

## Utah Tech University Faculty Review Form

Applicant Name \_\_\_\_\_

Date \_\_\_\_\_

List review for which review this faculty member is applying: \_\_\_\_\_ Applying for Tenure? ☐ Yes ☐ No

This rubric is used by the University Faculty Review Committee to help the committee with the Retention, Promotion, and Tenure decisions. The Committee is perfectly aware that the Retention, Tenure, and Promotion decisions are more than a data decision.

This form is to help the applicant, and those assessing each level of the RTP process assure the applicant has sufficient evidence in the applicant's e-portfolio. The university faculty review committee will serve as an auditing body verifying whether or not Policy 641 is carried out properly. **Those applying for tenure are strongly encouraged to upload this completed document as part of their *Guide to Portfolio* (see below) with explanations of missing artifacts listed in column E.**

Policy 641.6.6.3.1 states that "the University Faculty Review Committee will make its recommendation about a candidate's retention, tenure, and/or promotion in a report based upon its assessment of whether the College Faculty Review Committee's recommendation and the Dean's Letter is supported by the evidence presented."

A	B	C	D	E
General Categories	Include d in portfoli o?	Document/File Name	How many and how often?	If Column "B" is marked "N" you must explain below . You may also wish to list comments below to help reviewers locate artifacts associated with respective categories found in column C.
Was the file naming guide followed?	<input type="checkbox"/> <input type="checkbox"/>	See page 3 for file naming guide		
Introduction (Optional, but very helpful)	<input type="checkbox"/> <input type="checkbox"/>	Guide to portfolio or Letter of description	One (1) per review period.	
Faculty Qualifications and summary	<input type="checkbox"/> <input type="checkbox"/>	Curriculum Vitae (automatically generated by <i>Interfolio</i> )	One (1) per review period.	
Annual Plans and Evaluations (Yearly)	<input type="checkbox"/> <input type="checkbox"/>	AFAP (signed by chair, dean, and faculty)	One (1) per academic year	
	<input type="checkbox"/> <input type="checkbox"/>	Self Evaluation	One (1) per academic year	
	<input type="checkbox"/> <input type="checkbox"/>	Supervisor Evaluation (from area head or department chair)	One (1) per year for probationary faculty and one (1) every three (3) years for post-probationary faculty.	
	<input type="checkbox"/> <input type="checkbox"/>	Peer Evaluation	One (1) per year for probationary faculty and one (1) every three (3) years for post-probationary faculty.	
Required HR Documents	<input type="checkbox"/> <input type="checkbox"/>	Letter of Intent	One (1) per review period.	
	<input type="checkbox"/> <input type="checkbox"/>	HR Form	One (1) per review period.	
	<input type="checkbox"/> <input type="checkbox"/>	College letter from previous review(s)	Depends on review	
	<input type="checkbox"/> <input type="checkbox"/>	University RTP Committee letter from previous review(s)	Depends on review	
	<input type="checkbox"/> <input type="checkbox"/>	Provost/VPAA letter from previous review(s)	Depends on review	
	<input type="checkbox"/> <input type="checkbox"/>	Any Responses from past reviews	As needed	
Evidence of Successful Teaching	<input type="checkbox"/> <input type="checkbox"/>	Professional Development	Determined by faculty member's college	

A	B	C	D	E
	<input type="checkbox"/> <input type="checkbox"/>	Validation Exhibits (Letters of recommendation, student notes, etc.)	As needed	
	<input type="checkbox"/> <input type="checkbox"/>	Pedagogical Techniques (include in the individual course entry section of <i>Interfolio</i> )	At least once per course taught, and updated as needed.	
	<input type="checkbox"/> <input type="checkbox"/>	Syllabi	Each course/Every Semester	
	<input type="checkbox"/> <input type="checkbox"/>	Student Evaluation (Labeled Student Survey in Interfolio)	Each course/Every Semester	
	<input type="checkbox"/> <input type="checkbox"/>	Examples of student work	Determined by faculty member's college	
	<input type="checkbox"/> <input type="checkbox"/>	Evidence of Assessment Activities	Determined by faculty member's college	
Evidence of Service	<input type="checkbox"/> <input type="checkbox"/>	Service to Institution	As agreed upon in AFAP	
	<input type="checkbox"/> <input type="checkbox"/>	Service to Community	As agreed upon in AFAP	
	<input type="checkbox"/> <input type="checkbox"/>	Professional Service	As agreed upon in AFAP	
Evidence of Scholarship/Creative Activity	<input type="checkbox"/> <input type="checkbox"/>	Scholarship of Discovery - The traditional research model in which new content knowledge is acquired and disseminated.	As agreed upon in AFAP	
	<input type="checkbox"/> <input type="checkbox"/>	Scholarship of Integration -The creation of new knowledge by synthesizing and making connections across disciplines or subdisciplines.	As agreed upon in AFAP	
	<input type="checkbox"/> <input type="checkbox"/>	Scholarship of Application - The integration of theory and practice in ways that promote problem-solving and positive physical, social, psychological, and/or behavioral change among humans.	As agreed upon in AFAP	
	<input type="checkbox"/> <input type="checkbox"/>	Scholarship of Andragogy- The investigation of ways in which students learn and the identification and assessment of methods that foster learning, especially within a faculty member's discipline or profession.	As agreed upon in AFAP	
	<input type="checkbox"/> <input type="checkbox"/>	Creative Activity -- Creation of a new or innovative object, performance, process, product, or service.	As agreed upon in AFAP	

Policy Owner: Provost and Vice President of Academic Affairs

Policy Steward: Faculty Senate

History

Revised 4/2/23

Editorial 1/26/24