

EASTERN ILLINOIS UNIVERSITY

Office of the Provost and Vice President for Academic Affairs

MEMORANDUM

Blair M. Lord
Provost and Vice President for Academic Affairs

217-581-2121
blord@eiu.edu

To: Jonelle Depetro, Chairperson, Department of Philosophy

Date: October 29, 2008

Subject: DAC Revision Approval; Department of Philosophy

Thank you for taking another look at your department's statement of Departmental Application of Criteria (DAC) in light of my review comments and suggestions. The further revised DAC sent via e-mail attachment on October 28, 2008, is approved consistent with Article 8.7.c. of the *2006-2010 EIU-UIU Unit A Agreement* (Agreement). As always, any reading of the DAC will be consistent with the Agreement or its successor agreement(s).

The contributions of the Department of Philosophy are appreciated, and I continue to encourage consideration of the University's articulated academic goals in the department's deliberations.

attachments: Further Revised DAC; Department of Philosophy

cc: James K. Johnson, Dean, College of Arts & Humanities

DEPARTMENTAL APPLICATION OF CRITERIA

Department of Philosophy 2007-2010

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.)

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 faculty will be conducted with advance notice by the chair of the department 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.
- B. Student Evaluations.** In at least one class each semester each candidate shall offer his/her students the opportunity to evaluate his/her teaching effectiveness. 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. 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. 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.

E. Program Development. The candidate may submit to the DPC any material relevant to program development 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, 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 for which three (3) or more credit units per academic year are assigned shall be considered as primary duties 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.