

Northern Illinois University
Department of English
PROTOCOL FOR ANNUAL MERIT EVALUATION IN SERVICE
Updated by the Department Council on May 2, 2007
Approved April 30, 1999 by the Department Council

To arrive at a rating for service for a member of the professorial faculty, the Department Council shall follow this protocol in implementing the department's *Guidelines* on personnel decisions.

The council shall examine each faculty member's contribution for service for the year of evaluation (see *Guidelines* I.C.). Evidence as to quantity and quality of service shall be taken from parts 5-7 of the Faculty Service Report and other information provided by the faculty member. On this basis, ratings shall be assigned as follows:

RATING	QUANTITY		QUALITY
5	above normal	and	excellent;
4	above normal	and	satisfactory, OR
4	normal	and	excellent;
3	normal	and	satisfactory;
2	normal	and	unsatisfactory, OR
2	below normal	and	satisfactory;
1	below normal	and	unsatisfactory.

Membership on a standing department committee plus some additional service (e.g., minor committee work or the equivalent) amounts to a normal quantity of service activity for a tenured member of the faculty. Service on the council plus some additional service amounts to a quantity above normal.

In judging the quantity of a faculty member's service activities, the council shall consider the time and effort as well as the level of professional expertise and judgment they require. In judging quality of service, the council shall consider each faculty member's responsible fulfillment of service activities and the extent to which these activities benefit the department, university, discipline, profession, or society. The evidence to be used shall include evaluations (1.) by chairs or other members of committees, (2.) from professional organizations, and (3.) from others familiar with a faculty member's service; awards or other special recognition for service; self-evaluations; and election to office in a professional organization.

Probationary faculty shall receive a service rating no lower than 3 for their first annual evaluation. For the remainder of the probationary period, satisfactory performance of a minimum quantity of service shall receive a rating no lower than 3.

Faculty members on sabbatical or other professional leave for the entire year of evaluation shall not receive a service rating (per *Guidelines* II.3.C.). Those on leave for

part of the year shall receive a service rating based on the period not on leave (except that any service work done on leave shall also be considered in the evaluation).

Faculty members on joint appointment shall be evaluated for service according to each faculty member's memorandum of understanding. The total amount of service expected of such faculty shall equal that of faculty assigned full-time in the department. (Ordinarily, memoranda of understanding for joint appointments stipulate that, in their evaluations, both units shall take into account the totality of the faculty member's work, including that done within the other unit.)