

EASTERN ILLINOIS UNIVERSITY

Office of the Provost and Vice President for Academic Affairs

MEMORANDUM

Blair M. Lord

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Provost and Vice President for Academic Affairs

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To: W. Harold Ornes, Dean, College of Sciences

Date: June 6, 2013

Subject: DAC Revision Approval (Revised); Nursing Program

Consistent with Article 8.7 of the *2012-2016 EIU-UPI Unit A Agreement (Agreement)*, the attached revised statement of Departmental Application of Criteria (DAC) is approved. This approval is consistent with your recommendation and is effective for evaluations commencing in January, 2014. As always, any reading of the DAC shall be consistent with the *Agreement* or its successor agreement(s).

The process for the review and revision of the DAC is intended to be collaborative among the program faculty members, the program director, the dean and the Provost. Please disregard the Nursing DAC approval dated May 31, 2013; it was based on a revised DAC that was discussed but not endorsed by the program faculty. The DAC approved on October 21, 2008, was reviewed but has not been revised. It is approved with the following understandings, conditions, and continuing concerns:

1. As a general matter and consistent with Article 8.3.b., I encourage the department to consider the teaching/performance of primary duties materials and methods of evaluation in such a way that they identify both desired and achieved student learning outcomes and provide evidence of thoughtful reflection on peer, chair, and student evaluations during the evaluation period.
2. Student evaluation materials may be returned to the faculty member through the Director or the program office.
3. Pertaining to research/creative activity, the program should make clear the relative value of peer-reviewed scholarship in relation to other scholarship. In addition, the range of activities in I.A. under the research/creative activity heading is quite broad and raises a question about equating scholarly publication with presentation to a community or student group.
4. The University Approved Core Items for Student Evaluations are to be incorporated verbatim first in all student evaluations in the order listed with the Likert scale, 5=Strongly Agree and so on.

Thank you for your conscientious work during the DAC revision process. It is very much appreciated as is the engagement of the Nursing Program in the discussion and consideration of the DAC revision. The department is also encouraged to continue to include in its various discussions the academic goals that have been articulated for the University.

attachments: Revised DAC; Nursing Program
University Approved Core Items for Student Evaluations
University Approved Peer Evaluation Form

cc: Director, Nursing Program (with attachments)

Departmental Application of Criteria Nursing Program – College of Sciences

Preamble

The Departmental Application of Criteria (DAC) guides the evaluation of nursing faculty members. The evaluation process is utilized to foster the formative improvement of faculty performance as well as for the purpose of making summative decisions for retention, promotion, tenure and Professional Advancement Increases (PAI). In addition to the criteria specified in the DAC, the Nursing Program emphasizes the importance of collegial interaction of all faculty members for the optimal functioning of the Program and ultimate benefit of the students.

Tenured / tenure track faculty are evaluated, as appropriate, in three areas of performance. These are, in order of priority: 1) Teaching / Performance of Primary Duties; 2) Research / Creative Activity; and 3) Service. Annually contracted faculty are evaluated by the same criteria but solely in the area of Teaching / Performance of Primary Duties.

All materials submitted for use in the evaluation process will be quantitatively and qualitatively evaluated. Overall, the categories will be considered in order of relative importance (teaching, research, service). However, consideration will be given to exceptional achievement in any category.

In this document, “Director” is defined as the Director of the Nursing Program and “peer,” for the purpose of classroom visitation, is defined as tenured / tenure track faculty members in the Nursing Program or invited evaluators from a related field.

Teaching / Performance of Primary Duties

I. Categories of Materials and Activities for Evaluation of Teaching / Performance of Primary Duties

Listed below are materials and activities considered appropriate for evaluation of teaching / performance of primary duties. Categories (I.A. and I.B) are listed in order of relative importance. However, the items within each category are not prioritized but rather, are to be considered in the aggregate. Additionally, the list within each category is illustrative, not exhaustive, and not mandatory unless required by EIU-UPI agreement or University policy. Faculty members are encouraged to present for evaluation, a concise compilation of those activities and materials that best illustrate their teaching and performance of other primary duties.

A.

- 1) Classroom visitation by Director
- 2) Classroom visitation by peer
- 3) Student evaluations
- 4) Course materials

B.

- 1) Completion of terminal degree

- 2) Coursework / activities toward completion of terminal degree
- 3) New course development
- 4) Revision of established course
- 5) Assigned duties for which CUs are assigned
- 6) Receipt of monies for curriculum development / enhancement
- 7) Receipt of monies to support teaching activities
- 8) Receipt of a Fellowship or Internship in teaching / nursing education
- 9) Supervising undergraduate or graduate research / project / publication
- 10) Awards or other special commendations for teaching excellence
- 11) Attending courses, workshops, training related to teaching / nursing education
- 12) Student academic advisement
- 13) Supervising independent study
- 14) Serving as a thesis advisor and/or member of a thesis committee
- 15) Curriculum development and revision

II. Methods for Evaluation of Teaching / Performance of Primary Duties

A.

1) Classroom visitation by Director

The Director will visit a minimum of one class session for every faculty member during each academic year, and more often as required for the appropriate evaluation period. Selection of class, date, and time for visitation will be determined by mutual agreement of the Director and faculty member when possible. In the absence of mutual agreement for a classroom visitation, the Director may determine a reasonable time. At the discretion of the Director additional class visitations may be arranged. Faculty members may also arrange for additional visits.

The Director will record the evaluation on the approved University Peer Evaluation form. The Director will ensure that reports of classroom visitations are provided to the faculty member in a timely manner.

Tenure / tenure track faculty members are responsible for informing the Director of the need for a classroom visitation for the current evaluation period. The Director will initiate the process with annually contracted faculty members.

2) Classroom visitation by peer

Each faculty member will select a minimum of one peer to make a minimum of one visit to the classroom during the appropriate evaluation period. Selection of class, date, and time for visitation will be determined by mutual agreement of the peer and faculty member. The peer will record the evaluation on the approved University Peer Evaluation form.

3) Student evaluations

Student evaluations of all faculty members will be conducted in at least one section of every course during the appropriate evaluation period. If a faculty member is teaching clinical(s), student evaluations will be conducted in at least one section of every clinical course during the evaluation period.

The EIU Academic Assessment and Testing will provide the evaluation materials and scoring of results.

Original student evaluation materials will be returned to the faculty member and should be retained for the duration of the evaluation period. Results will be available to the faculty member after final grades are assigned.

4) Course materials

Course materials will be evaluated quantitatively and qualitatively based upon information provided by the faculty member. Materials may include some or all of the following and may include additional materials as deemed relevant by the faculty member:

Syllabi

Exams

Assignments

Handouts (case studies, supplemental readings, notes, class activities, etc.)

Presentations (PowerPoint, etc.)

Narrative description of methodologies utilized (active learning, technology)

Distance / on-line / electronic materials

B.

Faculty members will submit appropriate and adequate documentation of activities in these categories. Materials will be evaluated quantitatively and qualitatively based upon information provided by the faculty member. Exceptional achievement in any category will be evaluated appropriately.

Research / Creative Activities

I. Categories of Materials and Activities for Evaluation of Research / Creative Activities

II.

Listed below are materials and activities considered appropriate for evaluation of research / creative activities. Categories (I.A. and I.B) are listed in order of relative importance. However, the items within each category are not prioritized but rather, are to be considered in the aggregate. Additionally, the list within each category is illustrative, not exhaustive, and not mandatory unless required by EIU-UPI agreement or University policy. Faculty members are encouraged to present for evaluation, a concise compilation of those activities and materials that best illustrate their research / creative activities performance.

A.

- 1) Published research in scholarly books, monographs, or professional journals, as author or coauthor.
- 2) Publication of other scholarly / creative activity works in books, monographs, or professional journals, as author or coauthor.
- 3) Presentation of research activities at professional meetings.
- 4) Presentation of other scholarly / creative activities at professional meetings.

- 5) Presentation of research or other scholarly / creative activities to student or community groups
- 6) Receipt of grant funds for research / creative activity
- 7) Completing dissertation as part of terminal degree program
- 8) Completing other demonstrable research project as investigator or co-investigator
- 9) Awards or other special commendations for research
- 10) Development of books, chapters in books, curriculum guides, laboratory manuals, resource manuals, website materials, audiovisual materials, and other instructional aids.

B.

- 1) Book review in scholarly journal
- 2) Editorial activity (e.g. journal, consultation, review)
- 3) Research projects currently in progress, including dissertation or other
- 4) Participation in workshops, seminars, institutes or similar professional programs, related to research
- 5) Attendance at professional meetings relevant to research
- 6) Completing coursework related to development or improvement of research.
- 7) Election into nursing and/or scholarly honorary societies
- 8) Continuing education (formal or self-study) to enhance research skills.

II. Methods of Evaluating Research / Creative Activities

Faculty members will submit appropriate and adequate documentation of research/creative activities. Materials will be evaluated quantitatively and qualitatively based upon information provided by the faculty member.

Evaluation of the quality of research/creative activity shall include, but not be limited to, judgments as to its contribution to nursing/nursing education, significance, originality, design, and method. Exceptional achievement in any category will be evaluated appropriately.

Service

I. Categories of Materials and Activities for Evaluation of Service

Listed below are materials and activities considered appropriate for evaluation of service. Categories (I.A. and I.B) are listed in order of relative importance. However, the items within each category are not prioritized but rather, are to be considered in the aggregate. Additionally, the list within each category is illustrative, not exhaustive, and not mandatory unless required by EIU-UPI agreement or University policy. Faculty members are encouraged to present for evaluation, a concise compilation of those activities and materials that best illustrate their service performance.

A.

- 1) Serving in a leadership capacity on Program, College, or University committees, councils, or workgroups.

- 2) Serving in a leadership capacity in professional organizations.
- 3) Professional consultation
- 4) Professional nursing practice: a) Completing requirements to maintain licensure as Registered Professional Nurse in the state of Illinois; b) Completing requirements to attain / maintain board certification and licensure as required in appropriate clinical specialty; c) Engaging in professional nursing practice
- 5) Program development activities including accreditation preparation
- 6) Serving on professional accreditation teams
- 7) Preparation of Program materials including student and faculty handbooks, orientation materials, and recruitment materials
- 8) Organizing a conference, symposium, or workshop
- 9) Peer review (e.g. research / grant proposals, for professional publications)
- 10) Recruiting efforts
- 11) Awards or other special commendations for excellence in service
- 12) Working toward establishment / maintenance of chapter of Nursing honorary society

B.

- 1) Membership in professional organizations
- 2) Advisement of student organizations
- 3) Guest lectures
- 4) Mentoring
- 5) Representing the Program / sharing expertise at University or community functions
- 6) Specialized service that enhances the nursing program
- 7) Presentations in area of academic expertise
- 8) Serving in a participant capacity on Program, College, or University committees, councils, or workgroups.
- 9) Serving in a participant capacity in professional organizations.

II. Methods for Evaluation of Service

Faculty members will submit appropriate and adequate documentation of service activities. Materials will be evaluated quantitatively and qualitatively based upon information provided by the faculty member.

Evaluation of the quality of service shall include, but not be limited to, judgments as to its contribution to nursing/nursing education, the Department/College, the University, or the community. Exceptional achievement in any category will be evaluated appropriately.

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)