

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 and Humanities

Date: April 23, 2013

Subject: DAC Revision Approval; Department of Art

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 department faculty members, the chairperson, the dean and the Provost. In that spirit, I wish to offer some observations which I would ask that you discuss with the Department. The DAC is approved with the following understandings and conditions:

1. In I.B.2. I concur with the department's placing greater value on external research/creative activities and also believe that the value statement would be strengthened by specifying the peer-reviewed, juried, or invited external activities.
2. In II.A. as written, it is unclear how many peer, chair, and student evaluations are required during a given evaluation period. Part of the confusion may stem from the DAC appearing to define an evaluation period differently than the collective bargaining agreement (especially for tenured faculty applying for promotion or a PAI). To clarify this possible confusion, the evaluation period as used in the DAC will be read as annual evaluation required of all faculty.
3. The University Approved Core Items for Student Evaluations are already referenced in the DAC. These items should be incorporated verbatim first in all student evaluations in the order listed with the Likert scale, 5=Strongly Agree and so on. The procedures in Appendix A pertain only to student evaluations administered face-to-face and not to the optional online student evaluations available through Testing and Evaluation in the Center for Academic Support and Assessment.
4. The department is urged to consider and determine how the materials and methods of evaluation will be applied to courses designated as "technology delivered" (i.e. how chair and peer evaluations will be conducted, etc.).

Thank you for your conscientious work during the DAC revision process. It is very much appreciated as is the engagement of the Department of Art 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; Department of Art
University Approved Core Items for Student Evaluations

cc: Chair, Department of Art (with attachments)

ART DEPARTMENT
DEPARTMENTAL APPLICATION OF CRITERIA
Approved by Art Dept Faculty April 19, 2013

Evaluation of Art Department 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 2012-2016 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 Art Department Unit A faculty as designated in Art Department 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 slides, 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 Art Department 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 Art Department 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, Graphic Design, Studio Two-Dimensional and Studio 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. and d. 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) 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.

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. Studio Two-Dimensional and Studio 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.
- d. Graphic Design
- (1) Professional activities: presentations of demonstrations, lectures, papers, publications and workshops.
 - (2) Awards, grants, honors or other recognition.
 - (3) Cooperative creative efforts appropriate to the profession.

- (4) Significant free-lance work.
- (5) Professional competitions and juried exhibitions at the national/international, regional, state, and local level.
- (6) 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.
- (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 the 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.and d. 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 Arts and Humanities, 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 Arts and Humanities Committees and programs.
- c. Special assignments, Ad Hoc committees, peer evaluations or other duties performed for the Department, College of Arts and Humanities, and the University.
- d. Services to an appointed or elected office for a national/international, regional, state or local professional organization.
- e. Serving as juror, consultant or lecturer.
- f. Participation at national/international, regional, state or local level professional meetings.
- g. Sponsorship of student organization.
- h. Effective student recruitment.
- i. One of the six area committees of the Department: Art Education, Art History, Foundations, Graphic Design, Studio Two-Dimensional and Studio 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 Arts and Humanities and University will be considered service. Service to professional organizations outside the university, e.g., CAA, FATE, IAEA, NAEA, NASAD, etc., which are Art 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 Arts and Humanities and University, the following areas are listed in order of relative importance:

- a. Active service on Department, College of Arts and Humanities, or University committees.
- b. Offices held in national/international, regional, state or local organizations related to a performance area.
- c. Serving as juror, consultant or lecturer.
- d. Participation at national/international, regional, state or local professional meetings related to a performance area.
- e. Significant special assignments and effective student recruitment.
- f. Service on one of the following area committees: Art Education, Art History, Foundations, Graphic Design, Studio Two-Dimensional and Studio Three-Dimensional.
- g. Service other than committee assignments, area responsibilities and officially assigned duties.

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 Art Department or university. The university peer evaluation form shall be used for all peer evaluations of observed classroom teaching by members of the Art Department, see attached approved university 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 Art Department Unit A faculty as designated in Art Department 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 Art Department Unit A faculty as designated in Art Department 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 Art Department Unit A faculty as designated in Art Department 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 Art Department Unit A faculty as designated in Art Department 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 2012-2016 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 Art Office.
4. Art Secretary 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.

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)