g. Serving as juror, consultant or lecturer.
- h. Sponsorship of student organization.
- i. One of the seven area committees of the Department: Art Education, Art History, Foundations, Fashion Merchandising and Design, Graphic Design, Studio Art Two-Dimensional and Studio Art Three-Dimensional.
- j. University-related community service.
- k. Evidence of other professional development activities appropriate to service. Activities which contribute to the overall growth and development of the Department, College of Liberal Arts and Sciences and University will be considered service. Service to professional organizations outside the university, e.g., AIGA, CAA, FATE, IAEA, NAEA, NASAD, etc., which are Art, Design, Fashion or Higher Education related will also be considered.
- l. Evidence of union duties, responsibilities, and projects appropriate to service.

Items listed above are to be considered illustrative and not exhaustive.

2. Relative Importance

Each faculty member is expected to participate in the regular duties of the Department, so that the Department may function as effectively as possible. For the purpose of assessing an individual faculty member's contributions to the professional growth of the Department, College of Liberal Arts and Sciences and University, the items under C.1.a. through l. are listed in order of relative importance.

II. Methods of Evaluation To Be Used by Performance Area

The following methods of evaluation will be used whenever this document is employed for any portion of decisions involving Retention, Tenure, or Promotion. Probationary and Tenured Faculty should refer to the FACULTY AGREEMENT, ARTICLE 8: EVALUATION AND EVALUATION CRITERIA for language regarding performance standards relative to the evaluation periods.

A. TEACHING/PERFORMANCE OF PRIMARY DUTIES

1. Peer Evaluations. Required peer evaluations of observed classroom teaching shall be conducted by the Department Chairperson and tenured Unit A faculty members selected in agreement between the DPC Chair and the affected faculty member requesting the required peer evaluation(s). Unit A faculty members conducting required peer evaluations of observed teaching may not observe more than one (1) assigned course per evaluation period for a probationary or tenured faculty member. Additional peer evaluations of observed classroom teaching may be provided by tenured or tenure-track faculty members of the

Department of Art and Design or university. The Department-approved peer evaluation form shall be used for all peer evaluations of observed classroom teaching by members of the Department of Art and Design, (see attached Department-approved peer evaluation form.) To maximize the naturalness of the teaching situation, observations may be unannounced. To insure a complete evaluation of classroom teaching the required peer evaluators may make more than one (1) visit to the affected faculty member's assigned courses being observed.

a. Probationary Faculty

(1) 1st and 2nd employment years

Affected faculty members must have at least two of their assigned courses observed each academic semester of each evaluation period by both Department of Art and Design Unit A faculty as designated in Department of Art and Design DAC section II.A.1. Peer Evaluations and the Department Chairperson.\*

(2) 3rd through 6th employment years

Affected faculty members must have at least one course observed each semester of the evaluation period by both Department of Art and Design Unit A faculty as designated in Department of Art and Design DAC section II.A.1. Peer Evaluations and the Department Chairperson.\*

b. Tenured Faculty

(1) Tenured Faculty Eligible for Promotion

Affected faculty members must have at least one course observed by the Department Chairperson each evaluation period; all Department Chairperson evaluations from the evaluation period for promotion would be submitted when applying for promotion. At least one course observed by Department of Art and Design Unit A faculty as designated in Department of Art and Design DAC section II.A.1. Peer Evaluations during the last evaluation period prior to applying for Promotion.\*

(2) Tenured, Full Professors

Affected faculty members must have at least one course observed by the Department Chairperson each evaluation period; all Department Chairperson evaluations from the evaluation period for PAI would be submitted when applying for PAI. At least one course observed by Department of Art and Design Unit A faculty as designated in Department of Art and Design DAC section II.A.1. Peer Evaluations during the last evaluation period prior to applying for PAI.\*

c. Annually Contracted Faculty

Affected faculty members must have at least one course observed by the Department Chairperson each evaluation period.

\*The evaluation period normally consists of two academic terms, Spring and Fall semesters. Summer duties may also be counted in an evaluation period. The exception to this rule is the first and second year staff member. Employees in their first year of employment in the bargaining unit shall have the entire period of employment evaluated. Employees in their second year of employment in the bargaining unit shall have their entire period of employment evaluated. For faculty applying for promotion or PAI, see the FACULTY AGREEMENT for appropriate evaluation period.

2. Student Evaluations of Teaching Effectiveness (see EIU/UPI Agreement 2018-2022 section 8.9.a.)

a. Probationary Faculty

(1) 1st through 3rd employment years

Using the approved Departmental or Purdue Student Evaluation instruments, affected faculty members must submit results of student evaluations from all assigned courses during each evaluation period, except those which are shared- or team-taught.\*

(2) 4th and 5th employment years

Using the approved Departmental or Purdue Student Evaluation instruments, affected faculty members must submit results of student evaluations from at least three assigned courses from each evaluation period (each academic term of the evaluation period must be represented).\*

(3) 6th employment year and Probationary Faculty Eligible for Tenure or Promotion

Using the approved Departmental or Purdue Student Evaluation instruments, affected faculty members must submit results of student evaluations from at least three assigned courses from the last evaluation period (each academic term must be represented), plus a representative number from preceding probationary years.\*

b. Tenured Faculty

(1) Tenured Faculty Eligible for Promotion

For the annual evaluation, using the approved Departmental or Purdue Student Evaluation instruments, affected faculty members must submit results of student evaluations from at least one assigned course from each academic term of the last evaluation period. For promotion, affected faculty members must submit results from last evaluation period, plus a representative number from preceding years since initial appointment or last promotion.\*

(2) Tenured, Full Professors

For the annual evaluation, using the approved Departmental or Purdue Student Evaluation instruments, affected faculty members must submit results of student evaluations from at least one assigned course from each academic term of the last evaluation period.\* For PAI, affected faculty members must submit results from last evaluation period, plus a representative number from preceding years.

c. Annually Contracted Faculty

For the annual evaluation, using the approved Departmental or Purdue Student Evaluation instrument, employees on annual appointment must submit results of student evaluations from all assigned courses during the evaluation period.

\*An evaluation period normally consists of two academic terms, Spring and Fall semesters. Summer duties may also be counted in an evaluation period. The exception to this rule is the first and second year staff member. Employees in their first year of employment in the bargaining unit shall have the entire period of employment evaluated. Employees in their second year of employment in the bargaining unit shall have their entire period of employment evaluated. Summer evaluation may be included but may not be substituted for academic year evaluations.

B. RESEARCH/CREATIVE ACTIVITY

Information submitted by individual faculty members will be used by the DPC, Department Chairperson, College Dean and UPC to determine the extent and quality of participation in Research/Creative Activities.

C. SERVICE

The DPC, Department Chairperson, College Dean and UPC will use the information submitted by individual faculty members as well as reports and evaluative material from the Chairperson as the basis for its ratings.



Attachment A: STUDENT EVALUATION PROCEDURES

STUDENT/ADVISOR EVALUATION PROCEDURES

A. Student evaluation procedure

1. Instructor to be evaluated explains evaluation form and distributes them to evaluating class.
2. Upon distribution and clarification, instructor designates student monitor to conduct evaluation and leaves classroom.
3. Upon completion of evaluations student monitor collects same, places them in an envelope and delivers them to the Department of Art and Design Office.
4. Art and Design Office Manager collects all evaluations to ultimately be delivered to the Office of Assessment and Testing for tabulation.
5. Evaluation results are returned to the respective faculty members through the university mail for inclusion in the annual materials.
6. The faculty member shall be responsible for maintaining copies of all student evaluations to be used in evaluation portfolios and shall provide copies to evaluators upon request. Student evaluations should be kept for the duration of any applicable evaluation period. All student evaluations from any one section or course must be included in evaluation materials submitted, either in a summary or as an inclusive package.
7. Student evaluations must include the approved university core of evaluation items; additional items selected by the employee may be included. Items which refer to both the technological and pedagogical aspects of distance learning shall be included on student evaluations for distance learning courses.
8. Online evaluations are also an accepted and permitted alternative to paper evaluations. All stated evaluation items and inclusions apply (see # 7). Online evaluations may be conducted in one of two ways:
  1. Online evaluations may be conducted in a computer classroom laboratory, with the instructor explaining procedure, designating a student monitor, then leaving the classroom.
  2. Online evaluations may also be done by students outside of the classroom using a learning management system. For online evaluations, the faculty member shall provide all information necessary to the Office of Testing and Evaluation, which will administer online course evaluations.