

MEMORANDUM

TO: Deans, Department Chairs, and Members of the Faculty
FROM: Effie Kritikos, Interim Associate Provost & University Contract
Administrator

DATE: August 21, 2024
RE: University Evaluation Schedule

Attached you will find the university evaluation schedule for the 2024-2025 academic year for tenured and tenure-track employees.

c: Katrina Bell-Jordan, President
Members of the President's Council
Members of the Provost's Council
Brandon Bisbey, University Professionals of Illinois

NORTHEASTERN ILLINOIS UNIVERSITY

UNIVERSITY EVALUATION SCHEDULE - ACADEMIC YEAR 2024-2025

All actions specified within this calendar must be completed in accordance with the relevant articles of the Faculty Collective Bargaining Agreement.

Evaluation Criteria for Tenured/Tenure-Track Employees

Article 25 of the Faculty Collective Bargaining Agreement specifies the University Evaluation Criteria for evaluation, performance standards to be applied, and the areas of consideration in evaluating effectiveness in teaching/performance of primary duties, research/creative activity, and service.

The Application of Criteria approved by the President in 2024, shall be the basis on which personnel evaluations for retention, promotion, or tenure will be made. Copies of the Application of Criteria as well as the Educational Requirements for Tenure have been provided to each faculty member.

NOTES ON RETENTION DECISIONS

The relevant sections of the Faculty Collective Bargaining Agreement are Article 25, Article 26, Article 27 and Article 28.

- A. All probationary faculty are evaluated annually.
- B. All probationary faculty are required to submit electronic evaluation portfolios for retention.
- C. No faculty member shall be evaluated for retention until he/she has completed one full academic term of service at the University.
- D. Program needs may be used as a reason for non-retention only in the first three years of employment.
- E. For faculty employed in a bargaining unit position Fall term 1991 and after:
 - 1. If a faculty member in his/her FIRST or SECOND year of full-time employment is denied retention, his/her employment is terminated at the end of the FIRST or SECOND year respectively, provided notice is given to the employee no later than April 1.
 - 2. If a faculty member in his/her THIRD or SUBSEQUENT year of full-time employment is denied retention, his/her employment is terminated at the end of the FOURTH or SUBSEQUENT year respectively.
- F. If a faculty member in his/her SIXTH year of full-time employment is denied tenure, his/her employment is terminated at the end of the SEVENTH year of full-time employment. If the University's tenure recommendation is approved by the Board of Trustees, the faculty member is tenured effective at the beginning of the SEVENTH year of full-time employment.
- G. In the event of failure of an employee to submit an evaluation portfolio for retention, the employee shall not have his/her employment continued beyond that academic year.

NOTE: All employees are placed in Probationary Year One at the time of initial appointment. Faculty who count prior service will be in a probationary year at variance with their year of employment at Northeastern. Nonetheless, these employees must follow the Year of Employment timetable in all retention activities. Probationary Year One may be extended for employees who begin their employment after the beginning of the academic year.

Administrative Notes

Each departmental personnel committee needs to report their DPC membership (not just DPC chairperson) by **September 25, 2024** in order for faculty portfolio support personnel to have things set up properly.

All Forms (Form D for DPCs/Form C for Chairperson) will be completed digitally and need to be signed electronically within **Faculty Success**.

At least one workshop will be required for all faculty who use Faculty Success. There will be additional dedicated support/office hours as well.

We are in two-year transition period between systems each review stage will have required training. At the DPC stage the chairperson and at least one our appointee will be required to attend trainings. There will be trainings for chair people, deans, and university personnel committee members. Trainings will be conducted just-in-time around the release dates of their stage. Trainings will be conducted in via Zoom. A schedule of trainings and dates/times will be released by September 20, 2024.

RETENTION

(Article 26)

Probationary Faculty Members in FIRST AND SECOND YEARS of Full-Time Employment at the University

By 11:59 PM January 4, 2025	All portfolios (e-portfolios) are submitted. Faculty member notifies ctl@neiu.edu that they are successfully submitted.
By no later than: January 6, 2025	All portfolios (e-portfolios) submitted to Department Personnel Committees on or before this date.
January 16, 2025	Department Personnel Committee retention recommendations for probationary faculty in first and second year of full-time employment submitted to Department Chair and to faculty member considered for retention in the first and second year.
January 22, 2025	Retention recommendations and reasons of Department Chair submitted to faculty member.
January 27, 2025	Reconsideration of negative recommendation by Department Personnel Committee and/or Department Chair requested.
February 3, 2025	The Department Chair provides the written statement of reconsideration to faculty member and to appropriate Dean/Director.
February 10, 2025	Retention recommendations and reasons of Dean submitted to faculty member.
February 17, 2025	Reconsideration of negative recommendation by Dean requested.
February 21, 2025	Retention recommendations reviewed by Dean/Director; written retention recommendations of Dean/Director submitted with accompanying retention recommendations to Provost. Copy of retention recommendation of Dean/Director, with supporting reasons if a negative recommendation, and any written statement of reconsideration by the Dean, submitted to the faculty member being evaluated.
February 26, 2025	Provost submits retention recommendations and supporting reasons to the University Personnel Committee.
March 10, 2025	University Personnel Committee submits written recommendation to Provost for each faculty member being evaluated. Copy of the University Personnel Committee recommendation provided to faculty member.
March 14, 2025	Reconsideration of negative recommendation by University Personnel Committee requested, if appropriate.
March 21, 2025	University Personnel Committee submits written statement of reconsideration, if appropriate, to faculty member and to Provost.
March 28, 2025	Retention decisions provided to probationary faculty members in first and second year of full-time employment by the Provost and Vice President of Academic Affairs, with statement of reasons if decision is negative. A negative decision dictates termination at the end of the first or second year of full-time employment, respectively.

RETENTION
(Article 26)
Probationary Faculty Members in **THIRD AND LATER YEARS**
of Full-Time Employment at the University

By 11:59 PM January 6, 2025	All portfolios (e-portfolios) are submitted. Faculty member notifies ctl@neu.edu that they are successfully submitted.
By no later than: January 7, 2025	All portfolios (e-portfolios) submitted to Department Personnel Committees on or before this date.
January 20, 2025	Department Personnel Committee retention recommendations for probationary faculty in third or later years of full-time employment submitted to Department Chair and to faculty member considered for retention.
February 3, 2025	Retention recommendations and reasons of Department Chair submitted to faculty member.
February 10, 2025	Reconsideration of negative recommendation by Department Personnel Committee and/or Department Chair requested.
February 14, 2025	The Department Chair provides the written statement of reconsideration to faculty member and to appropriate Dean/Director.
March 6, 2025	Retention recommendations and reasons of Dean submitted to faculty member.
March 10, 2025	Reconsideration request of negative recommendation by Dean.
March 14, 2025	Retention recommendations reviewed by Dean/Director; written retention recommendations of Dean/Director submitted with accompanying retention recommendations to Provost. Copy of retention recommendation of Dean/Director, with supporting reasons if a negative recommendation, and any written statement of reconsideration by the Dean, submitted to the faculty member being evaluated.
March 21, 2025	Provost submits retention recommendations and supporting reasons to the University Personnel Committee.
April 11, 2025	University Personnel Committee submits written recommendation to Provost for each faculty member being evaluated. Copy of the University Personnel Committee recommendation provided to faculty member.
April 15, 2025	Reconsideration of negative recommendation by University Personnel Committee requested, if appropriate.
April 21, 2025	University Personnel Committee submits written statement of reconsideration, if appropriate, to faculty member and to Provost.
May 12, 2025	Retention decisions provided to probationary faculty members in their third through fifth years by the Provost and Vice President of Academic Affairs, with statement of reasons if decision is negative. A negative decision dictates a terminal contract for the following academic year.

TENURE WITH PROMOTION TO ASSOCIATE PROFESSOR (Article 28)

September 3, 2024	Faculty applying for tenure and promotion to Associate Professor request verification of eligibility from Sudha Srinivas in Academic Affairs with a copy to the Department Chair.
September 9, 2024	Faculty applying for tenure are notified of eligibility by the Office of Academic Affairs. A copy of verification is sent to the Department Chair.
By 11:59 PM October 4, 2024	All portfolios (e-portfolios) are submitted. Faculty member notifies ctl@neiu.edu that they are successfully submitted.
October 7, 2024	All portfolios (paper and e-portfolios) submitted to the Department Personnel Committees.
October 24, 2024	Department Personnel Committee submits written recommendation for each faculty member to Department Chair, with written reasons supporting recommendation.
November 6, 2024	Department Chair provides written tenure recommendation with reasons, and tenure recommendation of Department Personnel Committee with reasons, to faculty member.
November 11, 2024	Reconsideration of negative recommendation by Department Personnel Committee and/or Department Chair requested.
November 18, 2024	The Department Chair provides the written statement of reconsideration to faculty member and to appropriate Dean/Director. Tenure recommendations and reasons of Department Chair and Department Personnel Committee submitted to Dean/Director.
January 13, 2025	Dean/Director submits written tenure recommendation for each faculty member to the Provost. Tenure recommendation of Dean/Director, with supporting reasons if a negative recommendation, provided to each faculty member.
January 27, 2025	Provost submits all tenure recommendations and supporting reasons to the University Personnel Committee.
February 17, 2025	University Personnel Committee submits written tenure recommendation to the Provost for each faculty member being considered. Copy of the University Personnel Committee recommendation provided to each faculty member.
February 21, 2025	Reconsideration of negative recommendation by the University Personnel Committee requested, if appropriate.
March 3, 2025	University Personnel Committee submits written statement of reconsideration, if appropriate, to faculty member and to Provost.
March 17, 2025	University President submits his/her tenure recommendations to the Board of Trustees. University President provides each faculty member with copy of his/her recommendation, with statement of reasons if recommendation is negative.
May 31, 2025	Notification of tenure decision provided to each faculty member. A negative decision in the sixth probationary year dictates issuance of a terminal contract for the following academic year.

**PROMOTION FOR [A] FACULTY APPLYING FOR PROFESSOR OR
[B] PROFESSIONAL ADVANCEMENT INCREASE
(Article 27 OR Article 25.05)**

September 3, 2024	Faculty applying for promotion request verification of eligibility from Sudha Srinivas in Academic Affairs with a copy to the Department Chair. If a faculty member decides not to apply for promotion after this date, they must notify Effie Kritikos in Academic Affairs in writing, with copies to the Department Chair and Dean.
September 9, 2024	Faculty receive verification of eligibility for promotion if requested. A copy of verification is sent to the Department Chair.
By 11:59 PM October 5, 2024	All portfolios (e-portfolios) are submitted. Faculty member notifies ctl@neiu.edu that they are successfully submitted.
October 7, 2024	All portfolios (paper and e-portfolios) submitted to the Department Personnel Committees.
October 24, 2024	Department Personnel Committee submits written recommendation for each faculty member to Department Chair, with written reasons supporting recommendation.
November 6, 2024	Department Chair submits written promotion recommendation with reasons, and promotion recommendation of Department Personnel Committee with reasons, to faculty member being considered for promotion.
November 11, 2024	Reconsideration of negative recommendation by Department Personnel Committee or Department Chair requested.
November 18, 2024	The Department Chair provides the written statement of reconsideration to the faculty member and to the Dean/Director. Faculty member may withdraw application for promotion by written notification to the Department Chair. Promotion recommendations and reasons of Department Chair and Department Personnel Committee submitted to Dean/Director.
January 13, 2025	Dean/Director submits written promotion recommendation for each faculty member to the Provost. Promotion recommendation of Dean/Director, with supporting reasons if a negative recommendation, provided to each faculty member.
January 27, 2025	Provost submits all promotion recommendations and supporting reasons to the University Personnel Committee.
February 17, 2025	University Personnel Committee submits written promotion recommendation to the Provost for each faculty member. Copy of the University Personnel Committee recommendation provided to faculty member.
February 21, 2025	Reconsideration of negative recommendation by University Personnel Committee requested, if appropriate.
March 3, 2025	University Personnel Committee submits written statement of reconsideration, if appropriate, to faculty member and to Provost.
May 2, 2025	Promotion decision provided to faculty member by the University President, with statement of reasons if decision is negative.

**ANNUAL EVALUATION OF TENURED FACULTY NOT APPLYING FOR PROMOTION
(Article 25.04.C)**

- March 28, 2025 Faculty provide Department Chair with documentation for evaluation process.
- May 20, 2025 Department Chair submits annual evaluations to Dean for review. A copy of the evaluation shall be sent to the faculty member.
- June 10, 2025 Dean shall submit the evaluations to Provost.