

APPLICATION FOR

Tenure Review with Rank Advancement

Guidelines for the College of Performing and Visual Arts (CPVA)

CONTENTS

- 1) Application for Tenure Review and/or Rank Advancement
- 2) Link to all prior Annual Reviews (FAARs, FEC Reports)
- 3) Faculty Engagement & Contribution Report for previous academic year
- 4) Faculty Engagement & Contribution Plan for current academic year

APPENDICES AND SUPPORTING DOCUMENTATION

Department P & T Criteria (attach or link)

TEACHING PORTFOLIO

Required

1. Mentor/Peer Reviews (each previous year from mid-point review to present)
2. List of Courses Taught, Syllabi & Student Evaluations

If Applicable Include

1. Samples of Assignments- based on department criteria
2. Curriculum Development, Instructional Delivery Design, and Innovative Approaches
3. Summary of Guest Teaching & Hosting
4. Student Achievements (under your mentorship)
5. Teaching Development
6. Adjudications and Portfolio Evaluations
7. Other Sources of Evidence of Teaching Effectiveness

SCHOLARLY AND CREATIVE

1. Documentation and content based on department P & T Criteria

SERVICE / LEADERSHIP

1. Documentation and Content based on department P & T Criteria

1. Application for Tenure with Rank Advancement

(This document is a separate PDF in your folder. Download the form and fill out in Adobe Acrobat. Then relink the document here.)

[Link the application document here]

2. Link to Midpoint Review and all successive Annual Reviews

Midpoint Review

Review Period Dates: 20XX - 20XX

[Link to digital document]

Annual Review from Year 4

Review Period Dates: 20XX - 20XX

[Link to digital document]

Annual Review from Year 5

Review Period Dates: 20XX - 20XX

[Link to digital document]

Annual Review from Year 6

Review Period Dates: 20XX - 20XX

[Link to digital document]

Appendix A
Policy 6.1

FACULTY ENGAGEMENT & CONTRIBUTION REPORT

(To be completed by faculty member submitting report)

Name of Faculty Member _____

The completed *Faculty Engagement & Contribution Report* is limited to three (3) pages, plus supporting documentation as defined by the department. Please refer to the definitions of Faculty Engagement, Teaching Effectiveness, Service/Leadership, and Scholarship found in Policy 6.1, VIII, as well as to Policy 6.28 Faculty Professional Responsibility. This report will be reviewed and evaluated by the P&T Mentorship Team and the Department Chair, and it will be filed in the College/School Dean's office.

How were you an engaged faculty member in the previous year? How did your contributions* align with SUU's student-centered mission and your departmental evaluation criteria?

***Some contributions, especially in Scholarship and Service/Leadership, support SUU's student-centered mission even when they do not directly relate to students. Faculty articulate how their contributions relate to SUU's mission in the space above.**

Appendix A
Policy 6.1

FACULTY ENGAGEMENT & CONTRIBUTION PLAN

(To be completed by faculty member submitting report, in consultation with the promotion & Tenure Mentorship Team and the Department Chair

Name of Faculty Member _____

The completed *Faculty Engagement & Contribution Plan* is limited to three (3) pages. Please refer to the definitions of Faculty Engagement, Teaching Effectiveness, Service/Leadership, and Scholarship found in Policy 6.1, VIII, as well as to Policy 6.28 Faculty Professional Responsibility. This plan will be reviewed and approved by the P&T Mentorship Team and the Department Chair, and it will be filed in the College/School Dean's office.

How do you plan to be an engaged faculty member in the coming year? How will your contributions* align with SUU 's student-centered mission and your departmental evaluation criteria?

***Some contributions, especially in Scholarship and Service/Leadership, support SUU's student-centered mission even when they do not directly relate to students. Faculty articulate how their contributions relate to SUU's mission in the space above.**

TEACHING Portfolio

1. List of Courses Taught, Syllabi, & Student Evaluations

[One sample syllabi could be attached]

Fall Semester

For each course you instructed during this semester please include the following:

1. **[Course Number], [Course Name]**
 - a. Enrollment
 - b. Format (Lecture, Studio, Other)
 - c. Link to Syllabus
 - d. Student Evaluations

Spring Semester

For each course you instructed during this semester please include the following:

1. **[Course Number], [Course Name]**
 - a. Enrollment
 - b. Format (Lecture, Studio, Other)
 - c. Link to Syllabus
 - d. Student Evaluations

Summer Semester

For each course you instructed during this semester please include the following:

1. **[Course Number], [Course Name]**
 - a. Enrollment
 - b. Format (Lecture, Studio, Other)
 - c. Link to Syllabus
 - d. Student Evaluations

Appendices & Supporting Documentation: **Teaching**

2. Peer Review/Peer Review- two minimum

(An annual peer review must be done by the P&T Mentorship team. The Peer Review may also include the department chair)

Process:

1. An evaluation of classroom/studio teaching is conducted annually for tenure-track faculty by the P&T Mentorship Team and can include the department chair. These evaluations become part of the Teaching Portfolio.
2. Pre-visit- Preparation could include any of the following:
The department chair, P&T mentorship team, and faculty member meet prior to the scheduled classroom/studio evaluation to:
 - Determine the date and time of evaluation
 - Discuss something the faculty member wants the team to pay particular attention to during the evaluation
 - Review course syllabus for course learning goals/objectives, and assessment methods
 - Discuss the class dynamics and types of learners
 - Discuss methods selected for the class
 - Go over areas of evaluation (content, teaching methods, learning environment)
 - Other areas, as requested by the faculty member being evaluated
3. P&T Mentorship Team Evaluation Visit
The evaluation form is completed independently by all evaluators as part of the class observation.
4. Post Evaluation Meeting
The faculty member meets with the P&T evaluation team to discuss the evaluation.

P&T Evaluation Team names and titles

Observation Date:

Course Number & Name

Type of Class: Studio _____, Lecture _____, Other _____:

[Evaluator Name] Link to Evaluative Letter

[Evaluator Name] Link to Evaluative Letter

Appendices & Supporting Documentation: **Teaching**

Optional (unless required by your department P&T Policy)

1. Samples of Assignments- based on department criteria
2. Curriculum Development, Instructional Delivery Design, and Innovative Approaches
3. Teaching Development
4. Summary of Guest Teaching & Hosting (if applicable)
5. Student Achievements (under your mentorship)
6. Adjudications and Portfolio Reviews
7. Other Sources of Evidence of Teaching Effectiveness

Scholarly & Creative

Documentation & Content Based on department P & T Criteria

[Add links or upload files where appropriate (I.e. audio, video, images or other documentation)]

Service/Leadership

Documentation and Content based on department P & T Criteria

Summary of Service Activities

[Documentation of your service/leadership in department, college, university, professional, and community activities and committee assignments and briefly summarize your contribution and impact in each area where applicable. Please do not simply list committee assignments.]