

**2018-2019 SCHEDULE OF EVALUATION FOR  
RETENTION, TENURE, PROMOTION AND MERIT  
Western Illinois University**

Please review the Collective Bargaining Agreement between the Board of Trustees and the University Professionals of Illinois, Local 4100. The dates shown in each column are the deadlines for the appropriate steps in the evaluation process and are determined by the contractual guidelines. Please forward information prior to the dates shown whenever possible.

	<u>DATES FOR PROBATIONARY YEAR</u>			<u>DATES FOR PROMOTION &amp;</u>
	<u>PY1</u>	<u>PY2&amp;PY5</u>	<u>PY3&amp;PY4</u>	<u>TENURE</u>
<b>Timetable Distributed by this date</b> – Each faculty member is provided with copy of department criteria.	09/01/18	09/01/18	09/01/18	09/01/18
<b>Faculty Application Submitted</b> – Faculty submit application and supporting documentation to the department chair/director and the Department Personnel Committee (DPC) on University forms.	01/11/19	09/21/18	09/07/18	01/18/19
<b>DPC to Chair/Director</b> – DPC submits written recommendation for each employee to department chair/director.	01/18/19	10/01/18	09/17/18	01/28/19
<b>Department Chair Recommendation</b> – Department chair/director provides his/her and the DPC's written recommendations to faculty. Portfolios of all applications receiving positive recommendations are forwarded to deans.	01/25/19	10/09/18	09/27/18	02/08/19
<b>Faculty Reconsideration Request</b> – Employee may submit written request with rationale for reconsideration of a negative recommendation by department chair/director and/or DPC.	02/01/19	10/17/18	10/05/18	02/15/19
<b>Dept. Chair/DPC Report of Reconsideration</b> – Department chair/director provides employee with written statement of result of reconsideration by DPC and/or department chair/director. Portfolios receiving negative recommendation are forwarded to College Personnel Committee (CPC).	02/08/19	10/25/18	10/15/18	02/22/19
<b>CPC Recommendation</b> – CPC provides written recommendation and forwards portfolios to dean/director for all faculty receiving negative recommendation from department chair/director and/or DPC.	02/15/19	11/02/18	10/22/18	03/04/19

**2018-2019 SCHEDULE OF EVALUATION CONT.**

	<u>DATES FOR PROBATIONARY YEAR</u>			<u>DATES FOR PROMOTION &amp;</u>
	<u>PY1</u>	<u>PY2&amp;PY5</u>	<u>PY3&amp;PY4</u>	<u>TENURE</u>
<b>Dean Recommendation to VP</b> – Dean/director submits complete portfolios of applicants (receiving positive recommendations) to Academic Vice President. Dean/director provides his/her written recommendations to those faculty receiving negative recommendations and forwards all CPC recommendations to faculty.	02/22/19	11/12/18	10/31/18	03/15/19
<b>Faculty Reconsideration Request</b> – Employee may submit written request with rationale for reconsideration of a negative recommendation by dean/director and/or CPC.	03/01/19	11/20/18	11/06/18	03/22/19
<b>Dean/CPC Report of Reconsideration</b> – Dean/director and/or CPC provides employee with written statement of result of reconsideration. Remaining portfolios are forwarded to Academic Vice President for University Personnel Committee review.	03/08/19	12/03/18	11/13/18	03/29/19
<b>UPC Recommendation to VP</b> – University Personnel Committee submits to appropriate vice president recommendations for applications receiving any negative recommendations.	03/15/19	12/17/18	11/21/18	04/05/19
<b>Faculty Response</b> – Employee may submit written response to VP in the event of a negative recommendation by the University Personnel Committee.	03/22/19	01/15/19	12/03/18	04/12/19
<b>President Decision to Faculty</b> – President provides employee with written decision and a statement of reasons if decision is negative.	04/01/19	01/31/19	12/21/18	04/30/19
<b>Board of Trustees approves tenure decisions</b>				06/14/19

**2018-2019 SCHEDULE OF EVALUATION CONT.****MERIT PAY SYSTEM SCHEDULE FOR UNIT A PROFESSORS:****SUBMISSION DATE**

<b>Professors (Unit A)</b> submit Merit Pay Activities Document to department chair/supervisor for examination by chair/supervisor and DPC chair. If professors choose not to participate in the Merit Pay system, they will submit an annual report to department chair/supervisor by this date (per Article 20.15).	04/01/19
<b>Department chair/supervisor and DPC chair</b> forward their Merit Pay examination results (and signatures) to college dean or designee.	04/15/19
<b>College dean or designee</b> completes review of Merit Pay documents. Those professors who have earned a Merit increase shall have their documents forwarded to the Provost's Office. <u><i>Copies of all documents shall be sent by dean's office to applicants and departments.</i></u>	04/29/19
<b>Professors</b> developing an appeal letter to the Provost or appropriate VP have the option of directly asking any examiner for an explanation of the basis for his/her alteration of the Merit Pay form. The faculty member may choose to put his/her appeal in writing to the examiner.	05/06/19
<b>Examiner(s)</b> provides written response to professor's written request for an explanation of alterations to Merit Pay form.	05/13/19
<b>Professors</b> submit written appeal to the Provost regarding activities not accepted by evaluators.	05/20/19
<b>Provost</b> provides written response to professor's appeal.	06/14/19
<b>President</b> sends letter of notification to those earning the new Merit Pay award.	07/01/19