



The UIS Faculty Personnel Process

Professional Evaluation and
Advancement

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Overview

- Criteria for Review
 - The Review Process
 - The Application and Supporting Documents
 - Questions and Discussion
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Criteria for Review

Teaching



- This criteria has the highest priority in the evaluation of faculty.
- Includes both teaching and advising activities.
- Extends to supervision of experiential experiences, curricular development, development of teaching strategies.

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- Is assessed through both quantitative and qualitative means.
 - Quantitative – Formal Student Evaluations
 - Qualitative – Teaching materials, letters of support from students and colleagues....
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• Scholarship

- This criteria embraces the categories of scholarship outlined in the Carnegie Foundation Report, *Scholarship Reconsidered*.
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- This approach allows for a wider perspective of scholarship that encompasses:
 - Discovery (Basic research, creative contributions)
 - Integration (Inter- or multi-disciplinary research)
 - Application (Applied Research)
 - Scholarship of Teaching
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Service

- This criteria includes contributions to the university, a discipline, the community.
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The Review Process

Annual Performance Reviews

- Yearly review – submitted in January for the previous calendar year.
- Outlines activities for the previous year in teaching, scholarship and service.
- Should involve both qualitative and quantitative review.
- Also includes a work load summary for the upcoming AY.




Probationary Period for Tenure-track

- 6 years (application in the beginning of the 6th year)
 - Alternate review periods (by contract)
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Reappointment Application and Review

- 2nd year review – Application in January of your 2nd year (AY)
 - 4th year review – Application in January of your 4th year (AY)
 - Tenure review – Application in October of your 6th year (AY)
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☞ Purpose of Review


- 2nd and 4th year Reviews
 - Should document progress toward becoming a “high quality faculty member”. (Article 5, Section 2)
 - Tenure
 - Should document that you are achieving the expectations of tenured faculty. (Article 7, Section 2)
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The Application and Supporting Documents

- The “Vehicles” for your review
 - Application Narrative
 - Portfolio
 - Personnel (Permanent) File




Application narrative



- Is a self-evaluative summary.
 - It should review your accomplishments for the period under consideration.
 - Should include discussions of teaching, scholarship and service.
 - Involves both qualitative and quantitative forms of assessment.
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- Should include a discussion of long and short-term goals, philosophy, methods and strategies for each area.
 - Guidelines provide page limitations.
 - Should include a curriculum vita.
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Portfolio



- The portfolio includes documents and materials that represent the scope and quality of your performance.
 - It is NOT an exhaustive compilation of documents.
 - Includes the documentation that you believe best represents or portrays your professional “story”.
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- Includes materials that are not necessarily “permanent” (e.g., syllabi, course materials) but are ever evolving.
 - Includes a sample of what you consider are the “hallmarks” of your review period.
 - Portfolio should be carefully cross-tabbed with the narrative.
 - Organization is critical to an effective portfolio.
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Personnel (Permanent) File

- This file is kept in the Provost's office and represents a permanent place for appointment and professional advancement materials.
 - Materials that are automatically placed in this file include: student evaluations; personnel actions; and any correspondence sent directly to the provost concerning your performance.
 - You may place materials in your personnel file, but you should be selective in what you place here.
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- Should not be a dumping ground – but should only be used for “major milestones” in your career.
 - This file serves as a companion to your portfolio – but unlike the portfolio, it is “permanent”.
 - Periodically review your own file – so you know how it looks to others.
 - Review personnel policies for procedures concerning personnel files. (Article 1)
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Materials that you will Need!!

☞ Location of Academic Affairs Website

- <http://www.uis.edu/academicaffairs/>

☞ Faculty Personnel Policy Handbook

● Online version

- http://www.uis.edu/academicaffairs/FacPrsnlPlcy/FacPersPol09-06%20_2_.pdf



☛ Campus Academic Personnel Calendar

- Distributed just prior to the start of Fall semester
- <http://www.uis.edu/academicaffairs/Academic%20Personnel%20Calendar/Academic%20Personnel%20Calendar06-07.pdf>

☛ Portfolio Guidelines

- Is in Appendix 12 in the Faculty Handbook
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