

Utah Tech University Policy Addenda

Faculty Portfolio Checklist

General & Historical Documentation		
<input type="checkbox"/>	Faculty portfolio checklist	
<input type="checkbox"/>	Faculty letter to chair of School Committee	
<input type="checkbox"/>	Human Resources form	
<input type="checkbox"/>	Recent curriculum vitae	
<input type="checkbox"/>	Role statement(s) for each year if created	
<input type="checkbox"/>	Dean's report	
<input type="checkbox"/>	Letters/reports from previous reviews	From committees and VP
<input type="checkbox"/>	Letters/reports throughout current review	To be added as review progresses through the process
Evaluations		
<input type="checkbox"/>	Student evaluations	All evaluations for all classes in Fall / Spring
<input type="checkbox"/>	Peer evaluations	2 per year first two years 1 per year thereafter
<input type="checkbox"/>	Supervisor evaluations	2 per year first two years 1 per year thereafter
<input type="checkbox"/>	Self-evaluation	1 per year
Evidence to Support Teaching Criterion <i>(as appropriate to role statement)</i>		
<input type="checkbox"/>	Sample syllabi	
<input type="checkbox"/>	Examples of pedagogical techniques	
<input type="checkbox"/>	Sample assignments, quizzes, exams, etc.	
<input type="checkbox"/>	Examples of student work	
<input type="checkbox"/>	Evidence of assessment activities	
Evidence to Support Service Criterion		
<input type="checkbox"/>	Documentation of service to the institution	
<input type="checkbox"/>	Evidence of relevant service to profession, community, or outside organizations	
Other		
<input type="checkbox"/>	Documentation of professional development	Incl. post-award reports
<input type="checkbox"/>	Evidence of creative / scholarly activity	As desired or per role statement

<input type="checkbox"/>	General letters of support or recommendation	As desired
<input type="checkbox"/>	Formal personnel letters	As applicable
<input type="checkbox"/>	Professional Development Plan	If one was implemented

Policy Owner: Vice President of Academic Affairs and Provost
 Policy Steward: Faculty Senate

History:
 Approved 0/0/00
 Revised 0/0/00
 Editorial 07/01/2022

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