



To: Unit B Academic Support Professionals

From: Holly Farley, EdD, RN, Interim Provost and VP for Academic Affairs

Date: August 18, 2025

Subject: Guidelines for Evaluation Materials

Article 8 of the applicable collective bargaining agreement (*Agreement*) specifies, "The purposes of evaluation are to judge the degree of effectiveness of an employee's performance, to identify areas of strength and weakness, and to improve employee performance. Additionally, it shall provide a basis for the University President and Board to make decisions, as appropriate."

Academic Support Professional Evaluation Materials Content and Organization:

These guidelines discuss the supporting materials to be included as well as the general organization of such evaluation materials.

Evaluations Portfolios may be submitted online or as a print portfolio in a one-inch three ring binder clearly marked on the spine with your name and departments. The portfolio should include form A-2.

Evaluation materials should only include supporting information covering the evaluation period as set forth in the *Agreement*.

Supporting materials to be considered should be referenced or indexed to the element(s) of the job description and/or annual work plan.

Items may be listed as follows:

1. Standard evaluation forms from the department chair/supervisor and dean/director.
2. Table of contents providing an overview of the documentary evidence included in the materials in support of the evaluation.
3. Copies of the officially approved job description, approved work plan, and materials and methods of evaluation statement. Also provide an assessment of performance in a format compatible with these items.
4. Evaluation materials consistently organized chronologically within the evaluation period. For those who have not qualified for a performance-based increase (PBI) as having received four consecutive "superior" annual evaluations and who are submitting a separate PBI evaluation portfolio, performance standards will be used to judge an employee's performance during the entire evaluation period.

Evaluation Portfolio Online:

The Online Evaluation module is available as a course at D2L Brightspace (<https://www.eiu.edu/d2l/>). The course provides a place to submit and review online evaluation materials, the necessary forms, and instructional materials to use as you progress through the process.

The online option preserves contractual, security, confidentiality, and other protected aspects of the evaluation process including evaluation criteria, levels of achievement, and all contractually prescribed evaluators.

Please contact Bradley Tolppanen bptolppanen@eiu.edu and Patty Watson pawatson@eiu.edu in the Office of Academic Affairs for information on accessing the electronic portfolio option through D2L Brightspace.

Evaluation Portfolio Workshops:

Representatives of the University and the UPI schedule portfolio development workshops during the fall semester. Faculty and Academic Support Professionals preparing evaluation portfolios are encouraged to attend. Evaluation portfolio workshops are scheduled for Monday, October 6th from 11:00 am–12:30 pm in the Charleston/Mattoon Room, EIU Union and Tuesday, October 7th from 4:30 pm–6:00 pm in the Charleston/Mattoon Room, EIU Union. Please contact Patty Watson at 581-2023 or pawatson@eiu.edu if you are planning to attend.

cc: Dr. Kai Hung, UPI Chapter President