



February 19, 2020

To: J. DePetro, 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.

Based on my review of the prior DAC and the proposed revision, I applaud the department for the clarification and expansion of language associated with research/creativity, as well as service. Indeed, the proposed edits clarify the pathway to promotion and tenure. Additionally, I note the revision in Paragraph 3 on Page 1—and support the department’s new language. Further, while the DAC is not explicit on the evaluation categories by area like other examples, the document’s reference to the EIU-UPI Unit A agreement (which includes the categories) and “ranked order” of criteria provide faculty ample context for prioritizing their professional activities. In short, I find Philosophy’s elegant and efficient framework to be wholly aligned with the mission of the University.

## DEPARTMENTAL APPLICATION OF CRITERIA

### Department of Philosophy (Revised 2020)

Evaluation of Philosophy Department faculty for the purposes of retention, promotion, and/or tenure shall be based on three performance areas as stated in the *EIU-UPI Unit A Agreement*. In order of importance, the performance areas are: (1) Teaching/Performance of Primary Duties; (2) Research/Creative Activity; (3) Service.

The DAC of the Philosophy Department is structured in the following manner: 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 distinctions, the items listed below are rank ordered in importance. They are to be considered illustrative and not exhaustive.)

In each area of evaluation the quality of the candidate's activities is crucial, along with the manner in which the activities are performed.

#### I. Teaching/Performance of Primary Duties

- A. **Peer Evaluations.** For the purpose of evaluation, peer is defined as tenured/tenure-track faculty. Class visitations for probationary faculty will be conducted with advance notice by the department chair and one tenured/tenure-track faculty member chosen by the candidate: (1) at least once each academic year; and (2) at any other time the candidate requests such a visit. Annually contracted faculty will be visited by the department chair once each academic year. Tenured faculty may request a class visitation at any time. Class visitations must be conducted on faculty applying for promotion, awards based on teaching, or a PAI involving teaching. Additional peer review and comment may also be requested and submitted by any faculty member. Reference to both the technical and pedagogical aspects of online learning shall be made for such assignments reviewed by peers. All online courses must allow access by the chair of the department for the purpose of reviewing the course.
- B. **Student Evaluations.** In all classes during the Fall and Spring semester each candidate shall offer students the opportunity to evaluate their teaching effectiveness. (Student evaluations during the Summer session may be offered at the faculty member's option.) Each faculty member must use the Department Evaluation Form, but may choose whether to use written or electronic format. In addition, the Purdue Form or other instructor-designed forms may be used. In all cases, the approved University Core Evaluation Items must be included in the evaluation forms. All the student evaluations from any one section or course must be submitted as an inclusive package. If written evaluations are used, the candidate will deliver the student evaluation forms to the class, appoint a

student in the class to administer the forms, then leave the classroom until the procedure is completed. The student appointee will distribute and collect the forms and deliver them in a sealed envelope to the Philosophy Department Office. Evaluation results will be seen by instructors only after final grades have been submitted.

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 application evaluation period.

Items which refer to both the technological and pedagogical aspects of online learning shall be included on student evaluations for online courses.

**C. Teaching Awards.**

**D. Course/Curriculum Materials.** The candidate must provide the DPC or chair with syllabi from all courses taught during the evaluation period. The DPC or chair may also request and the candidate may also submit other relevant teaching materials such as exams, bibliographies, or statements about teaching methods, especially those that demonstrate teaching directed towards university and departmental learning goals, as appropriate.

**E. Program Development.** The candidate may provide the DPC or chair with any material relevant to program development, especially in relation to departmental and/or university learning goals. This may include course proposals, CLASCC or CAA minutes, or other relevant materials. Professional development activities related to teaching and/or primary duties such as attendance at workshops on pedagogical or technological aspects of pedagogy, etc., may also be included.

**F. Academic Advisement/Student Mentoring.** The department evaluation form is to be used for evaluation of academic advisement. Student mentoring may be indicated by letters from students, colleagues, or other appropriate documentation.

**II. Research/Creative Activity**

The DPC will review both documentation and qualitative assessment of such activity as submitted by the candidate. Faculty may provide, and chair or DPC may request, written statements as to the quality of any materials submitted. All items in this category refer to reviewed or edited works or works that enhance the research profile or prestige of the Philosophy program, or the College. Items not typically peer

reviewed, such as quality unpublished manuscripts in prepublication, or invited commentaries at recognized professional organizations, are recognized as such.

- A. Publication of Books, Monographs, Articles, Book Chapters, Reviews, and Translations.**
- B. Presentation of Lectures, Papers or Paper Commentaries before Professional Groups.**
- C. Participation in Symposia or Panel Discussions at Professional Meetings.**
- D. Editing or Screening for Professional Organizations or Publications.**
- E. Receipt of Advanced Scholarships, Fellowships, Grants, or Honors.**
- F. Participation in Professional Seminars and Workshops.**
- G. Finished Works Under Consideration for Publication or Professional Presentation.**
- H. Works in Progress or Unpublished Manuscripts.**

### **III. Service**

The DPC will review both documentation and qualitative assessment of such activity submitted by the candidate. Faculty members may provide, and chair or DPC may request from the faculty member, written statements as to the quality of the service from other professionals involved in the activity. Candidates are evaluated on the quality and quantity of service, which advances the mission of the university, in line with a candidate's interests and talents.

- A. Necessary Contributions to the Operation of the Philosophy Department, such as coordinating minor programs, advising student organizations, etc.**
- B. Performance of Other Assigned Duties.**
- C. Other Service to Department, College or University Committees, Task Forces, ad hoc Committees, events and organizations.**
- D. Contribution to Professional Organizations.**
- E. University Related Community Service.** (For example, newspaper

articles, radio or TV interviews, appearances before civic groups, and participation in public-forum discussions.)

**F. Other Service Related to the Candidate's Expertise or Services Advancing the Mission of the University.**

**IV. Assigned Duties**

Activities related to the administration of the Philosophy department for which three (3) or more credit units per academic year are assigned shall be considered as primary duties for the purposes of evaluation. Service activities outside the department for which credit units are assigned shall ordinarily be considered as Service for the purposes of evaluation. Research and sabbatical appointment 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.

**V. Union Duties, Responsibilities, and Projects**

Union duties, responsibilities, and projects may be considered in any of the three areas as appropriate.