Southern Utah University  
WMG COLLEGE OF SCIENCE AND ENGINEERING  
DEPARTMENT OF AGRICULTURE & NUTRITION  
Faculty Evaluation  
COVER SHEET  
(completed by applicant)

**EVALUATION FOR:** (check as many as applicable)
- □ ANNUAL REVIEW
- □ MID-POINT REVIEW
- □ RANK ADVANCEMENT
  - □ TENURED to Full Professor
  - □ NON-TENURE TRACK to _______________
- □ TENURE and PROMOTION
- □ POST-TENURE REVIEW

Name: __________________________________________

Department: _______________________________________________________________

Track  □ Tenure-track  □ Non-tenure track

**Highest degree earned**  □ Doctorate  □ Masters

Degree __________________________________________ Date _______________________

Institution ___________________________________________________________________

Date of hire/rank ____________________

**Complete the following only if you are applying for tenure or rank advancement.**

If you are applying for tenure or advancement in rank, check one of the following regarding credit towards tenure:
- □ Not applicable - I do not have credit towards tenure granted from time of hire.
- □ I have credit towards tenure granted from time of hire. (copy of the agreement enclosed).
  Number of years of credit towards tenure/rank being applied for:________

Date present rank obtained at this institution (put actual date present rank was granted at this institution, do not include credit granted towards rank advancement at time of hiring):________

Total number of years of service at SUU at current rank (plus years credited if applicable): ____
**Instructions for Application**

Faculty should become familiar with Policy 6.28 “Faculty Professional Responsibility”. Also when developing your portfolio for submission, thoroughly read policy 6.1. Your portfolio should highlight and showcase your knowledge, skills, and abilities as they relate to the areas of evaluation. Cite supporting evidence that reflects your best efforts across all three domains—Teaching Effectiveness, Scholarship, Service/Leadership.

**Department Faculty Evaluation Criteria**

**Mentorship**

*Mentorship process:*
The mentorship process is to follow guidelines established by Southern Utah University Policies and Procedures, specifically Policy #6.1. A mentorship team will be assigned within the first week of the calendar school year.

*Agriculture and Nutrition Science Department Promotion and Tenure (P&T) Mentorship Policy:*

1. At the beginning of spring semester each year, the Department Chair will prepare a list of names of eligible faculty who are Associate Professors or Full Professors in the Agriculture and Nutrition (AGNS) department who are qualified to serve as P&T mentors (must be tenured to serve as a mentor for Tenure-Track faculty). The Department Chair is ineligible to serve as a mentor. The Chair will also prepare a list of faculty who are in need of a P&T Mentorship Team, including: Assistant Professors (both Tenure-Track and Non-Tenure Track), Lecturers (Non-Tenure Track) and Tenure-Track faculty hired at the rank of Associate Professor or Professor.

2. The Department Chair and all faculty qualified to serve as P&T mentors will discuss the list of department members who are in need of a P&T Mentorship Team. The Department Chair will match mentors and faculty after gathering input. Tenure-track faculty need at least two mentors (mentor team), and non-tenure track faculty need at least one mentor. New mentors may be assigned as needed. Faculty may request in writing at any time that the Department Chair consider changes to the P&T Mentorship Team. Any concerns should be brought to the Department Chair at any time.

3. Should there not be sufficient eligible faculty members in the AGNS department to form a mentorship team, in accordance with SUU policy, individuals outside the AGNS department but from within COSE may serve as mentors. Potential mentors from outside the department will be contacted under the direction of the Department Chair.

4. AGNS faculty members currently serving on the College of Science and Engineering (COSE) P&T Committee are eligible to serve as department mentors.
5. Mentor duties:
   a. Mentors/mentor teams should meet with each faculty member being mentored during fall welcome week to evaluate fall syllabi, the Faculty Engagement and Contribution Plan (FECP) for the coming year and the Faculty Engagement and Contribution Report (FECR) for the past year.
      i. Mentors complete two forms (Policy 6.1, Appendix C) which will be shared with the Department Chair:
         1. Annual Evaluation of Faculty Engagement & Contribution Report including one of the following ratings:
            a. Acceptable Progress toward Faculty Engagement & Contribution Plan
            b. Development Required (followed by a detailed justification and a description of necessary actions)
         2. Annual Evaluation of Faculty Engagement & Contribution Plan including the following assessment:
            a. The Faculty Engagement & Contribution Plan for the upcoming year satisfies departmental expectations, aligns with SUU’s mission, and promotes a developmental process for the individual faculty member. ___Yes ___No
      ii. Mentor teams should meet without faculty after reviewing the Faculty Engagement & Contribution Plan or Report and consolidate their suggestions before advising faculty.
   b. Mentors/mentor teams should meet with faculty at least once each semester to answer questions and discuss progress.
   c. Mentors should make sure that faculty receive peer review of at least one class each semester.

6. Scheduled meetings:
   a. Fall (August) mentors/mentor teams meeting with faculty
      i. Review annual Faculty Engagement & Contribution Plan
      ii. Complete annual Faculty Engagement & Contribution Report
   b. Spring (January) faculty meeting with Department Chair
      i. Chair will meet with faculty to discuss overall progress and gather feedback about the mentoring experience. Address any questions or concerns of faculty member or the Chair.
   c. Spring (April, May) mentors/mentor teams meeting with faculty
      i. Prepare for review of Faculty Engagement & Contribution Plan due for submission during Fall Semester.

7. Changes to Mentors
a. If a change of a mentor becomes necessary, for whatever reason, the change process may be initiated by the faculty member, mentor/mentor team, or Chair. The potential change should be discussed with each entity involved.

**Evaluation Process**
Evaluations will be within guidelines established by Southern Utah University Policies and Procedures, specifically Policy #6.1, and the Walter Maxwell Gibson College of Science and Engineering. The peer evaluation process will be completed by the mentorship teams as outlined in policy 6.1 who review each portfolio and evaluate based on the scoring criteria as outlined within this policy. The portfolio must show evidence that you have met the required criteria per the scoring criteria.
**FACULTY ENGAGEMENT & CONTRIBUTION CRITERIA**

Name: ______________________________

Contribution Period: August 15, ______ through Aug 14, ______

**PLANNING/EARNED POINT SUMMARY**

Faculty members will complete this form as part of their FEC Plan, under advisement with their mentor, and submit it to the Department Chair by the first Tuesday after Labor Day. One signed copy will be forwarded on as part of the FEC Plan. Another signed copy will be retained by the Department and attached to the FEC Report at the end of the academic year. The point ranges for each category are intended for planning purposes only, with 100 annually earned contribution points being considered a Satisfactory level of performance for Tenured (T), Tenure Track (TT) and Non-Tenure Track (NTT) rank advancements and the granting of tenure.

<table>
<thead>
<tr>
<th>Category</th>
<th>T/TT</th>
<th>NTT</th>
</tr>
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<tbody>
<tr>
<td>1. TEACHING EFFECTIVENESS</td>
<td>_____ pts</td>
<td>_____ pts</td>
</tr>
<tr>
<td>(T/TT Range: 60-80 pts; NTT: 70-90 pts)</td>
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<td>2. SCHOLARSHIP</td>
<td>_____ pts</td>
<td>_____ pts</td>
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<tr>
<td>(T/TT Range: 10-30 pts; NTT: 5-15 pts)</td>
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<td>3. SERVICE/LEADERSHIP</td>
<td>_____ pts</td>
<td>_____ pts</td>
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<tr>
<td>(T/TT Range: 10-30 pts; NTT: 5-15 pts)</td>
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</tbody>
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_____________________________________________________________________________

TOTAL POINTS PROJECTED/EARNEDED: ______

**SIGNATURES**

_____________________________________________________________________________

Faculty Member                     Date

_____________________________________________________________________________

Mentor                             Date

_____________________________________________________________________________

Department Chair                   Date
EXPLANATION OF FACULTY ENGAGEMENT & CONTRIBUTION CRITERIA

FACULTY ENGAGEMENT & CONTRIBUTION SYSTEM EXPLANATION

All faculty members are expected to earn an average of at least 100 points per year from the FEC categories*. Faculty are allowed to fall under this benchmark with the knowledge that they will receive Development Required status for that years’ FEC report. This action is intended to ensure these faculty members are supported appropriately by the department. Faculty can exceed 100 earned points, but take care to develop a FEC Plan that is reasonably attainable and appropriate.

The 100-point benchmark consists of three main categories, Teaching Effectiveness, Scholarship, and Service/Leadership. Each category has a suggested yearly point range to be used for planning purposes. Individual FEC Plans or Reports do not need to fall within these ranges every year, allowing faculty flexibility. A minimum level of points in each category are required, along with the appropriate number of years of service, and achievement of the required Key Contributions. Care should be taken in assisting faculty in their yearly planning as well as in formulating a plan that efficiently works towards tenure and/or rank advancement. Documentation should be available upon request.

FEC TENURE AND/OR RANK ADVANCEMENT POINT BENCHMARKS

Tenure-Track Faculty (Asst. Professor to Assoc. Professor)

Tenure-track faculty must earn at least 600 total FEC points with the appropriate number of points in each category by the end of their 6th year (prior to applying for tenure). Points earned above that benchmark will be added towards their next rank advancement. Faculty hired with years granted towards tenure will be awarded points at the time of hire with the Department Chair and Dean approval. The required Key Contributions and number of points in each category are as follows:

TEACHING EFFECTIVENESS: 450 total points
SCHOLARSHIP: 75 total points
SERVICE/LEADERSHIP: 75 total points

Key Contributions

TEACHING EFFECTIVENESS: A minimum of one peer evaluation per year. Student evaluations for each year, and a written reflection of those evaluations.

SCHOLARSHIP: Dissemination of scholarly work in a peer-reviewed venue.

SERVICE/LEADERSHIP: At least one from the University area, and one from either the Profession or Community area, per year.

*NOTE: New faculty members awarded time toward rank and/or tenure at the time of hiring will be awarded 100 points per year shortening of the time in rank/probationary period.
Tenured Faculty Rank Advancement (Assoc. Professor to Full Professor)
Tenured faculty must earn at least 1200 total FEC points (including the points earned at the time of tenure) with the appropriate number of points in each category. This can be accomplished no sooner than the 5th year after tenure was awarded. The required Key Contributions and number of points in each category are as follows:

**TEACHING EFFECTIVENESS:** 900 total points  
**SCHOLARSHIP:** 150 total points  
**SERVICE/LEADERSHIP:** 150 total points

**Key Contributions (since tenured date)**

**TEACHING EFFECTIVENESS:** A minimum of one peer evaluation per year. Student evaluations for each year, and a written reflection of those evaluations.

**SCHOLARSHIP:** Dissemination of scholarly work in a peer-reviewed venue.

**SERVICE/LEADERSHIP:** At least one from the University area, and one from either the Profession or Community area, per year.

Non Tenure-Track Faculty Rank Advancement (Lecturer to Assistant Professor)
Non Tenure-track faculty must earn at least 400 total FEC points with the appropriate number of points in each category during the four years prior to applying for advancement to the rank of Assistant Professor. Points earned above that benchmark will be added towards their next rank advancement. The required Key Contributions and number of points in each category are as follows:

**TEACHING EFFECTIVENESS:** 340 total points  
**SCHOLARSHIP:** 20 total points  
**SERVICE/LEADERSHIP:** 40 total points

**Key Contributions**

**TEACHING EFFECTIVENESS:** A minimum of one peer evaluation per year. Student evaluations for each year, and a written reflection of those evaluations.

**SCHOLARSHIP:** Dissemination of scholarly work in a peer-reviewed venue.

**SERVICE/LEADERSHIP:** At least one from the University area, and one from either the Profession or Community area, per year.
Non Tenure-Track Faculty Rank Advancement (Assist. Professor to Assoc. Professor)

Non Tenure-track faculty must earn at least 1000 total FEC points with the appropriate number of points in each category during each of the ten years prior to applying for advancement to the rank of Associate Professor (including the points earned when granted the rank of Assistant Professor). The required Key Contributions and number of points in each category are as follows:

- TEACHING EFFECTIVENESS: 850 total points
- SCHOLARSHIP: 50 total points
- SERVICE/LEADERSHIP: 100 total points

Key Contributions

TEACHING EFFECTIVENESS: A minimum of one peer evaluation per year. Student evaluations for each year, and a written reflection of those evaluations.

SCHOLARSHIP: Dissemination of scholarly work in a peer-reviewed venue.

SERVICE/LEADERSHIP: At least one from the University area, and one from either the Profession or Community area, per year.

FEC POST-TENURE POINT BENCHMARKS

Tenured faculty must earn at least 500 total FEC points, with the appropriate number of points in each category.

Key Contributions

TEACHING EFFECTIVENESS: A minimum of one peer evaluation per year. Student evaluations for each year, and a written reflection of those evaluations.

SCHOLARSHIP: Dissemination of scholarly work in a peer-reviewed venue.

SERVICE/LEADERSHIP: At least one from the University area, and one from either the Profession or Community area, per year.
FACULTY ENGAGEMENT CRITERIA FOR EVALUATION

TEACHING EFFECTIVENESS

Consistent with SUU’s mission as defined in R312, teaching is of primary importance. Scholarly achievements should be complementary to the teaching role. Teaching effectiveness can be evaluated through the use of student, peer, department chair, (except the department chair may not evaluate his/her own teaching effectiveness), and self-evaluations, or other pertinent information. Student evaluations will be conducted in all classes taught every semester, with the faculty member deciding when in the semester the evaluation will be given. The responses to all teaching-related questions on the student-evaluation instrument will be considered in assessing teaching ability. Other evidence of teaching effectiveness includes instructional delivery/design, and course management skills.

Teaching Effectiveness Point Guide

Check those that apply and cite evidence in FEC Report for each one selected. Multiple credits in each area are allowed.

10 -Point Contributions

- Meeting basic teaching responsibilities: assigning grades based on the syllabus, holding regular office hours, providing course information on Canvas, meeting with all scheduled classes, covering content listed in the course description, etc.
- Documentable overall student course evaluations illustrating effectiveness.
- Positive review by Department Chair.
- Positive review by Peers.
- Faculty narrative indicates a focused and sincere effort to improving teaching and responding to student concerns, if any.
- Course syllabi are updated to current University standards and clearly demonstrate appropriate level of student expectations, course objectives, grading & assessment criteria, and research-based instructional design.
- Use of appropriate and current scientific technology, pedagogical technology and/or techniques.
- Teach a new course(s) develop new course material, or implements new instructional approaches.
- Documentable activities (workshops, conferences, reading materials) appropriate for keeping current with teaching strategies and/or discipline content (can be used up to 3 times).
- Received award denoting teaching excellence (can be used up to 3 times).
- Peer-Evaluation conducted for a colleague (can be used up to 3 times).
- Participation in a team-taught course (can be used up to 3 times).
- Credit for number of preps (1 point per prep).
- Oversee student internship/practicum/workshop (1 point per student/up to 10 points).
- Other with approval from mentorship team/department approval committee.

5 Point Contributions

- Documentable activities (webinars or on-campus training) appropriate for keeping current with teaching strategies (can be used up to 3 times).
- Documentable consultation with educational specialist (can be used up to 3 times).
- Other with approval from mentorship team/department approval committee.

TOTAL TEACHING EFFECTIVENESS POINTS EARNED
SCHOLARSHIP

Faculty are selected, retained, and promoted primarily on the basis of evidence of effective teaching. Standards of performance in Scholarship are limited to ensure that faculty members maintain proper focus on teaching.

Scholarship Activity Point Guide

Check those that apply and cite evidence in FEC Report for each one selected. Multiple credits in each area are allowed.

*These are guidelines and suggestions and should/can be negotiated with your mentorship committee, or department approval committee

15 -Point Contributions

_____ Publication of a book in appropriate academic area.
_____ Funded External Grant
_____ Published article in a refereed journal
_____ Presentation at a national or international professional meeting, conference or workshop
_____ Other with justification *

10 -Point Contributions

_____ Publication of lab manual/workbook for use in your own class
_____ Published article in a non-refereed journal or other print or electronic medium
_____ Submitted a grant external to Southern Utah University
_____ Peer reviewed written contribution (abstract, curriculum clearinghouse, etc.)
_____ Workshop presentation (regional or state)
_____ Book review for publishing company
_____ CO-PI of funded grant
_____ Workshop presentation (regional or state)
_____ Professional consultation report
_____ Maintained NTT Faculty in research
_____ Maintain professional credential, license, certificates.
_____ Other with justification *

5-Point Contributions

_____ Presentation at a local or regional professional meeting or conference.
_____ Mentored student research project which resulted in presentation at a professional meeting or conference (can be used multiple times).
_____ Funded faculty development grant with appropriate report.
_____ Workshop presentation/symposium on campus (local impact)
_____ Maintain professional membership(s)
_____ Journal reviewer
_____ Other with justification *

_____ TOTAL SCHOLARSHIP POINTS EARNED
SERVICE/LEADERSHIP related to your discipline

Service is defined as activities that contribute to the University, Profession, or Community in ways that fulfill and supports SUU’s Mission, Vision, and/or Core Value statements.

Service/Leadership Activity Point Guide

Check those that apply and cite evidence in FEC Report for each one selected. Multiple credits in each area are allowed.

*Values to be approved by mentorship committee, or department approval committee

UNIVERSITY: 15-Point Contributions

_____ Faculty Senator
_____ Serve as Department Chair
_____ *Chair of University, College or Department committee (may be used multiple times)
_____ *Advisor to student organization
_____ Other with justification and approval

UNIVERSITY: 10-Point Contributions

_____ *Chair and Committee member of University, College or Department committee (may be used multiple times)
_____ *Member of department FEC Mentorship Team
_____ *Advisor to student organization
_____ *Writing letters of recommendation for students (1 point per letter/up to 10 points)
_____ New academic program development (Lead Writer)
_____ Contributor to a new program development.
_____ Other with justification and approval

UNIVERSITY: 5-Point Contributions

_____ *Committee member of University, College or Department committee (may be used multiple times)
_____ *Chair of University, College or Department committee
_____ *Advisor to student organization
_____ *Member of department FEC Mentorship Team
_____ Provide student advising, counseling, mentoring
_____ Mentoring Honors/Edge projects
_____ Participate in University, College or Department recruitment activities
_____ Other with justification and approval

PROFESSION: 15-Point Contributions

_____ Serving as president of a professional organization
_____ Principal or Co-organizer/host of large, professional event.
_____ Other with justification and approval

PROFESSION: 10-Point Contributions

_____ Serving as board member or council member of a professional organization
_____ or holding office in a professional society at the state or regional level.
_____ Principal or co-organizer of regional/state-level event.
_____ Hosting a professional development event for off-campus groups (science related).
_____ *Recognized accomplishment in professionally related activity.
_____ Other with justification and approval
PROFESSION:  5-Point Contributions
   _____ *Recognized accomplishment in professionally related activity.
   _____ Other with justification and approval

COMMUNITY:  10-Point Contributions
   _____ *Involvement in community service activity relative to discipline or university responsibilities (can be used multiple times).
   _____ Other with justification and approval

COMMUNITY:  5-Point Contributions
   _____ *Involvement in community service activity relative to discipline or university responsibilities  
   (can be used multiple times).
   _____ Other with justification and approval

_____ TOTAL SERVICE/LEADERSHIP POINTS EARNED