

**FORM A  
TENURED/TENURE TRACK FACULTY EVALUATION PORTFOLIO****Check all appropriate items:**

- Retention
  - 1st probationary year
  - 2nd probationary year
  - 3rd probationary year
  - 4th probationary year
  - 5th probationary year
- Promotion
  - Degree requirement met
  - Years of service requirement met
- Tenure
  - Basis  Regular
    - Degree requirement met
    - Years of service requirement met
    - Exceptionality to degree requirement
      - Basis of exceptionality:  Teaching  Research  Service
  - Professional Advancement Increase
  - Annual Evaluation for Tenured Faculty not Applying for Promotion or Professional Advancement Increase

Name:

Department:

Date of Initial Appointment as Unit A:

Current Rank:

Date of Rank:

Years of Service as Unit A:

Degree:

**Instructions:** Attach this sheet as a cover page to materials submitted.

1. This form is completed by the VPAA office for each probationary and tenured faculty member applying for retention, promotion or Professional Advancement Increase. The faculty member submits his/her portfolio to the department chairperson, providing appropriate supporting material in an evaluation portfolio. The normal period covered by the attached evaluation portfolio is the period since submission of the previous evaluation portfolio, with the following exceptions: (a) for first year retention, the evaluation period is since the date of initial employment; (b) for second year retention, the evaluation period is for the entire period of employment to date of submission; and (c) for promotion and tenure. Include a current vita. Note that a faculty member's performance during the entire period of EIU employment is to be considered in making a tenure recommendation. The faculty member's performance since the last promotion (or date of initial EIU employment if there has been no promotion) is to be considered in making promotion recommendations.
2. For information regarding portfolio preparation, please review the memo from the Provost regarding guidelines for faculty evaluation portfolios.
3. Faculty required to have a terminal degree for tenure and who have not yet completed that degree, should provide a statement and appropriate evidence of making satisfactory progress toward completion of the required terminal degree.
4. After the faculty evaluation process and any resultant personnel action is completed, the faculty member should pick up his/her portfolio at Office of the Vice President for Academic Affairs.

## Definition (EIU-UPI Unit A Agreement)

Probationary Year shall designate the accumulated integral number of years of eligibility toward tenure and shall determine the evaluation criteria to be met and the year in which application for tenure must occur.

Employment Year shall mean continuous EIU Unit A employment and shall determine time of notification for retention and eligibility for sabbaticals and Leave Without Salary.