



February 21, 2018

To: J. Oliver, Chairperson

From: J. Gatrell, Provost

CC: M. Kattenbraker, AVP
J. Lord, Dean

RE: 2019 DAC Revisions

I am writing to thank the department for submitting 2019 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.

KINESIOLOGY, SPORT & RECREATION
DEPARTMENTAL APPLICATION OF CRITERIA

Promotion/Tenure/Retention/PAI

I. Teaching/Performance of Primary Duties

- A. Categories of materials and activities appropriate for the evaluation of Teaching/Performance of Primary Duties. Following are the methods of evaluation to be used in the Teaching/Performance of Primary Duties.
1. **Peer Evaluation.** University peer evaluation forms shall be used for all required peer evaluations
 - a. For retention and tenure, Bargaining Unit A faculty must be evaluated by the department chairperson and at least two Bargaining Unit A faculty members each year.
 - b. Promotion or PAI, a faculty member must be evaluated by the department chairperson twice within the five year application period and by two Bargaining Unit A faculty members within the application period.
 - c. For a PBI the faculty member must have the department chair observe their teaching each year of the evaluation period.
 - d. The faculty member being evaluated will initiate and make the arrangements for class visitations. In the case of technology- delivered courses, that is, a course in which face-to-face interaction is not the predominant mode of instruction, the classroom visit may be replaced by observation of course activities using the course web site (or whatever mode of delivery is used), such as discussion groups, chat rooms and posted materials.
 - e. Copies of the written evaluation of teaching/primary duties shall be provided to the faculty member by each evaluator. Peer evaluations must include one of the following descriptive statements for Teaching/Performance of Primary Duties: Unsatisfactory, Satisfactory, Highly Effective or Superior.
 2. **Additional Documentation** This may include, but is not limited to:
 - a. Use of technology and innovative teaching techniques which enhance the learning process.
 - b. Course and curriculum development or revision for traditional, online, and distance learning courses and study abroad programs.
 - c. Recognition, honors, or awards received for teaching or performance of primary duties.

- d. Taking courses related to the profession (those courses that are not for a degree program may be evaluated in the Research/ Creative Activity Area should the individual present evidence that the courses were taken to increase one's Research/Creative ability and not simply subject matter for courses taught.)
- e. Works in progress of audio-visual or other teaching materials. (i.e. class projects, teaching aids, etc.)
- f. Attendance at a workshop, conference or convention with emphasis on "improving teaching."
- g. Course materials such as syllabi, assignments, handouts, exams and other methods of evaluation
- h. Develop and implement instructional, assessment, and student support practices that improve student literacy, oral communication, critical thinking, and global citizenship.
- i. Facilitate departmental efforts to study, revise, and implement programmatic changes in support of student literacy, oral communication, critical thinking, and global citizenship.
- j. Prepare course syllabi per the current CAA Syllabus Policy that includes "course identification information, instructor contact information, office hours, course description, learning objectives, course materials, course outline or a description of course content and assignments/, grading policy and/or grading scale, instructor's policies and required statements for Students with Disabilities, Academic Integrity and The Student Success Center."

NOTE: See the 'Exemplary Activities List for further examples of materials and activities for this section. The assessment of additional documentation will be both qualitative and quantitative. The documentation will be reviewed with respect to the appropriateness of the material and evidence of critical thinking as well as the quality and quantity of material submitted.

3. Student Evaluation

- a. Student evaluations submitted by applicants for retention, tenure, promotion, or PAI should be representative of the faculty member's teaching assignments during the evaluation period. Online and distance learning classes shall use a secure online student evaluation form. For retention, tenure, promotion, or PAI, student evaluations for at least one course per academic term will be required. Summer school student evaluations are optional.
- b. The evaluation instrument selected for use will be the Purdue Cafeteria System (must include University core items) plus item #8 on oral English proficiency.
- c. Each faculty member should calculate and report an overall mean of mean item scores for each of the evaluations submitted. These mean

ranges relate to the criteria of satisfactory, highly effective and superior. A mean within the range of 3.0 to 3.4 will reflect a satisfactory evaluation rating. A mean within the range of 3.5 to 3.9 will reflect a highly effective evaluation rating. A mean within the range of 4.0 to 5.0 will reflect a superior evaluation rating. In assessing Purdue student evaluations, consideration will be given to factors such as the difficulty of the course, the size of the class, whether the class is required or elective, graduate or undergraduate level, honors, etc. Additional statements submitted by the faculty member relative to student evaluations shall be considered.

- d. All written student evaluations/comments about the instructor's teaching should be included and shall also be considered.
- e. Faculty with advising responsibilities shall use the Academic advising evaluation forms to obtain student evaluations of advising effectiveness. The subjective dimension agree-disagree scale shall be converted to a quantitative value as follows: Strongly Disagree (1), Disagree (2), Undecided (3), Agree (4), Strongly Agree (5) The same ranges of overall means of mean scores shall be used as in part c above.
- f. Faculty may not administer, monitor, collect or turn in their student evaluations.
- g. It is the responsibility of faculty to keep all student evaluations for the duration of the evaluation period.

B. Relative Importance - The DPC and other evaluators should consider the categories in the following order of importance, however, the level of involvement or quantity of activity should be considered in addition to ranking:

1. Peer and Chair Evaluation
2. Additional Documentation
3. Student Evaluation

C. The area of teaching will have the highest priority in the evaluation of faculty performance.

Exemplary Activities & Materials List

For 'additional documentation'

**Note - some activities are voluntary and available to all and some are not*

Teaching/Performance of Primary Duties

- Syllabi demonstrating course organization
- Course materials such as assignments, handouts, exams and other methods of evaluation
- Selecting and procuring books, films and other materials for classroom use
- Development of audio-visual materials for classroom use

- Planning and organizing field trips
- Qualified resource persons are used in courses
- Teaching load (courses per semester, students per course, # of different preps across year)
- Advising load
- Supervisor of independent studies
- Fieldwork/Internship supervision
- Development of web enhanced or web based courses
- Attend workshop, conferences, *conventions* and courses with emphasis on improved teaching *Taking courses related to the profession (not for a degree program)*
- Other student engagements including mentoring, recruitment and off-campus instruction
- New course proposals or revision. Course & curriculum development or revision for traditional, online and distance learning courses and study abroad programs
- Development of study abroad, study away courses
- Teaching awards for teaching or performance of primary duties
Recognition, honors or awards received for teaching or performance of primary duties
- Serving on or chairing graduate student committees
- Interdisciplinary, interdepartmental, intercollegiate and interagency efforts related to teaching
- Use of technology and innovative teaching techniques which enhance the learning process

II. Research/Creative Activity

A. Categories of activities include, but are not limited to:

Level 4 (4 points)

- a. Peer-reviewed publication of books, chapters, monographs, or manuals.
- b. Publication of articles in international, national or regional (multi-state) peer-reviewed journals.
- c. External grants, fellowships, and/or contracts.
- d. Speaker (panel discussion, public lectures, workshops) at the multi- state, national or international level.
- e. Contributions to professional practice through papers or reports on the regional/multi-state, national, or international level (Examples: position papers, guidelines).
- f. Oral or poster presentation of research on the multi-state, national or international level.
- g. Developing software ('Apps') relevant to field or profession.

- h. Serving as editor/associate editor for professional journals or other professional publications.
- i. Dance choreography published or performed at the multi-state, national, or international level.
- j. Receipt of an award, letter of merit, or other recognition at the university, college, state, multi- state, national or international level for professional activity in research/creative activity.
- k. Evidence of leadership serving as a chair of a graduate thesis (Note: can be counted under either Research or Service but **not** both).
- l. Evidence of research/creative activity not existing within these lists will be ranked by consensus of the DPC.

LEVEL 3 (3 points)

- a. Publication of articles in peer-reviewed journals at the state level.
- b. Internal grants, fellowships, and/or contracts.
- c. Serve as a reviewer for a professional journal /publication or conference papers/abstracts. (Note: can be counted under either Research or Service but not both).
- d. Speaker (panel discussion, public lectures, workshops) at the state level.
- e. Contributions to professional practice through papers or reports on the state level (Example: report to IL Dept. of Education).
- f. Oral or poster presentation of research at the state level.
- g. Evidence of leadership serving as a graduate thesis committee member or as a faculty mentor in student projects associated with independent study.
- h. Receipt of an award, letter of merit or other recognition at the local level (community, department, etc.) for professional activity in research/creative activity. (Note: can be counted under either Research or Service but **not** both).
- i. Dance choreography published or performed at the state level.
- j. Publication of articles in a non-peer reviewed publication or self-publications of books, articles, or manuals.

LEVEL 2 (2 points)

- a. Publication of articles in local or departmental peer-reviewed journals.
- b. Publication of book reviews, abstracts, newsletters, editorials, etc.
- c. Contributions to professional practice through participation in forums, panel discussion, performances, public lectures, seminars, workshops, etc. at the local level. (Example: EIU, local school district, IAHPERD district)
- d. Oral or poster presentation of research at the local level. (Example: EIU Research Fair)
- e. Current research/creative works in progress (must include detailed information to warrant evaluation).
- f. Submission of a research grant, fellowship or contract proposal.
- g. Submission of articles, book chapters, etc. for review

- h. Submission of conference presentation proposal or abstract
- i. Cited in published works.
- j. Non-peer-reviewed publications, including website materials, review papers, and development of audio/visual materials in conjunction with research/creative activities, etc.

LEVEL 1 (1 Point)

- a. Travel related to discipline with the purpose directed toward research/creative activity.
- b. Attendance at a workshop, conference, or convention in a research/creative activity-related area. (Example: grant-writing workshop)
- c. Bibliography of self-guided, directed study (must include detailed information to warrant evaluation).

Evidence of performance not existing within the lists for all levels will be ranked by consensus of the DPC.

B. Evaluation of Research/Creative Activity

Research and creative activities are grouped in levels demonstrating the order of their relative importance as evidence of effective performance. Level 4 is the highest level; items within each level are not presented in priority order. The following may serve as guidelines for evaluators, however level of involvement or quantity of activity may be considered in addition to ranking:

Annual Evaluations

Points will be assigned to each level as follow: 1 point= Level 1; 2 points= Level 2; 3 points= Level 3; and 4 points= Level 4

Satisfactory:_____2 points

Significant:_____3 points

Superior:_____4 points with at least one level 2 activity or above

Tenure/Promotion/PAI (over 5 year period):

Points will be assigned to each level as follow: 1 point= Level 1; 2 points= Level 2; 3 points= Level 3; and 4 points= Level 4

Satisfactory: 10 points (Note: As stated in the contract, a satisfactory level does not qualify one for tenure or promotion)

Significant: 15 points with at least two Level 3 activities or above.

Superior: 20 points with at least two Level 3 activities or above

- A faculty member who receives a PAI following a full portfolio evaluation will be eligible to receive the next PAI after two academic years of full-time service in Unit A if the faculty member submits a summary statement of work to the Provost. This summary statement shall document the work performed in the period since the previous PAI and does not require a portfolio evaluation. (See Article 12 in the EIU-UPI Unit A Agreement).

C. **Research/Creative Activity and Service** areas are weighted equally important in the evaluation of faculty performance.

Exemplary Activities List

Activities for consideration. See descriptions above for level. *Some activities are voluntary and available to all and some are not.*

Research

- Professional development related to research/creative activity
- Attend workshop, conferences, etc. related to research/creative activity
- Developing programs, reports, special events, workshops related to the profession
- Presentations (conferences, seminars or workshops related to the profession
- Poster presentations
- Panel presentations pertinent to the profession
- A grant written and submitted to a local, state or national funding source related to the profession
- Professional publications
- Refereed publications
- Author, book or book chapter
- Reviewing journals, articles or other reviews
- Editor/associate editor for journals in the field or profession
- Developing software in the field
- Research/works in progress
- Completed research
- Completing technology or software training
- Citation in published works
- Awards/Honors for research/creative activity
- Interagency efforts related to research and creative activity including interdisciplinary, interdepartmental and intercollegiate efforts

III. Service

- A. It is expected that each faculty member will contribute on a regular basis to the department, college, university, community and profession. Service effectiveness is based upon quantitative and qualitative assessment of the documented material. Documentation should include an indication of the extent and nature of leadership, degree of participation, and length of service. Activities may include, but are not limited to:

LEVEL 4 (4 Points)

- a. Offices or leadership positions held within professional organizations at the state, regional (multi-state), national, or international levels.
- b. Providing consultation services to an agency related to the profession at the regional/multi-state, national or international level
- c. Coaching positions held with regional/multi-state, national or international level organizations.
- d. Planning and/or coordinating presentations, performances, or events at the regional/multi-state, national, or international level.
- e. Chair or officer of a University, College, or Departmental committee.
- f. Service related to discipline as a major contributor to community organizations, recreation related agency or university organizations. (Examples: coordinator of the Coles County Special Olympics, Board of Directors of the American Cancer Society, school board member)
- g. Evidence of leadership serving as a chair of a graduate thesis (Note: can be counted under either Research or Service but **not** both).
- h. Receipt of an award, letter of merit, or other recognition at the university, college, state, multi-state, national or international level for professional activity in service.

LEVEL 3 (3 points)

- a. Membership on committees in national, regional/multi-state, or state professional organizations with evidence of consistent, active contributions.
- b. Membership on university or college level committees with evidence of consistent, active contributions.
- c. Advisor or co-advisor for a University, College, or Department student club or group.
- d. Planning and/or coordinating presentations, performances, or events at the state or local level. (Examples: IHSA State Badminton Tournament, convention planner for IAHPERD, IAHPERD District and NSCA certification workshops).
- e. Membership on committees in the college or university with evidence of consistent, active contributions.
- f. Service as an active member of an accrediting body or team.

- g. Evidence of leadership serving as a graduate thesis committee member or as a faculty mentor in student projects associated with independent study.. (Note: can be counted under either Research or Service but **not** both).
- h. Service as a reviewer for a professional journal /publication or conference papers/abstracts. (Note: can be counted under either Research or Service but **not** both).
- i. Providing consultation services to an agency related to the profession at the state level
- j. Receipt of an award, letter of merit, or other recognition at the local level (community, department, etc.) for professional activity in service
- k. Coaching positions held with state level organizations
- l. Evidence of performance not existing within these lists will be ranked by consensus of the DPC.

LEVEL 2 (2 points)

- a. Extended, consistent service related to discipline for a community, school or university organization (Examples: volunteer coach for youth sports, youth group sponsor, volunteer sports official for an entire season)
- b. Membership on departmental committees with evidence of consistent, active contributions.
- c. Presenting community lectures, seminars, or workshops related to discipline/area of expertise. These would include workshops conducted for the department, university, professional and service organizations, for people in the community, and for others not included in the above listing. (Examples would include presentations to Rotary, Panther Club, Community Youth or sports groups.)
- d. Providing consultation services to an agency related to the profession at the local level

LEVEL 1 (1 point)

- a. School visitations for the purpose of student recruitment, program observation, evaluation purposes, as a guest presenter, etc.
- b. Limited service to community or university organizations or individual event. (Examples: Special Olympics volunteer, Senior Olympics volunteer, volunteer judge or official for an EIU Athletic events for a few events.)
- c. Participation in the organization of, or as a volunteer staff member in fund-raising activities for the department such as the Shannon McNamara Run, 24 Hour Cancer Walk for Life, etc.
- d. Participating in public relations activities for the department or college
- e. Substitute teaching or presenting guest lectures for a colleague's class
- f. Membership in organizations related to discipline/profession on the local, state, regional, national, or international level.

Evidence of performance not existing within the lists for all levels will be ranked by consensus of the DPC.

B. Evaluation of Service

The evaluation of the Service area will be based upon qualitative and quantitative judgments of the documented materials. The service activities are grouped in levels demonstrating the order of their relative importance as evidence of effective performance. Level 4 is the highest level and items within each level are not presented in priority order. The following may serve as guidelines for evaluators:

Annual Evaluations

Points will be assigned to each level as follow: 1 point= Level 1; 2 points= Level 2; 3 points= Level 3; and 4 points= Level 4

Satisfactory: _____ 2 points

Significant: _____ 3 points

Superior: _____ 4 points **with at least one level 2 activity or above**

Tenure/Promotion/PAI (over a 5 year period):

Points will be assigned to each level as follow: 1 point= Level 1; 2 points= Level 2; 3 points= Level 3; and 4 points= Level 4

Satisfactory: 10 points (Note: As stated in the contract, a satisfactory level does not qualify one for tenure or promotion)

Significant: 15 points with at least two Level 3 activities or above.

Superior: 20 points with at least two Level 3 activities or above

- A faculty member who receives a PAI following a full portfolio evaluation will be eligible to receive the next PAI after two academic years of full-time service in Unit A if the faculty member submits a summary statement of work to the Provost. This summary statement shall document the work performed in the period since the previous PAI and does not require a portfolio evaluation. (See Article 12 in the EIU-UPI Unit A Agreement).

C. Service and Research/Creative Activity areas are considered equally important in the evaluation of faculty performance, however, level of involvement or quantity of activity

Exemplary Activities & Materials List

Activities for consideration. See descriptions above for level. *Some activities are voluntary and available to all and some are not*

Service

- Advise student organizations
- Attend department advisory committee meeting (Recreation)
- Participates in faculty fellows or similar programs (Recreation)
- Engage in student recruitment
- Inventory &/or maintain departmental equipment (Recreation)
- Provide consultation service to an agency related to the profession
- Plan or assist with workshops conventions or serve on boards
- Volunteer services related to professional expertise
- Development of accreditation reports
- Service Awards
- Service on local, departmental, college or university committee
- Committee membership in a regional, state or national association related to the field
- Department or College related development of technology (E.g. Web Development) may be considered in addition to ranking.

IV. Documentation

Each activity should be documented in only one of the three areas.

V. Evaluation of Annually Contracted Faculty (Unit B)

Unit B teaching and/or resource professional employees shall be evaluated according to I. Teaching/Performance of Primary Duties (pages 1-3), including Additional Documentation and Student Evaluation.

Unless applying for a PBI, Department Chair evaluations are not required by the Unit B Agreement. Unit B faculty applying for a PBI must invite the Department Chair to visit their classes and may also include peer evaluations in their evaluation materials. Peer evaluations could prove helpful if an annually contracted faculty member is trying to document a "superior" rating in teaching. The criteria used for evaluation is unsatisfactory, satisfactory, highly effective, or superior.

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

Rev. 4 (January, 2019)