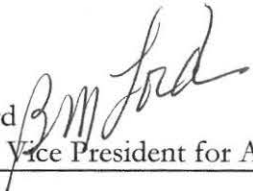


EASTERN ILLINOIS UNIVERSITY

Office of the Provost and Vice President for Academic Affairs

MEMORANDUM

Blair M. Lord 
Provost and Vice President for Academic Affairs

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To: Bonnie Irwin, Dean, College of Arts and Humanities

Date: May 8, 2013

Subject: DAC Revision Approval; Department of Philosophy

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. I appreciate the department considering the previous review comments. The DAC is approved with the following understandings, conditions, and continuing concerns:

1. I note with appreciation that the DAC revision was provided in mark-up form showing clearly the proposed changes.
2. 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.
3. In the area of research/creative activity, the already strong scholarly profile of the department would further benefit by a statement in the DAC that values peer-reviewed scholarship over non-peer-reviewed activity.

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

cc: Chair, Department of Philosophy (with attachments)

DEPARTMENTAL APPLICATION OF CRITERIA

Department of Philosophy ~~2007-2010~~ (Revised 2012)

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. Two of the characteristics that may be considered in that judgment are collegiality and academic integrity.

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 ~~non-tenured~~ 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 submitted. Reference to both the technical and pedagogical aspects of distance learning shall be made for distance learning assignments reviewed by peers. All online courses must be designed so as to allow access by the chair of the department for the purpose of reviewing the course.
- B. Student Evaluations.** In ~~at least one class each~~ all classes during the Fall and Spring semester each candidate shall offer his/her students the opportunity to evaluate his/her teaching effectiveness. (Student evaluations during the Summer session may be offered at the faculty member's option.) ~~The candidate must use the Department Evaluation Form unless the course is delivered electronically. Course evaluations equivalent to the traditional paper form will be used in technology-delivered courses.~~ 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. Student evaluations must establish that the instructor speaks the English language clearly. 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 his/her class, appoint a student in the class to administer the forms, then absent himself/herself from 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 distance learning shall be included on student evaluations for distance learning courses.

C. Teaching Awards.

D. Course/Curriculum Materials. The candidate must submit to the DPC syllabi from all courses taught during the evaluation period. The DPC 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.

E. Program Development. The candidate may submit to the DPC any material relevant to program development, especially in relation to departmental and/or university learning goals. ~~involving the philosophy department.~~ This may include course proposals, CAHCC or CAA minutes or other relevant materials.

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.

II. Research/Creative Activity

The DPC will review both documentation and qualitative assessment of such activity as submitted by the candidate. The DPC may request written statements as to the quality of the materials from other colleagues *with the knowledge and consent of the*

applicant.

- 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. The DPC may request written statements as to the quality of the service from other professionals involved in the activity *with the knowledge and consent of the applicant.*

- A. **Contributions to the Operation of the Department, Including Service on Departmental Committees, ~~Participation in Departmental Meetings,~~ or Performance of Other Assigned Duties.**
- B. **Service on College or University Committees.**
- C. **Service on College or University Task Forces, ad hoc Committees, etc.**
- D. **Participation in and 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

~~With the exception of research and sabbatical appointments, most activities~~
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.

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)