2027

Faculty Promotion/Tenure

Reviewer Summary Evaluation

# Teaching Effectiveness

## Implementation of New Knowledge and Teaching Techniques

### Annotation

When reviewing implementation of new knowledge or teaching techniques, criteria considered include the method of knowledge acquisition, a detailed description of how the knowledge or techniques were implemented in a course, a reflection of how the information or techniques were received, and future plans on expanding on the information or further implementation of the techniques.

**NOTE:** Portions of this section allow for variable points based on the committee’s judgement. Please note in the comments section the reasons for allotting the points chosen to award.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Additional Credentials Outside of Promotion Requirements

### Annotation

When reviewing activities, only activities that do not trigger the ability to be promoted will be considered. For example, if a CPA allows a faculty member to be eligible for promotion, the CPA license cannot be used as an artifact within the tool. Within those activities, criteria considered includes proof of acquired certification, license or credential. Only the initial acquisition will be considered. Annual renewals will not be considered, although continuing education activities required to maintain these activities can be included in the *Implementation of New Knowledge and Teaching Techniques* activity.

**MAXIMUM ALLOTMENT:** 3 Total Certificates (150 pts. Total)

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Peer Review of Courses

### Annotation

When reviewing peer reviews of courses, criteria considered include the type of peer review (Course Design or Teaching), the average score of the review, a reflection on the feedback provided by the review, and an implementation plan of based on feedback from the review.

**NOTE:** Portions of this section allow for variable points based on the committee’s judgement. Please note in the comments section the reasons for allotting the points chosen to award.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Course Evaluations and Reflection

### Annotation

**THIS IS A REQUIRED SECTION**

If a candidate fails to provide course evaluations and reflections for this section, the teaching effectiveness section is automatically marked at a zero.

When reviewing course evaluations and reflections, criteria considered include annual reflections on the evaluation results and detailed implementation of course adjustments based on the evaluations.

**NOTE:** When reviewing course evaluations and reflections, criteria considered include annual reflections on the evaluation results and detailed implementation of course adjustments based on the evaluations. Portions of this section allow for variable points based on the committee’s judgement. Please note in the comments section the reasons for allotting the points chosen to award.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Awards and Recognitions Related to Teaching

### Annotation

Awards related to teaching can come from a variety of sources. Awards may be distributed via a simple nomination where some may be decided upon a full committee review of possible candidates. When looking at awards and recognitions related to teaching, the criterion considered is the type of award obtained and whether or not the award was obtained from an outside organization or from the university.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Creation or Redesign of New Courses / Programs

### Annotation

New courses and programs are defined as those that have gone through the curriculum committee process and are approved for delivery in the course catalog. A new program is considered upon final approval from ACHE and the Board or Trustees and thus can officially be offered at the university. New courses are considered complete on the last day of final exams during the first semester they are offered.

Official course and program redesigns are changes to the course and program that are significant enough to require curriculum committee approval. Tallying of official redesigns follows the same process as that of new courses and programs. Unofficial redesigns of courses and programs are changes that are significant to the core structure of a program or course, but do not require curriculum committee approval. These changes more than likely will impact the objectives, assessment and content of a course. Changes should be significant enough to warrant clear change throughout multiple areas of the course syllabus. Thus, a syllabus before and after the adjustment should be provided along with clear documentation of the changes made and the purpose of the changes.

**Changes to a course due to a change in textbook are considered course maintenance and do not constitute a course redesign.**

When reviewing creation or adjustments of course and programs, criteria considered include whether the adjustments are for a course or program, whether it is a new catalog entry or a redesign, an individual’s role in the project, and how many colleagues contributed to the work.

**NOTE:** Portions of this section allow for variable points based on the committee’s judgement. Please note in the comments section the reasons for allotting the points chosen to award.

**MAXIMUM ALLOTMENT:** For Programs, only 4 contributors are permitted. On Courses, only 2 contributors are permitted. No points will be allotted for additional contributors.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Awards and Recognitions Related to Teaching

### Annotation

Awards related to teaching can come from a variety of sources. Awards may be distributed via a simple nomination where some may be decided upon a full committee review of possible candidates. When looking at awards and recognitions related to teaching, the criterion considered is the type of award obtained and whether or not the award was obtained from an outside organization or from the university.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Student Advisement (Preparation for Post-Graduation Success)

### Annotation

When looking at student advisement related to post-graduation success, the criterion considered is the recommendation letters assisting students on future career paths and communication from students demonstrating they have successfully taken the next step in their career paths.

**MAXIMUM ALLOTMENT:** 1 Letter of Either Type per Academic Year

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Student Advisement (Dissertation / Thesis / Guidance)

### Annotation

When reviewing student advisement in terms of research guidance, criteria considered include level of the student project being completed, an individual’s role on the guidance team, whether or not the student successfully completed the final project, and whether or not the individual served on a team with colleagues from outside the university.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

# Scholarly Activities

## Publications

### Annotation

For an item to be considered a publication, it must be a written document officially published in a scholarly format in which the academic community can access it (book, journal, or conference proceeding). This can be in a traditionally printed format or an online format, but it must be published through a recognized academic authority. If the publication is intended for a more general audience or an audience other than professionals in the field, then the publication should be placed in Service-Related Activities as a community service activity.

When reviewing publications, criteria considered include the type of publication, whether or not a peer-review of the publication was completed, the level of audience / viewership, the level of author contribution by the faculty member, and whether or not the faculty member collaborated with individuals outside of the university on the publication.

**NOTE:** Publications that have been accepted with proof that no further edits are required, but have not yet been officially published, ARE PERMITTED to be included in “completed projects” for both promotion and tenure purposes.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Presentations

### Annotation

For an item to be considered a presentation, it must be a officially presented at a scholarly forum in which the academic community was able to attend (conference, webinar, etc.). This can be in a traditional presentation with onsite travel or in an online format, but it must be presented through a recognized academic authority. If the presentation is intended for a more general audience or an audience other than professionals in the field, then the presentation should be placed in Service Related Activities as a community service activity.

When reviewing presentations, criteria considered include the type of presentation, whether or not a peer-review of the presentation was completed, the level of audience / viewership, the level of presenter contribution by the faculty member, and whether or not the faculty member collaborated with individuals outside of the university on the presentation.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Creative Works (Fine Arts and Graphic Design)

### Annotation

When looking at creative works for fine arts, acceptance into juried shows serve as a primary method of critique for art pieces – similar to that of peer-reviewed written work. Additionally, commissioned work often shows a high demand for the work being produced by an artist. When reviewing creative works from the fine arts and graphic design fields, criteria considered include the acceptance into an art show, the audience level of the show, whether or not multiple pieces were accepted to the show or if a prize was one at the show. For commissioned works, the type and amount of compensation is taken into account along with the general viewership of where the art will be displayed.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Creative Works (Theatre and Drama)

### Annotation

When looking at creative works for theatre and drama, number of tickets sold is one metric demonstrating the popularity and success of a performance. Additionally, incorporation of new styles and acting techniques helps increase the quality of the performance. When reviewing creative works from theatre and drama fields, criteria considered include number of seats / tickets sold, role in the production, and implementation of new techniques and strategies.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Grants

### Annotation

Although the process for applying for a grant is rigorous, only projects in which the grant was awarded should be inserted in this section. For individuals applying for a grant which an award was not given, it is recommended that the information used to apply for the grant be used for work on a publication or presentation so that the work could be applied to those areas. Grants will be recognized during the term(s) of the actual project – not the submission or the award notification. As the management and work on an awarded grant can take multiple years, an awarded grant can be counted throughout the lifespan of the project. Thus, if a grant overlaps multiple reporting years, points can be tallied on both years. Additionally, if a grant overlaps multiple promotion periods – while assistant professor then while associate professor roles, then the grant can be counted on both portfolio submissions.

When reviewing grants, criteria considered include grant award and funding level, level of impact for the awarded grant, an individual’s role on a grant, and whether or not the individual collaborated with a member of an institution other than the university.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Exhibition and Exhibit Curation

### Annotation

Exhibitions and exhibits must include in-depth research and various objects on the topic and be displayed at a scholarly forum in which the academic community is able to attend (conference, museum, university library, etc.). Exhibitions are larger in scale, while exhibits may only fill a single display case or lobby panel. Exhibitions and exhibits may be physical, virtual, or a combination of the two. To be considered scholarly, the curation must be supported or sponsored by an academic authority, such as a library, museum, university, or professional organization.

When reviewing exhibition or exhibit curation, criteria considered include type of exhibition or exhibit, whether it is peer-reviewed, juried or invitational, audience level or impact, exhibitor contribution level, and whether or not the faculty member engaged with colleagues outside of the university on the exhibit.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Workshops / Training Sessions

### Annotation

Workshops and trainings in this section must be geared towards the academic community. General workshops delivered to the public should be considered under Service Related Activities as community service. Once the audience is established, a workshop is viewed as a multi-hour event in which a presenter or facilitator teach and train individuals on various topics. For an event to be considered a workshop, the individual or team must be scheduled to engage with the same audience over four-hours within a four-week period. If a workshop is scheduled for less than this specified timeframe, it is considered a training. When reviewing academic workshops and trainings, criteria considered include the type of workshop and training, the duration of the workshop, the audience level, the individual’s contribution running the workshop, and whether or not they collaborated with an individual outside of the university.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Multimedia

### Annotation

In order for a form of multimedia or digital publishing to be applicable for review, the item created must be in existence for at least one calendar year and the content must be related to the teaching field or the faculty member’s content area. Additionally, metrics must be able to be gathered demonstrating number of views or other activity the media receives.

When reviewing management of various multimedia platforms, criteria considered include the annual viewership of the platform and the number of subscribers on the platform. Multimedia channels are only counted once in the tally, so the highest value during a reporting period should be highlighted. However, when reporting for a different academic rank (currently assistant professor to currently associate professor), the multimedia tally can be repeated as long as the numbers used fall within the new reporting years.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

## Awards and Recognitions Related to Research

### Annotation

Awards related to research can come from a variety of sources. When looking at awards and recognitions related to research, the criterion considered is the type of award obtained and whether or not the award was obtained from an outside organization or from the university.

### Total Points

[ Enter the Allotted Points for this Section ]

### Reviewer Comments

[ Enter Comments for this section here ]

# Service Related Activities

## Service to the Institution

### Participation in University Committees

#### Annotation

University committees are considered official committees that continually run over multiple academic years. If the committee runs for more than one year, it is to be placed in this category. Points for this category will only be awarded if the individual served at least 6 months on the committee in a given academic year. Multiple years of service on the committee should be counted as individual items as long as the individual served at least 6 months on the committee in the year being reported. For points to be awarded in this section, an individual must have been in the appointment for a minimum duration of six months in a recorded academic year. This ensures a sustained and impactful contribution to the specified roles.

When reviewing service on university committees, criteria considered includes impact level of the committee, an individual’s role on a committee, and demonstration of active participation on the committee.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Participation in Temporary Committees

#### Annotation

Temporary committees and task forces are university bodies intended to solve a temporary problem or create a solution for quick implementation or further thought. Generally speaking, these bodies complete their work within one year of being established. If the committee runs for less than one year, it is to be placed in this category. For points to be awarded in this section, an individual must have been in the appointment for a minimum duration of six months, unless the activity is explicitly defined as a limited-term appointment of less than one year (e.g. a 60-day task force), in which case points are awarded regardless of duration. If multiple reporting years are attributed to a temporary committee, the committee should be report in the University Committees section.

When reviewing service on temporary committees, criteria considered includes impact level of the committee, an individual’s role on a committee, and demonstration of active participation on the committee.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Appointment of Administrator Level Positions of University Department or Initiative

#### Annotation

Administrative appointments are considered positions in which the individual has at least one employee or student worker directly reporting to the position. For points to be awarded in this section, an individual must have been in the appointment for a minimum duration of six months in the year being reported. Additionally, if the individual serves in the appointment for more than two reporting years, then each year should be counted towards the total tally as long as the individual served at least six months in the year being reported.

When reviewing administrative appointments, criterion considered is based on the level of administrative appointment.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Producing Institutional Reports and Accreditation Documentation

#### Annotation

When looking at institutional report writing and accreditation documentation, items are tallied on a project basis – not a time basis. Completion of the final report, not individual sections of a report, is required for point allotment. When reviewing service writing institutional reports and accreditation documentation, criteria considered includes the level of the report (institutional, college, dept, etc.), the individual’s role on the reporting team, and the level of participation in writing the report.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Supporting University Initiatives

#### Annotation

Supporting university initiatives can take the form of officially being assigned to help with an initiative or assisting a colleague with a project related to a university initiative. In either case, tallying for support of a university initiative is based on a per project basis – not a time basis. Thus, serving at an event such as Fiddler’s Convention would count as a single event, even if you served two shifts at the convention as the event itself is considered the initiative.

When reviewing support for university initiatives, criterion considered is based on the level of initiative being supported.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Faculty Mentorship

#### Annotation

Mentorship can take the form of formally being assigned a mentor and engaging with them in activities throughout the year or informal mentorship of new faculty. Additionally, participation in mentoring events such as the First Year Faculty program may be applied to this area.

When reviewing faculty mentorship activities, criterion considered is based on the type of mentorship activity being conducted.

**NOTE:** For mentoring new faculty members in a true mentoring relationship, letters of support from faculty members being supported should be included. These can be provided either through a formal mentoring relationship or through informal mentoring. A **maximum of 2 letters per reporting year** may be tallied for these letters.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Representing the University in Public Media

#### Annotation

Representation on public media should be considered when you serve as a guest on a media forum. Hosting of your own media forum would be considered creation of multimedia research dissemination and located under Scholarly Works activities. When reviewing representation of the university in public media, criterion considered is based on the level of audience in which the media is being viewed.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Participation in Student Organizations

#### Annotation

For allotment of points related to student organizations, the student organization must be officially registered with the university to be considered. Additionally, faculty members are expected to take a guiding and leadership role within these organizations. For points to be awarded in this section, the student organization must have existed for at least six months and the individual must have been in the role being reported for a minimum duration of six months in the year being reported. Additionally, if the individual serves in the appointment for multiple reporting years, then each year should be counted towards the total tally as long as the individual served at least six months in the year being reported.

An additional type of participation is in supporting events hosted by student clubs and organizations. Attendance and engagement in student hosted activities is encouraged among faculty members.

When reviewing participation in student organizations, criteria considered includes the individual’s role in the student organization, the activity level of the organization, and participation in student led events (up to a certain amount).

**NOTE:** When reporting “Participation in Student Activities or Event”, a **maximum of 10 events per reporting year** can be tallied for that type of activity.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Faculty – Student Advising and Mentorship

#### Annotation

When reviewing faculty advising and mentoring, criteria considered includes a demonstration of proactive communication, ability to review and understand student advisees and their challenges, differentiate at-risk advisees, and demonstratable collaboration with support staff involved with student advising.

**NOTE:** Portions of this section allow for variable points based on the committee’s judgement. Please note in the comments section the reasons for allotting the points chosen to award.

**NOTE:** When reporting “Supporting Collaborative Advising Efforts”, a **maximum of 2 events per reporting year** can be tallied for that type of activity.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Participation in Student Affairs and Recruiting Initiatives

#### Annotation

Due to the nature of recruiting events, activity in these events is based on time served per recruiting event. Additionally, events located further away from campus tend to have less faculty participation and thus are weighted slightly heavier. When reviewing participation in recruiting activities, criteria considered includes the time served at an event and distance from campus for the event.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

## Service to Community

### Service to Private or Public Entities

#### Annotation

For tallying purposes, service on a board or similar managerial team for an organization is considered if an individual has been in the appointment for a minimum duration of six months in the year being reported. Additionally, if the individual serves in the appointment for more than two reporting years, then each year should be counted towards the total tally as long as the individual served at least six months in the year being reported.

For individual projects such as a consulting report, each individual project counts as an activity. These projects should take a significant amount of research and work to produce a final product. Otherwise, general volunteerism and service on service days should be reported in the Informal / Non-Academic Community Service activities.

When reviewing service to private or public entities, criteria considered includes the type of service, the level of the organization being served, and whether or not any compensation was involved.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Awards and Recognitions Related to Community Service

#### Annotation

When reviewing awards for service, criterion considered is based on the level of organization presenting the award.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Informal and Non-Academic Community Service

#### Annotation

Volunteering time and effort to local organizations can take many forms. Individual service projects being reported must be of a duration of at least one hour to be tallied. Additionally, drives to collect money or materials for organizations may be tallied regardless of the duration of the drive. These activities are counted as one item (maximum of five per academic year). Individual projects occurring more than three times in a reporting year should be counted as recurring community service activities. Recurring service activities (i.e. serving with Habitat for Humanity every Saturday for two months) count as one item in a reporting period regardless of the number of times an individual has served the activity (maximum of three per reporting year). A recurring service activity can be counted in multiple reporting years as long as the event meets the definition of a recurring service activity in each year reported.

Coaching sports is a unique service activity. When reporting a coaching activity, tallying for the activity is based on the duration of an entire season with one team (maximum of three per reporting year).

When reviewing informal and non-academic community service, criteria considered include the type of event and whether or not it is a coaching activity.

**NOTE:** When reporting “Type of Service – Single Event”, a **maximum of 5 events per reporting year** can be tallied for that type of activity. If it is a “Type of Service – Recurring Event”, a **maximum of 5 events per reporting year** can be tallied for that type of activity. If it is a “Type of Service – Coaching Local Teams”, a **maximum of 3 events per reporting year** can be tallied for that type of activity.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

## Service to Profession and Academic Community

### Active Participation in Professional Organizations

#### Annotation

For a faculty member to grow through a professional organization, they need to be active in the organization. This could include items such as attending professional events, communicating with members of the organization, taking trainings via the organization, etc. Simply paying for membership of an organization does not constitute active status for tallying purposes. When reviewing active participation in professional organizations, criteria considered include the level of the organization and level of activity in the organization.

**NOTE:** Portions of this section allow for variable points based on the committee’s judgement. Please note in the comments section the reasons for allotting the points chosen to award.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Organizing Conferences or Service on Conference Committees

#### Annotation

When considering activities in this category, conference assistance should be related to planning or working an actual conference. Reviewing proposals should be place in the “Refereeing Manuscripts, Conference Submissions, and Grant Proposals section rather than here. When reviewing service on conferences and / or conference committees, criteria considered include the role of the individual related to the event, the level of the conference being organized, and level of participation in the organizing the event.

**NOTE:** Portions of this section allow for variable points based on the committee’s judgement. Please note in the comments section the reasons for allotting the points chosen to award.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Refereeing Manuscripts, Conference Submissions, or Grant Proposals

#### Annotation

When reviewing service related to referring peers’ work, criteria considered include the individual’s role on the review team and the level of the event for which items are being reviewed.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]

### Serving as a Reviewer for an Organization or Part of an Accreditation Team

#### Annotation

When reviewing service related to reviewing items for accreditation or another institution / organization, criteria considered include the individual’s role on the review team, the level of the reviewing organization, and whether or not it is an accreditation review or different review project.

#### Total Points

[ Enter the Allotted Points for this Section ]

#### Reviewer Comments

[ Enter Comments for this section here ]