**Annual Evaluation of Tenured Faculty Form**

**2022-2026 Contract**

**Year: \_\_\_\_\_\_\_\_\_\_**

Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Annual Evaluation of Tenured Faculty is a limited process by Contract for faculty not being considered for promotion or PAI. It is to identify areas of strength, weakness and to improve performance. The evaluation consists of a review of the following required material and other professionally-related materials requested by the department chair: **Tenured Faculty submit** differently on alternate years: Year 1 (beginning Spring 2021), a summary of work in each area (teaching-performance of primary duties/research-creative activity/service), specifically referencing the requirements of the departmental application of criteria, and following 19.4.c.1.b; and Year 2 (beginning Spring 2022), a portfolio with complete documentation to substantiate performance under 19.4.c.1.b. In either year, the Department Chair/Director and Dean may request additional documentation.

**Academic Year 2023-2024 is Year 2.**

***The Department Chair checks and signs the appropriate box, retains a copy, then sends the form to the faculty member and Dean, who completes it and sends copies to the faculty member and the original to Contract Administration. Please see below for actions related to ratings of Less Than Adequate. \****

As [\_\_] department chairperson/program director of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department

I [\_\_] confirm [\_\_] do not confirm submission of materials as required by the Contract as annual evaluation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a tenured faculty member. My evaluation is that they represent the following level of fulfillment with respect to the applicable Departmental Application of Criteria:

Teaching/Performance of Primary Duties: Exemplary \_\_\_ Adequate \_\_\_ Less Than Adequate\* \_\_\_

Research/Creative Activity: Exemplary \_\_\_ Adequate \_\_\_ Less Than Adequate\* \_\_\_

Service: Exemplary \_\_\_ Adequate \_\_\_ Less Than Adequate\* \_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

As [\_\_] dean of the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I [\_\_] confirm [\_\_] do not confirm submission of materials as required by the Contract as annual evaluation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a tenured faculty member. My evaluation is that they represent the following levels of fulfillment with respect to the applicable Departmental Application of Criteria:

Teaching/Performance of Primary Duties: Exemplary \_\_\_ Adequate \_\_\_ Less Than Adequate\* \_\_\_

Research/Creative Activity: Exemplary \_\_\_ Adequate \_\_\_ Less Than Adequate\* \_\_\_

Service: Exemplary \_\_\_ Adequate \_\_\_ Less Than Adequate\* \_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Oral English Proficiency Compliance**

All persons providing classroom instruction must have an annual evaluation of their oral English language proficiency under Illinois Statute 110ILCS 660/5-70. If oral English proficiency is considered unsatisfactory, the department chair will discuss the evaluation with the faculty member, contract administration and the union president to discuss how the individual can meet statute requirements.

**Oral English Proficiency is rated as:** [\_\_] Satisfactory [\_\_] Unsatisfactory

**Department Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation of Overall Effectiveness of Performance**

**Directions**: ***Chairs*** are to write a brief evaluation statement include areas of strength and/or weaknesses and areas in which to improve performance. ***Deans*** are to review and write a recommendation, which is forwarded to the Provost. (Attach additional sheets or use the back if more room is needed). \*In the event a tenured faculty member is judged “less than adequate”, the chair/director and/or dean must send this evaluation as notice within 10 working days of portfolio’s receipt as outlined in the MOU (#4 or #5 as applicable). The faculty member has a right of response. For additional details, see the MOU online at <http://www.csu.edu/provost/APCA/index.htm>

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| --- |
| Chair:        Dean: |

**Mentoring Process:** A faculty member whose documentation receives a rating of “less than adequate” for two (2) consecutive years in any given area (teaching, research, or service) will trigger a one-year appraisal and professional development process. Please see the MOU for additional details (<http://www.csu.edu/provost/APCA/index.htm>). Failure to participate in the development of and implementation of a professional development plan by the faculty member and not meeting the ‘Adequate’ level the year following the plan’s designated implementation could result in sanctions including termination.

Plan Development Date: Mentors: Implementation Year: AY\_\_\_\_\_\_\_\_\_\_

Specific Actions (attach additional sheets as needed)

Faculty Member’s Signature: Date:

\*Faculty Acknowledgement of “Less Than Adequate” Rating (may be satisfied by receipt of e-mail confirmation):

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit to Contract Administration. Copies: Faculty Member Revised 8/15/16; 6/18/2020