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OFFICE OF THE PROVOST AND VICE PRESIDENT FOR  
ACADEMIC AFFAIRS

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To: Teaching and Resource Professionals of UPI Bargaining Unit A

Date: August 18, 2025

Re: Schedule for Personnel Actions and Credit Unit Guidelines Timetable

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### **General Notice**

The Schedule for Personnel Actions and Credit Unit Guidelines Timetable are issued in accordance with the *EIU-UPI Unit A Agreement (Agreement)*.

#### Notice of Availability of Applicable Policies, Rules, and Regulations

The University's Internal Governing Policies and the Policies and Regulations of the Board of Trustees are available in departmental offices, deans' offices, and the Office of Academic Affairs and are on file at the Reference Desk in Booth Library. Employees of the University are responsible for abiding by these policies. The Internal Governing Policies are also available at <https://www.eiu.edu/auditing/igplisting.php>. The Board of Trustees Bylaws, Policies, and Regulations are available at <http://www.eiu.edu/trustees/board.php>. This information is provided in accordance with Article 8.2 of the *Agreement*.

#### Administrative Staff Evaluations

Administrative staff with faculty rank, including department chairs, are evaluated for retention, promotion in rank, and tenure consistent with Board of Trustees Regulations. Evaluations and recommendations are done consistent with guidelines established in the Office of Academic Affairs.

### **Schedule For Personnel Actions**

The *Agreement* calls for the development of a Schedule for Personnel Actions. The Schedule for Personnel Actions dates for AY2025-2026 are provided for the use of tenured/tenure-track faculty members and all persons involved in making personnel recommendations related to tenured/tenure-track faculty. Consult the *Agreement* for detailed information about faculty personnel recommendations and actions. Copies of the *Agreement* are available at the Reference Desk in Booth Library and, online at <https://www.eiu.edu/acaffair/Unit%20A%20Agreement%202022-2026.pdf> and on the UPI Chapter web page <http://eiuupi.org/>. Copies of all forms to be used in the AY2025-2026 evaluation process for tenured/tenure-track faculty are available in the office of the department chair and online on the VPAA webpage <https://www.eiu.edu/acaffair/TenureTenureTrack.php>. Also, copies of forms to be used for leave applications (sabbatical assignments, retraining leaves, and leaves without salary) are available in department offices and online at the Academic Affairs website. Guidelines for organizing portfolios are provided separately.

The 2025-26 Administrative calendar with the Schedule for Personnel Actions is available online at [https://www.eiu.edu/acaffair/calendar/2025-26\\_administrative\\_calendar.pdf](https://www.eiu.edu/acaffair/calendar/2025-26_administrative_calendar.pdf)

## Important Notes Regarding the Schedule for Personnel Actions

This document is provided pursuant to Article 8.2 of the *Agreement*; it is not a substitute for reading the detailed provisions of the *Agreement* as they pertain to retention, promotion, tenure, and professional advancement increase recommendations and leave applications. Special attention should be directed to Article 8.6 of the *Agreement* on evaluation criteria. Appropriate application forms, departmental application of criteria, and summer rotation plans should be secured from the office of the appropriate department chair.

When a faculty member who does not meet the educational requirements for tenure applies for tenure on the basis of exceptional performance, the faculty member must designate the performance area to be used as the basis of exception--teaching/performance of primary duties or research/creative activity or service (this must be one and not more than one of the three performance areas).

## Leave Without Salary/Sabbatical Assignment/Retraining Leave Applications For AY2026-2027

Although tenured/tenure-track faculty may submit requests for leave without salary (LWOS) at other times within three months of the start of the requested leave, they are encouraged, where possible, to submit LWOS applications by November 3, 2025. Sabbatical assignment and leave without salary application forms are available from the department chair or the Academic Affairs website <https://www.eiu.edu/acaffair/contract.php>. See Article 5 and Article 28 of the *Agreement* for details. Consultation with the department chair and/or dean is recommended prior to submission of a leave application.

See Article 28.3 of the *Agreement* for details on retraining leaves. Also, any interested tenured/tenure-track faculty member should consult their department chair and/or dean prior to submission of a retraining leave application.

## Evaluation Information

Faculty notices of intent to apply for promotion, tenure, or a professional advancement increase (PAI) are made by memorandum to the VPAA with a copy to the appropriate department chair and dean. Supporting materials submitted by the tenured/tenure-track faculty member for retention, promotion, tenure, or PAI consideration are attached to Form A (Tenured/Tenure-track Faculty Evaluation Portfolio Form), which is available online at <https://www.eiu.edu/acaffair/TenureTenureTrack.php>. Supporting materials accompany the forms through the evaluation process. Evaluators must not alter or delete materials during the evaluation process. Additional materials requested by evaluators during the evaluation process should be clearly labeled as such. See Article 8.9.c. of the *Agreement* for details about evaluation portfolios.

All tenured/tenure-track faculty evaluations for retention, promotion, and tenure made during AY2025-2026 must be based on the evaluation criteria and standards contained in Article 8 of the *Agreement* using the appropriate approved departmental application of criteria document and only these criteria. PAI evaluations must be based on the evaluation standards in Article 12 of the *Agreement* and the approved departmental application of criteria. All applications and recommendations must be submitted on forms available in department offices and online at <https://www.eiu.edu/acaffair/TenureTenureTrack.php>.

## Retention Recommendations

Retention recommendations for tenure-track faculty in their first or second year of full-time employment at the University: The decision is on retention for AY2025-2026, with final notification to the faculty member by no later than April 1, 2026. See Article 9 of the *Agreement* for details on retention procedures for tenure-track employees.

For retention recommendations for tenure-track faculty in their third and subsequent years of full-time employment at the University, the decision on retention for AY2025-2026, with final notification to the faculty member, is made no later than 12 months prior to expiration of current appointment. Do not submit a retention application when application is being made for tenure. See Article 9 of the *Agreement* for details.

### Tenure Recommendations for Faculty in the Sixth Probationary Year at the University

Tenure applications must indicate clearly whether the individual is applying for tenure on a regular basis (see Article 10.6 of the *Agreement* for educational requirements and years of service requirements) or on the basis of exceptional performance (see Article 10.7 of the *Agreement* for exceptionality considerations).

Note that the faculty member's performance during the entire period of employment in the bargaining unit at the University is to be considered in making tenure recommendations. Further note that tenure is granted only by action of the Board of Trustees upon the receipt of a recommendation by the President. See Article 10 of the *Agreement* for details.

Note further that a faculty member must be an assistant professor, associate professor, or professor to be recommended for tenure; instructors may not hold tenure. Thus, an instructor being recommended for tenure must also be recommended for promotion to assistant professor. See Article 11 of the *Agreement* for details.

### Promotion Recommendations

The evaluation period for promotion is specified in Article 11.2 of the *Agreement*.

In the case of an individual who is being considered for both promotion and retention, the individual should submit a single recommendation form.

### Professional Advancement Increase Recommendations

A tenured faculty member is eligible to apply for consideration for a PAI after completion of at least four academic years of service in the bargaining unit at the rank of professor. See Article 12 of the *Agreement* for details concerning the PAI. Faculty who have not yet received a PAI must have completed four academic years in unit before applying for a PAI. After the first successful PAI application, a faculty member will be eligible to apply for the next PAI after two academic years of full-time service in Unit A.

### Annual Evaluations for Tenured Faculty Members Not Applying for Promotion or PAI

Annual evaluations for faculty members with tenure who are not applying for promotion or a PAI are conducted by department chairs with copies forwarded to appropriate deans and to the VPAA. See Article 8.9.b. of the *Agreement* for details.

### **Credit Unit Guidelines Timetable**

The *Agreement* (Articles 6.4.a. and 6.4.b.) calls for the VPAA to develop forms to be used to record officially assigned duties and to issue a timetable for distribution of credit unit guidelines, development of class schedules, and official assignment of duties. Please note:

1. The faculty workload report (Assignment of Duties) form has already been developed and is in use now. Faculty may access their workload report online through PAWS. Copies of the form are also available in the office of each department chair.
2. The Faculty Assignment of Duties Guidelines-Effective Fall 2022 are in effect for AY2022-2026. Copies of the guidelines are available in the office of each department chair and online at <https://www.eiu.edu/acaffair/Faculty%20AOD%202022-26.pdf>

Copies of the 2022-26 EIU-UIP agreement, Administrative Calendar, evaluation forms, Departmental Application Criteria, and Assignment of Duties Guidelines are available on the Academic Affairs website at

<https://www.eiu.edu/acaffair/contract.php>.

This information has been reviewed with UPI and is presented for the information of teaching and resource professionals in the UPI bargaining unit.

Please review the Schedule for Personnel Actions and Credit Unit Guidelines Timetable for dates regarding your employment. Thank you.

cc: Deans  
Department Chairs