FACULTY SUCCESS DPC CHAIR GUIDE

2024

Northeastern
ILLINOIS UNIVERSITY

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Introduction to Faculty Success

Starting Fall 2023, Northeastern Illinois University is transitioning to Faculty Success by Watermark for creating and evaluating faculty portfolios. This new system offers several advantages:

1. **For Faculty:** A more intuitive process for creating and submitting portfolios.

2. **For Reviewers and Administrators:** An automated system that streamlines the execution of evaluation tasks.

Key Points for DPC Members:

1. **Notification Process:**
   - When a faculty member submits a portfolio for retention or promotion, all DPC members will receive an email notification.
   - This email will specify who you are reviewing and the deadline for your review.
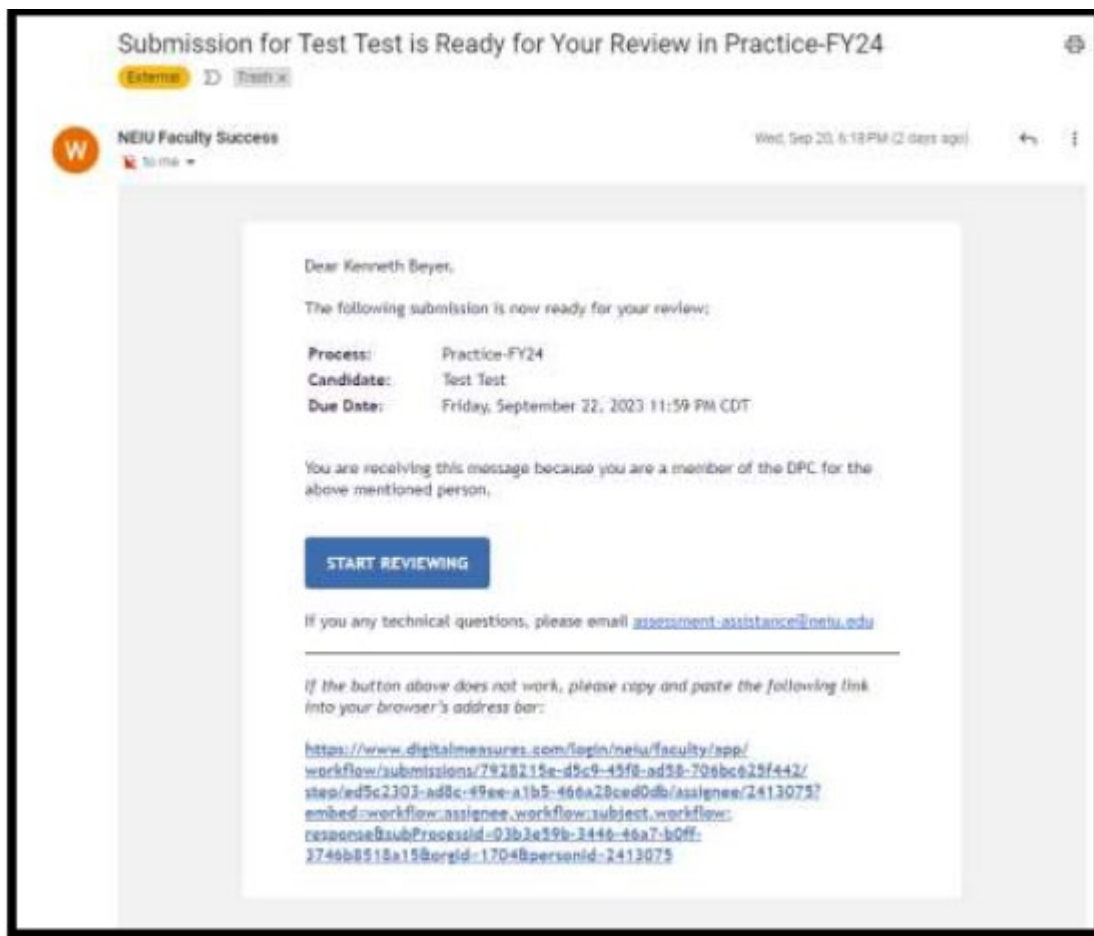
2. **Accessing the System:**

- o Use your regular NEIU NetID and password to log in to Faculty Success.

- o Note: If you're not currently logged into an NEIU resource, you may need to use Duo multifactor authentication.
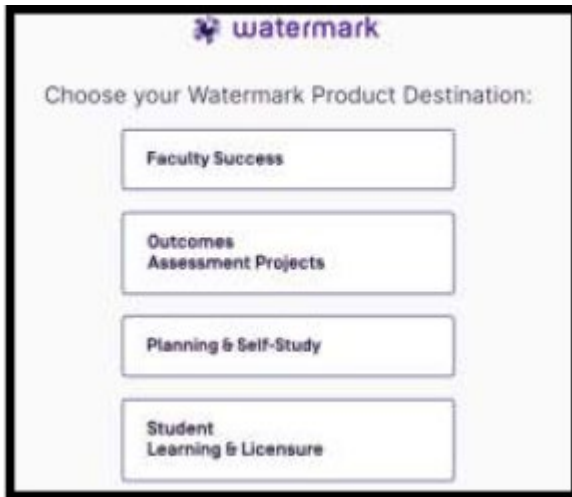
3. **Review Timeline:**

- o The email notification will include specific deadlines for each stage of the review process.

- o It's crucial to complete your reviews within the given timeframe to ensure smooth progression through the evaluation stages.

Portfolio Review Process in Faculty Success

1. Annual Report Contents

The Annual Report in Faculty Success contains all the familiar elements of a faculty member's portfolio:

- Courses with syllabi and course evaluations

- Peer and chair observations

- Research documentation

- Service documentation

- Department Application for Criteria (linked at the top of the Annual Activity Report)

- Narratives (visible on screen below the Annual Activity Report)

2. Reviewing and Commenting

After reviewing the portfolio, DPC members can leave comments.

Note for DPC Chairperson: You have the ability to view all comments left by any member and have additional administrative capabilities.
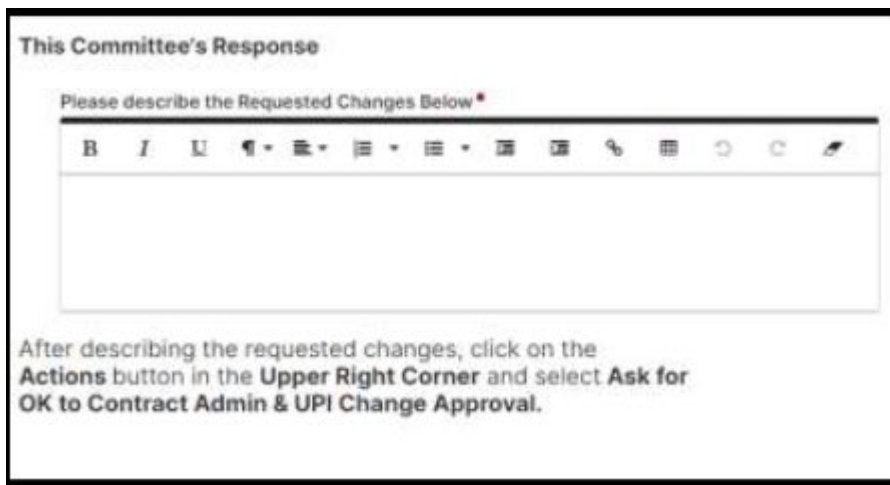
3. Taking Action

The "Actions" button is located in the upper right corner of the page. Here are the primary actions you can take:

a. Save Draft

- Use this if you're still waiting for feedback from other DPC members.
- This allows you to save your progress without submitting a final review.

b. Submit to DPC Final Review

- Choose this action when you've finished reviewing, written a general statement, and no modifications are needed.
- This triggers another workflow task in Faculty Success, allowing you to complete Form D.

c. Initial Review to DPC Requested Changes

Follow these steps if you're requesting changes to your colleague's portfolio:

1. Select "Initial Review to DPC Requested Changes" from the Actions menu.
2. Confirm your choice when prompted with "Are you sure you want to move to that stage?"
3. Fill out the reasons for the requested changes in the new workflow item that appears.
4. Scroll to the bottom of the page and select "Ask for OK to Contract Admin & UPI Change Approval".
5. Confirm this action when prompted.

4. After Requesting Changes

- The system will notify Effie & Brandon (Contract Admin & UPI) that they have something to review and possibly approve.
- Upon their decision and approval to make the requested changes, the portfolio will be rerouted to your colleague for updates.
- You'll receive an email notification when the updated portfolio is ready for your review again.

Evaluation Ratings and Form D Completion

Form D Completion

When reviewing a portfolio after requested changes have been made:

1. You will be prompted to complete Form D within Faculty Success.
2. Type your full legal name at the bottom of the form - this counts as your legal signature.

Standard Evaluation Ratings

Year/Stage	Teaching & Primary Duties	Research & Creative Activities	Service
Year 1	Satisfactory	Appropriate Plans for Satisfactory Performance in Year 2	Appropriate
Year 2	Satisfactory	Satisfactory	Satisfactory
Years 3-5	Highly Effective	Significant	Significant
Tenure/Associate	Superior	Significant	Significant
Tenure by Exception*	Superior*	Significant*	Significant
Professor	Superior	Superior	Superior
PAI (Professional Advancement Increase)**	Superior (required)	Significant (superior)	Superior (significant)

* **Tenure by Exception**: Applies when years of service or educational requirements are not met. Requires same performance standards as for tenure, but one category is judged beyond standard or exceptional.

Promotion to Professor: Requires that standards are met in the aggregate through the evaluation period.

** **Professional Advancement Increase (PAI)**: Evaluated based on performance in the aggregate through at least the last five years prior to evaluation. Must be superior in at least two categories (Teaching/Primary Duty required) and may be significant in the third.

Submitting Reviews

After completing your final review and Form D:

1. Click on "Actions" in the upper right corner of the page.

2. Select "Submit to Faculty Acknowledgement of DPC Form D".

3. Acknowledge the pop-up confirming your agreement to submit to the faculty member.

This action sends your recommendation decision back to your colleague for acknowledgement before it goes to the department chairperson.

Understanding Faculty Success Schedule

1. **Official Due Date**:
   - The official due date for chairpeople to receive portfolios from the DPC remains **Thursday, October 24**, as stated in the University Evaluation Schedule.
2. **Faculty Success October 17 Date**:
   - The October 17 date you see in Faculty Success is an internal system deadline, not the official submission deadline.
   - This earlier date is set to accommodate the automated review process within the system.
3. **Automated Review Process**: The Faculty Success system breaks down the DPC to Chair review into six automated steps:
   1. Initial DPC review
   2. Possible request for revisions/modifications
   3. Consultation between Effie & Brandon (per contractual limits)
   4. Faculty member permission for changes (if approved)
   5. DPC final portfolio review
   6. DPC Chairperson's completion of electronic paperwork for transfer to department chairperson
4. **Flexible Internal Deadlines**:
   - The dates for these internal steps, including October 17, are "soft" deadlines.
   - You will not be cut off from your initial review if you don't meet the October 17 date.