Personnel Action Recommendation Form

2018-2022 Contract

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

Faculty: Department: College: Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personnel Action Under Review | \_\_\_ Retention\_\_\_ Year (i.e., 1st, 2nd, etc.) | Promotion to\_\_\_\_\_\_\_\_\_\_\_\_ (Rank) | \_\_\_\_ Tenure | \_\_\_ PAI |

Oral English Proficiency Compliance

All persons providing classroom instruction must have an annual evaluation of their oral English language proficiency under Illinois Statute *110 ILCS 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.

Evaluation of Effectiveness of Performance

Directions: Check the appropriate box for the level of performance for each area of performance.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | Unsatisfactory | Appropriate | Satisfactory | Highly Satisfactory | Effective | Highly Effective | Significant | Superior |
| Teaching/-Primary Duties |   |   |  |  |  |  |  |  |
| Research/Creative Activity |  |  |  |  |  |  |  |  |
| Service |  |  |  |  |  |  |  |  |

As [\_x\_] department chairperson of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *or*

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

I [\_\_] recommend [\_\_] do not recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the following personnel action.

Signature: Date:

Reasons for the Recommendation

(Attach additional sheets or use the back of this form if more room is needed).

CC: Faculty Member, DPC, Chair, Dean, Contract Administration

Revised: 10/2013

Personnel Action Recommendation Form

2015-2018 Contract

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

Faculty: Department: College:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personnel Action Under Review | \_\_\_ Retention\_\_\_ Year (i.e., 1st, 2nd, etc.) | Promotion to\_\_\_\_\_\_\_\_\_\_\_\_ (Rank) | \_\_\_\_ Tenure | \_\_\_ PAI |

Oral English Proficiency Compliance

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

Evaluation of Effectiveness of Performance

Directions: Check the appropriate box for the level of performance for each area of performance.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | Unsatisfactory | Appropriate | Satisfactory | Highly Satisfactory | Effective | Highly Effective | Significant | Superior |
| Teaching/-Primary Duties |   |   |  |  |  |  |  |  |
| Research/Creative Activity |  |  |  |  |  |  |  |  |
| Service |  |  |  |  |  |  |  |  |

As [\_\_] department chairperson of \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ *or*

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

I [\_\_] recommend [\_\_] do not recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the following personnel action .

Signature: Date:

Reasons for the Recommendation

(Attach additional sheets or use the back of this form if more room is needed).

CC: Faculty Member, DPC, Chair, Dean, Contract Administration Revised 10/2013