

Southern Utah University
WMG College of Science and Engineering
DEPARTMENT OF PHYSICAL SCIENCE
Faculty Evaluation
COVER SHEET
(to be 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): _____

Number of years of service at SUU at current rank (plus years credited if applicable): _____

Instructions for Application

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/Creative Activities, Service/Professional Service.

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.

Mentorship Team:

Each Mentorship Team will consist of a minimum of two faculty members of the following specifications according to faculty track:

- Non-Tenure-Track: Minimum of two faculty members on each Mentorship Team including at least one Associate Professor (Tenured or Non-Tenure-Track) or Professor and the other member with more experience than the mentee.
- Tenure-Track: Minimum of two tenured faculty members on each Mentorship Team.

The Mentorship Team members will be decided on by the physical science mentor selection committee as facilitated through input from the potential faculty mentors and mentees to determine appropriate matches with consideration to scholarly interests, teaching styles, expertise, goals, personalities, etc. Mentorship Team members may be reviewed annually to determine continuation of involvement.

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 mentoring 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 Faculty Engagement & Contribution (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) positions.

- | | T/TT | NTT |
|------------------------------------------------------------------------------|-----------|-----------|
| • TEACHING EFFECTIVENESS
(T/TT Range: 60-80 pts; NTT: 70-90 pts) | _____ pts | _____ pts |
| • SCHOLARLY/CREATIVE CONTRIBUTIONS
(T/TT Range: 10-30 pts; NTT: 5-15 pts) | _____ pts | _____ pts |
| • SERVICE/LEADERSHIP CONTRIBUTIONS
(T/TT Range: 10-30 pts; NTT: 5-15 pts) | _____ pts | _____ pts |

TOTAL POINTS PROJECTED/EARNED: _____ pts

SIGNATURES

Faculty Member

Date

Mentor

Date

Mentor

Date

Department Chair

Date

EXPLANATION OF FACULTY ENGAGEMENT & CONTRIBUTION CRITERIA

FACULTY ENGAGEMENT & CONTRIBUTION SYSTEM EXPLANATION

All faculty members are expected to earn at least 100 Faculty Engagement & Contribution (FEC) points per year¹. 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 Mentorship Team. Faculty are also allowed to exceed 100 earned points, though the Mentorship Team should take care to develop an FEC Plan that is reasonably attainable and appropriate.

The 100-point benchmark is broken up into three main categories, Teaching Effectiveness, Scholarly/Creative Contributions, and Service Contributions. 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. However, for the awarding of Tenure and/or Rank Advancement, 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. The Mentorship Team should take great care in assisting faculty in their yearly planning as well as in formulating a plan that efficiently works towards tenure and/or rank advancement.

FEC TENURE AND/OR RANK ADVANCEMENT POINT BENCHMARKS

Tenure-Track Faculty (Assistant Professor to Associate 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:	70 average points per year
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	15 average points per year
SERVICE CONTRIBUTIONS:	15 average points per year

Key Contributions

Key contribution criteria must be met in addition to meeting the required 600 FEC points for achievement of tenure and advancement to Associate Professor.

TEACHING EFFECTIVENESS:

Demonstrate teaching effectiveness through peer, student, self, department chair evaluations and other methods as suggested by your peer mentors.

Please note that it is important for faculty members to document teaching effectiveness in as many different ways as possible. If no other means of documentation is provided, decisions regarding faculty teaching effectiveness will, by default, be made based primarily on student evaluations.

SCHOLARSHIP/CREATIVE CONTRIBUTIONS:

One from each of the following categories and one additional from any of the three, for a total of four:

- a) Two (2) different supervised student research projects leading to appropriate presentations at a minimum of a state level or broader², and
- b) One (1) peer-reviewed publication³, with the stipulation that Utah Academy may be used only when co-authored with an undergraduate who is the lead author, and
- c) One (1) of the following:
 - 1. A properly written and completed significant grant proposal submitted to an external funding agency⁴, such as a federal (NIH, NSF, or other), state, private, or public funding entity.
 - 2. A significant governmental report/map (i.e. open file) or proprietary report.
 - 3. A patent.
 - 4. A successfully marketed product or business.
 - 5. An additional peer-reviewed publication (not in Utah Academy).
 - 6. Two (2) conference presentations made at a minimum of a regional (multi-state) level.
 - 7. Edit/Co-edit a scientific volume.
 - 8. A scholarly activity pre-approved, in writing, by all three of the following: the Dean of the College of Science, the Chair of the Department of Physical Science, and the Department of Physical Science Mentorship Team.

SERVICE:

Service within and outside of the department.

***NOTE:** New faculty members awarded time toward rank and/or tenure at the time of hiring will be awarded 100 points per year (70 points for teaching, 15 for both scholarship and service) thereby shortening the time in rank/probationary period.

Faculty may apply for tenure one year early provided they have met all the criteria as set forth in Policy 6.1.4 II C.3 and accumulated a total of six Scholarship/Creative Contributions.

FEC Tenured Faculty Rank Advancement Points Benchmark (Associate 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. Application for rank advancement to full professor must be preceded by at least five years without being on a developmental plan. The required Key Contributions and number of points in each category are as follows:

TEACHING EFFECTIVENESS:	70 average points per year
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	15 average points per year
SERVICE CONTRIBUTIONS:	15 average points per year

Key Contributions (since tenured date)

Key contribution criteria must be met in addition to meeting the required 600 FEC points for advancement to Full Professor.

TEACHING EFFECTIVENESS:

Demonstrate teaching effectiveness through peer, student, self, department chair evaluations and other methods as suggested by your Department Chair.

Please note that it is important for faculty members to document teaching effectiveness in as many different ways as possible. If no other means of documentation is provided, decisions regarding faculty teaching effectiveness will, by default, be made based primarily on student evaluations.

SCHOLARSHIP/CREATIVE CONTRIBUTIONS:

Since hire, must have at least ten Scholarship/Creative Contributions. Four of which must have been achieved since tenure, with one contribution from each category:

- a) Two (2) supervised student research projects leading to appropriate presentations at a minimum of a state level or broader², and
- b) One (1) peer-reviewed publication³, with the stipulation that Utah Academy may be used only when co-authored with an undergraduate who is the lead author, and
- c) One (1) of the following:
 - 1. A properly written and completed significant grant proposal submitted to an external funding agency⁴, such as a federal (NIH, NSF, or other), state, private, or public funding entity.
 - 2. A significant governmental report/map (i.e. open file) or proprietary report.
 - 3. A patent.
 - 4. A successfully marketed product or business.
 - 5. An additional peer-reviewed publication (not in Utah Academy).
 - 6. Two (2) conference presentations made at a minimum of a regional (multi-state) level.
 - 7. Edit/Co-edit a scientific volume.
 - 8. A scholarly activity pre-approved, in writing, by all three of the following: the Dean of the College of Science, the Chair of the Department of Physical Science, and the Department of Physical Science Mentorship Team.

SERVICE:

Service within and outside of the department including a University level committee since tenure.

FEC Non-Tenure-Track Faculty Rank Advancement Point Benchmarks (Lecturer to Assistant Professor)

Satisfactory performance for Non-Tenure-Track faculty is 100 points per year. Non-Tenure-Track faculty must earn at least 400 total FEC points with the appropriate number of points in each category no earlier than the end of their 4th year (prior to applying for advancement to the rank of Assistant Professor). The required Key Contributions and number of points in each category are as follows:

TEACHING EFFECTIVENESS:	85 average points per year
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	5 average points per year
SERVICE CONTRIBUTIONS:	10 average points per year

* NTT Lecturers, who do not desire rank advancement, must achieve the Teaching Effectiveness minimum to maintain their rank.

Key Contributions

Key contribution criteria must be met in addition to meeting the required 400 FEC points for achievement of tenure and advancement to Assistant Professor.

TEACHING EFFECTIVENESS:

Demonstrate teaching effectiveness through peer, student, self, department chair evaluations and other methods as suggested by your peer mentors.

Please note that it is important for faculty members to document teaching effectiveness in as many different ways as possible. If no other means of documentation is provided, decisions regarding faculty teaching effectiveness will, by default, be made based primarily on student evaluations.

SCHOLARSHIP/CREATIVE CONTRIBUTIONS:

At least two activities at 10-point value or higher, with at least one being an off-campus oral presentation.

SERVICE:

Service within and outside the department.

* NTT Assistant Professors, who do not desire rank advancement, must sustain Assistant Professor criteria.

FEC Non-Tenure-Track Faculty Rank Advancement Point Benchmarks (Assistant Professor to Associate Professor)

Non-Tenure-Track faculty must earn at least 1000 total FEC points with the appropriate number of points in each category no earlier end of their 10th year (including the points earned when granted the rank of Assistant Professor) prior to applying for advancement to the rank of Associate Professor. The required Key Contributions and number of points in each category are as follows:

TEACHING EFFECTIVENESS:	85 average points per year
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	5 average points per year
SERVICE CONTRIBUTIONS:	10 average points per year

Key Contributions

Key contribution criteria must be met in addition to meeting the required 1000 FEC points for achievement of tenure and advancement to Associate Professor.

TEACHING EFFECTIVENESS:

Demonstrate teaching effectiveness through peer, student, self, department chair evaluations and other methods as suggested by your peer mentors.

Please note that it is important for faculty members to document teaching effectiveness in as many different ways as possible. If no other means of documentation is provided, decisions

regarding faculty teaching effectiveness will, by default, be made based primarily on student evaluations.

SCHOLARSHIP/CREATIVE CONTRIBUTIONS:

At least two 10-point value activities, (or one 15-point value activity) with at least one being an off-campus oral presentation, since the last successful application for rank advancement and within the last full-time six years.

SERVICE:

Service within and outside the department.

* NTT Associate Professors, must sustain the Associate Professor criteria.

FEC POST-TENURE POINT BENCHMARKS

Tenured faculty must earn at least 500 total FEC points, with the appropriate number of points in each category. The required Key Contributions and number of points in each category are as follows:

TEACHING EFFECTIVENESS:	70 average points per year
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	15 average points per year
SERVICE CONTRIBUTIONS:	15 average points per year

TEACHING EFFECTIVENESS:

Demonstrate teaching effectiveness through peer, student, self, department chair evaluations and other methods as suggested by your peer mentors.

Please note that it is important for faculty members to document teaching effectiveness in as many different ways as possible. If no other means of documentation is provided, decisions regarding faculty teaching effectiveness will, by default, be made based primarily on student evaluations.

SCHOLARSHIP/CREATIVE CONTRIBUTIONS:

Any three items from at least two different categories:

- a) Two (2) supervised student research projects leading to appropriate presentations at a minimum of a state level or broader², and
- b) One (1) peer-reviewed publication³, with the stipulation that Utah Academy may be used only when co-authored with an undergraduate who is the lead author, and
- c) One (1) of the following:
 - 1. A properly written and completed significant grant proposal submitted to an external funding agency⁴, such as a federal (NIH, NSF, or other), state, private, or public funding entity.
 - 2. A significant governmental report/map (i.e. open file) or proprietary report.
 - 3. A patent.
 - 4. A successfully marketed product or business.
 - 5. An additional peer-reviewed publication (not in Utah Academy).

6. Two (2) conference presentations made at a minimum of a regional (multi-state) level.
7. Edit/Co-edit a scientific volume.
8. A scholarly activity pre-approved, in writing, by all three of the following: the Dean of the College of Science, the Chair of the Department of Physical Science, and the Department of Physical Science Mentorship Team.

SERVICE:

Service within and outside of the department.

FACULTY ENGAGEMENT CRITERIA FOR EVALUATION

TEACHING EFFECTIVENESS

Consistent with SUU’s mission as defined in R312, teaching is of primary importance. Scholarly and creative 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. If Policy 6.28 is not met a faculty member will be placed on a developmental plan.

- _____ 40/50 (T or TT/NTT) points for meeting basic teaching responsibilities: assigning grades based on the syllabus, holding regular office hours, providing course information on Canvas, meeting with all scheduled classes, participating in course meetings, covering content listed in the course description, etc.
- _____ 15 points for purposeful self-evaluations, including a description of ways in which you are making efforts to improve teaching effectiveness.
- _____ 15 points for satisfactory (as determined by Mentorship Team and Department Chair) numerical scores on student evaluations and/or generally positive student comments in a majority of courses.
- _____ 10 points for increased teaching load.
- _____ 5 points for requesting and receiving a peer evaluation. (repeatable)
- _____ 5 points for giving a peer evaluation. (repeatable)
- _____ 5 points per semester for above national average score on nationally standardized exam.
- _____ Up to 15 points for demonstrating teaching effectiveness through alternative methods or completing other activities as agreed upon by the Mentorship Team and Department Chair.

This can include but is not limited to:

- redesigning a course.
- attending a conference/seminar/workshop about teaching/pedagogy/best practices and evidence of using the workshop to improve teaching.
- receiving a Curriculum Innovation Grant from CETL (or something similar).
- teaching a course for the first time.
- peer collaboration.

_____ **TOTAL TEACHING EFFECTIVENESS POINTS EARNED**

SCHOLARLY/CREATIVE CONTRIBUTIONS

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

Scholarly/Creative Activity Point Guide

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

30-Point Contribution

_____ Publication of an article in a peer-reviewed journal. An additional 15 points may be obtained by petitioning a committee assembled by the Department Chair, consisting of a faculty member from each program.

15-Point Contributions

_____ Receive a significant grant award (external to Southern Utah University).

_____ Publication of chapters/sections of a book.

_____ Presentation at a national scholarly/professional/teaching conference in his/her field.

_____ Other with justification.

10-Point Contributions

_____ Publishing a professionally related article in a peer-reviewed “general interest” journal, non-peer reviewed journal, magazine or government document

_____ Presentation at a state level or broader scholarly/professional/teaching conference in his/her field

_____ Apply for a fellowship or grant award (external to Southern Utah University) with pending approval/denial

_____ Other with justification.

5-Point Contributions

_____ Formal collaborative undergraduate research characterized by regular meetings.

_____ On-campus presentation in field.

_____ Apply for a fellowship or grant award (internal to Southern Utah University) especially with a student.

_____ Conduct or participate in a workshop or formal training.

- _____ Engage in scholarly activity that results in the development or improvement of curriculum (with formal peer evaluation)
- _____ Referee an article.
- _____ Submitted an article for publication.
- _____ Revised and resubmitted an article for publication.
- _____ Other with justification.
- _____ **TOTAL SCHOLARLY/CREATIVITY POINTS EARNED**

SERVICE CONTRIBUTIONS

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 Activity Point Guide

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

15-Point Contributions (activities requiring more than 15 hours per year of commitment time)

- _____ Chairing a significant Departmental, College or University committee
- _____ Serving as Department Chair
- _____ Serving as a student club advisor
- _____ Serving in an official position for a regional or national professional society, or for a state entity (such as USHE or USBE)
- _____ Serving on the Faculty Senate
- _____ Other activities deemed by the Mentoring Team or Department Chair to be of similar caliber.

10-Point Contributions (activities requiring 5 to 15 hours per year of commitment time)

- _____ Serving on a Mentoring Team
- _____ Serving on a significant Departmental, College or University committee
- _____ Other activities deemed by the Mentoring Team or Department Chair to be of similar caliber.

5-Point Contributions (activities that require less than 5 hours per year of commitment time)

- _____ Serving as a Science Fair judge
- _____ Serving on a minor Departmental, College or University committee
- _____ Participating in outreach programs (repeatable)
- _____ Other activities deemed by the Mentoring Team or Department Chair to be of similar caliber.

_____ **TOTAL SERVICE POINTS EARNED**

To help with adoption of this policy, those transferring to this new policy will be awarded 100 points for each year they have completed at SUU prior to the implementation of this policy. This will ensure that there will not be a point scramble for those who have already completed reviews on the previous system. Someone who has completed 4 years will receive 400 points for that time. A faculty member may choose to sum up their previously earned points to be approved by the department chair.

¹ *Faculty are expected to meet their professional responsibilities to students, colleagues, and the institution as outlined in Policy 6.28. Failure to meet these responsibilities may result in an unsatisfactory rating - requiring a developmental plan-even if the faculty earns 100 points per year.*

Statements of Intent with Regard to Scholarship and Creative Key Contributions:

² Because the principal role of SUU is teaching undergraduates, these two (2) different undergraduate research projects are integral to fulfillment of faculty assignment. This may involve two (2) different students doing one (1) project each or one (1) student doing two (2) different projects.

³ The production of one peer-reviewed publication per review cycle (tenure/post-tenure review) is viewed as a minimum for a tenured, or tenure-track, faculty member. These publications will reflect work done while working at SUU and articles written with undergraduates are highly encouraged.

⁴ The primary purpose of the grant proposal is to secure external funding for the tenured, or tenure-track, faculty member and the Department of Physical Science. A secondary purpose is for the tenured, or tenure-track, faculty member to regularly evaluate future career direction. Therefore, it is expected that the writing, editing, and evaluation process will be taken extremely seriously.