

**MEMORANDUM**

TO: Department Chairs

FROM: Effie Kritikos, Interim Associate Provost/University Contract Administrator

DATE: August 21, 2024

RE: Instructor Evaluations

Attached is a copy of the 2024-2025 Evaluation Timetable for Instructors. Please be aware that you should receive an indication of an Instructor's wish to be employed in the 2025-2026 academic year by February 14, 2025, and that a re-employment roster based on your Instructors' seniority must be forwarded to my office by March 14, 2025.

**The following sections of Article 32 are relevant to Instructors being evaluated: Sections 32.01 – 32.04. PLEASE NOTE THAT ALL INSTRUCTORS ARE TO BE EVALUATED EACH YEAR, WHETHER FOR A FULL EVALUATION OR CHAIR EVALUATION ONLY.(SEE ARTICLE 32.04.G). Instructors who teach during the academic year and then separate from the University must still have an evaluation processed, even if it is written only by the Department Chair.**

In accordance with Article 32.04.B.1-9 of the UPI/NEIU Collective Bargaining Agreement (2022-2026), the evaluation of Instructors consists of a review of the following materials by the Department Personnel Committee and Department Chair that will then be submitted to the Dean. "The Employee is responsible to provide items 1, 4, 5, and 6. The department/program is responsible to provide items 2 and 3."

- 1) A cover sheet indicating the name, highest degree, length of service as an Instructor in the department/program, the terms/sessions of the evaluation period, the term/session in which the evaluation is being conducted, and a list of materials provided by the Employee;
- 2) two classroom observations during the evaluation period, one by the Department Chair or designee and the other by a peer who is either a Teaching Professional in the department/program or an Instructor who has more than five years of satisfactory teaching experience within the department/program. The Instructor shall receive a copy of the written classroom observation within five Days following the observation. These observations should occur across semesters.
- 3) student evaluations of all courses or other instructional activities with more than 7 students from all fall/spring terms and summer sessions completed since the last evaluation period and prior to the term/session during which the current evaluation is being conducted;

- 4) any materials required by the Application of Criteria in the area of teaching/assigned activity;
- 5) any materials the Employee submits as evidence of the effectiveness of teaching/assigned activity; and
- 6) evidence of other assigned activity.
- 7) In addition to items 1 – 6 above, materials in the Instructor's personnel file may be used in the evaluation. These materials must fall within the current period of evaluation or are prior evaluation documents that reference goals or issues to be addressed during the current period of evaluation. Materials placed in the personnel file after the evaluation process begins shall not be considered.
- 8) In the event of missing documentation the Department Personnel Committee, the Department Chair, Dean, or college-wide Appeal Committee may request its inclusion.
- 9) After the beginning of the evaluation process, the Employee may not add any new materials unless:
  - a. additional documentation has been requested by the Department Personnel Committee the Department Chair, Dean, Appeals Committee, Provost/Vice President for Academic Affairs, or University President; or the material is
  - b. submitted in response to an evaluator's placement of materials in the Employee's personnel file after the beginning of the evaluation process; or the materials were not available prior to the beginning of the evaluation
  - c. process.
- 10) a copy of the Employee's request for reconsideration of an unsatisfactory recommendation shall be added to the materials. Such a request for reconsideration may include additional documents if the Employee believes them to be important to the evaluation process.
- 11) If an employee believes that a positive observation/recommendation contains false statements, he/she may add a statement to their materials in response to the alleged false statements.

Note:

**NO PORTFOLIOS are required.** Employees should submit their materials in a folder. Please follow the evaluation cycle (Article 32.03) and the frequency of evaluation (Article 32.04.G). In accordance with Article 32 of the Collective Bargaining Agreement (2022-2026), the Evaluation of Instructors "shall state whether the Instructor's degree of effectiveness in teaching/primary duties has been **unsatisfactory or satisfactory** with reference to the performance standards specified in the appropriate Application of Criteria.

C: Deans  
Associate Deans  
Directors

**2024-2025 EVALUATION OF INSTRUCTORS**  
(Article 32)

- |                                 |   |
|---------------------------------|---|
| By Friday,<br>February 14, 2025 | Instructors notify, in writing, the Chair of their Department if they wish to be considered during the next academic year for an Instructor appointment.  |
| By Friday,<br>March 14, 2025    | Chair develops a listing of all Instructors wishing to have appointment in the Department in the subsequent academic year. Re-employment roster based on Instructors' seniority submitted to the Provost/Vice President for Academic Affairs for review. Copy available in Department office. |
| By Monday,<br>March 17, 2025    | Instructors submit materials to be evaluated to the Department Personnel Committee.   |
| By Tuesday,<br>April 1, 2025    | Department Personnel Committee forwards their recommendation to the Department Chair.   |
| By Monday,<br>April 14, 2025    | Department Chair forwards Chair and Department Personnel Committee evaluations to the Instructor and to the appropriate Dean.   |
| By Monday,<br>May 5, 2025       | Dean forwards Chair and Department Personnel Committee evaluations to the Provost/Vice President for Academic Affairs.  |

In accordance with Article 32 of the Collective Bargaining Agreement, the Evaluation of Instructors "shall state whether the Instructor's degree of effectiveness in teaching/primary duties has been **unsatisfactory or satisfactory** with reference to the performance standards specified in the appropriate Application of Criteria."

NORTHEASTERN ILLINOIS UNIVERSITY

TRANSMITTAL SHEET FOR INSTRUCTOR EVALUATION

NAME \_\_\_\_\_ DEPARTMENT/PROGRAM \_\_\_\_\_

DEPARTMENT PERSONNEL COMMITTEE FOR INSTRUCTORS RECOMMENDATION:

\_\_\_ Satisfactory                      \_\_\_ Unsatisfactory

\_\_\_\_\_ Date of Transaction                      \_\_\_\_\_ Date of Transmittal to Department Chair

\_\_\_\_\_ Chair, Department Personnel Committee  
for Instructors

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DEPARTMENT CHAIR RECOMMENDATION:

\_\_\_ Satisfactory                      \_\_\_ Unsatisfactory

\_\_\_\_\_ Date of Transaction                      \_\_\_\_\_ Date of Transmittal to Dean or to Instructor  
Appeals Committee

\_\_\_\_\_ Department Chair

INSTRUCTOR APPEALS COMMITTEE RECOMMENDATION (If Necessary):

\_\_\_ Satisfactory                      \_\_\_ Unsatisfactory

\_\_\_\_\_ Date of Transaction                      \_\_\_\_\_ Date of Transmittal to Dean or to Instructor  
Appeals Committee

\_\_\_\_\_ Chair, Instructor Appeals Committee

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DEAN FINAL DECISION (If Necessary):

\_\_\_ Satisfactory                      \_\_\_ Unsatisfactory

\_\_\_\_\_ Date of Transaction                      \_\_\_\_\_ Date of Transmittal to Provost

\_\_\_\_\_ Dean



NORTHEASTERN ILLINOIS UNIVERSITY

OVERALL EVALUATION OF INSTRUCTOR BY DEPARTMENT CHAIR

Instructor's Name \_\_\_\_\_ Department \_\_\_\_\_

EVALUATION OF TEACHING/ASSIGNED ACTIVITY

Unsatisfactory

Satisfactory

NARRATIVE:

Note: Narrative and rating should be consistent. Ratings should be consistent with contract language in Article 32.

*USE ADDITIONAL PAGES AS NECESSARY.*

\_\_\_\_\_

Date

Department Chair

\_\_\_\_\_

Instructor's Signature

**The Instructor's signature indicates that he/she has read the material.**

NORTHEASTERN ILLINOIS UNIVERSITY

**OVERALL EVALUATION OF INSTRUCTOR  
BY DEPARTMENT PERSONNEL COMMITTEE FOR INSTRUCTORS**

Instructor's Name \_\_\_\_\_ Department \_\_\_\_\_

EVALUATION OF TEACHING/ASSIGNED ACTIVITY

Unsatisfactory

Satisfactory

NARRATIVE:

Note: Narrative and rating should be consistent. Ratings should be consistent with contract language in Article 32.

*USE ADDITIONAL PAGES AS NECESSARY.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Department Personnel Committee for Instructors

\_\_\_\_\_  
Instructor's Signature

**The Instructor's signature indicates that he/she had read the material.**