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SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE

I.   **PURPOSE:**   The policies under this title govern evaluations (i.e. third-year, annual and post-tenure), academic rank, promotion, and faculty tenure.

II.   **REFERENCES**:

Utah Code Ann. 53B-48-15(1) (1970)

AAUP Policy Documents and Reports, 1995 Edition

Utah Board of Regents Policy and Procedures, R-220, Delegation of Responsibilities to the President and the Board of Trustees

Utah Board of Regents Policy and Procedures, R-312, Configuration of the Utah System of Higher Education and Institutional Missions and Roles

Utah Board of Regents Policy and Procedures, R-481, Academic Freedom, Professional Responsibility and Tenure

Utah State System of Higher Education Policies and Procedures, R482, Bona Fide Financial Exigency and Personnel Reduction

Utah State System of Higher Education Policies and Procedures, R483, Award of Tenure

SUU Policies and Procedures, 5.18, Nepotism

SUU Policy and Procedures, 6.0 Definition of Faculty

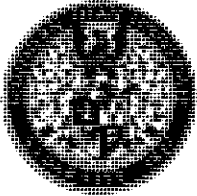SUU Policy and Procedures, 6.2, Academic Officers

SUU Policies and Procedures, 6.6, Academic Freedom

SUU Policies and Procedures, 6.12, Financial Crisis and Bona Fide Financial Exigency

SUU Policies and Procedures, 6.22, Faculty Due Process

SUU Policies and Procedures, 6.27, Faculty Workload
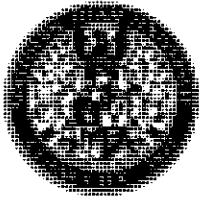SUU Policy and Procedures, 6.28, Faculty Professional Responsibility

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III. POLICY:

6.1.1 Evaluation of Faculty

6.1.2 Third-year Review of Tenure-track Faculty

6.1.3 Faculty Rank and Promotion

6.1.4 Faculty Tenure

IV. CRITERIA

A. Decisions regarding evaluation, promotion and tenure of faculty members will use the following criteria.

1. Teaching Excellence: 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. 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.

2. Scholarly/Creative Activity: The University has adopted the Boyer model for scholarship, as outlined in Scholarship Reconsidered: Priorities of the Professoriate (Ernest L. Boyer, 1990, Jossey Bass Publishing, ISBN: 0787940690). As approved by the department chair and the dean of the college/school, the faculty of each department develop guidelines stipulating the required amount and kind of scholarly/creative activity expected for tenured, tenure-track, and non-tenure track faculty members. In the case of a dispute over criteria for scholarly/creative activity, the question will be resolved by consensus of a committee of a representative faculty member, department chair, and Dean.

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3. Service: Academic departments define acceptable professional service. Generally, it means service to the University and profession. Professional service to the community may also be considered.

4. Collegiality: Collegiality is defined as faculty responsibilities toward students, peers and administration as addressed in SUU policy 6.28.

B. All non-tenured faculty will be evaluated according to the above criteria using the following ratings. The faculty of each department/school will determine whether the following ratings should be applied to the tenured faculty. The initial and most thorough peer evaluation should occur at the department level. Regardless of this statement, rigorous reviews should be done by all evaluative entities.

Standard Professional Performance (SP)
Meets or exceeds accepted standards of professional performance.
(JUSTIFICATION MUST BE INCLUDED)

Low Performance (LP)
Does not consistently meet accepted standards of professional performance. If the faculty member is retained, a development plan is required.
(JUSTIFICATION MUST BE INCLUDED)

Unacceptable Performance (UP)
Does not meet minimal standards of professional performance.
(JUSTIFICATION MUST BE INCLUDED)

V. DEFINITIONS

1. Tenured and Tenure-track Faculty: Tenured and tenure-track faculty are defined in Policy 6.0 and consists of faculty holding the following academic ranks: professor, associate professor, and assistant professor. Individuals in administrative positions may also hold a faculty position and be awarded tenure in an academic program. Tenured and tenure-track faculty are expected to engage in teaching, scholarship/creative activities, and service in accordance with their assigned responsibilities.

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a. Full Professor: The rank of Full Professor is an appointment for persons with an earned terminal degree in the field of their appointment (see appendix E) and at least five years of experience as an associate professor. Full Professors are recognized as master teachers, scholars/artists, and institutional leaders. Their teaching, scholarly/artistic activities, and service, and engagement with students should reflect high professional competence.

b. Associate Professor: The rank of Associate Professor is an appointment for persons with at least seven years experience as an assistant professor. Associate professors have demonstrated ability in the areas of teaching, scholarship/artistry and service. They should be capable of undertaking university-wide responsibilities which contribute to the attainment of the university's mission and goals.

c. Assistant Professor: The rank of Assistant Professor is an initial appointment. Assistant professors exhibit potential for effective teaching, scholarship/artistry, and service. They are engaged in serious disciplined and continuing study which will permit them to increase their competence in their fields and/or other fields which will qualify them for promotion to a higher rank.

2. Non-tenure Track Faculty (NTT): Non-Tenure Track faculty are faculty who are under contract but not ultimately eligible for tenure. Non-tenure-track faculty hold regular faculty titles of Associate Professor (NTT), Assistant Professor (NTT), or Lecturer. Generally, non-tenure track faculty hold a master's degree in field of appointment or 18 graduate hours in field and a relevant master's degree.

a. Associate Professor (NTT): This rank is an appointment for faculty with at least six years of experience as an Assistant Professor (NTT). Associate Professors (NTT) are recognized as master teachers. Their teaching, professional service, and engagement with students should reflect high professional competence and serve as a model for other faculty.

b. Assistant Professor (NTT): This rank is an appointment for persons with at least four years experience as a Lecturer. Assistant Professors (NTT) have demonstrated ability in the areas of teaching and professional services. They should be capable of undertaking college-wide responsibilities which contribute to the attainment of the college's mission and goals.

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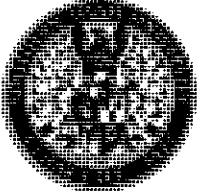Page 5 of 26

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c. Lecturer: The title of Lecturer is an entry-level faculty position. Lecturers have a primary responsibility for effective teaching and secondary responsibility for academic unit participation.

3. Special Appointments (Professional in Residence, Artist in Residence) require a minimum of a bachelor's degree. A professional-in-residence or artist-in-residence requires prominence and experience in the field the appointee will be teaching, or a specialized certification in the discipline. Indicators/attributes for prominence and experience are articulated by the search committee and the department chair, and are subject to action by the dean and Provost.

4. The University also recognizes the title of Professor Emeritus. A Professor Emeritus may be employed on a part-time basis or may not be currently employed at all.

5. An annual review consists of the Faculty Annual Activity Report (FAAR) and associated evaluative letters.

FACULTY ANNUAL REVIEW (6.1.1)

I. **PURPOSE:** To establish guidelines and procedures for the Faculty Annual Activity Report (FAAR).

II. **PROCEDURE:**

A. All faculty members are responsible for documenting accomplishments and activities in a FAAR on their performance on each criterion in Policy 6.1, IV above.

B. An example of the content and format of the FAAR is contained in Appendix A.

C. Each Department specifies the content and general format of the documentation. All documentation is made available to evaluating entities when requested.

D. The faculty member forwards the FAAR to the department chair according to the schedule of deadlines attached as Appendix B.

E. Responsibility of department chair:

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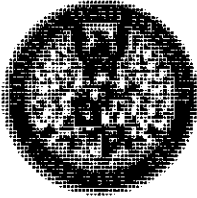Date Amended: 11/29/07
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1.   Reviews all FAARs for all faculty in his or her department. Prepares an evaluative letter for each faculty member in the department on each criterion in Policy 6.1, IV. In addition to the material provided by the faculty member, the department chair may utilize other information such as personal interviews, peer evaluations, student evaluations, summaries of relevant activity, and other pertinent information.

2.   For all tenure track faculty, the FAAR with the chair's evaluative letter is forwarded to the chair of the department LRT committee pursuant to the schedule of deadlines that is attached as Appendix B. For all other faculty, the FAAR with the chair's evaluative letter attached is forwarded to the dean pursuant to the schedule of deadlines that is attached as Appendix B.

3.   Forwards FAARs and evaluation letters to the dean.

4.   After receiving back from the dean the FAAR with evaluative letters, the department chair discusses the evaluative letters with the faculty member by the deadline in the schedule that is attached as Appendix B. When a tenure-track or non-tenure track faculty member is to be retained but the faculty member's performance is other than standard, the faculty member in consultation with the department chair prepares and implements a plan, with time table, to correct the indicated weaknesses. The department chair may use the resources of the department in this endeavor. Copies of all developmental plans are forwarded to the dean and to the Provost.

F.   Responsibility of department LRT committee:

1.   Prepares an evaluative letter for each tenure-track faculty member in the department. The department LRT committee utilizes the faculty member's FAAR, the department chair's evaluative letter, and may also use peer evaluations, student evaluations, summaries of relevant activity, and other pertinent information.

2.   Forwards the faculty member's FAAR, department chair's and the department LRT committee's evaluative letters to the dean of the college/school according to the schedule of deadlines that is attached as Appendix B.

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G. Responsibility of college/school dean:

1. Reviews all FAARs and evaluative letters.

2. For non-tenure track faculty, the dean directs any concerns to the department chair, requesting a response. For tenure-track faculty the dean directs any concerns to the department chair and/or to the chair of the LRT committee, requesting a response.

3. Prepares an annual evaluation for those faculty members where deemed necessary.

4. All recommendations for non-renewal, with supporting documentation, are forwarded to the Provost. Notice of non-reappointment shall be given to the affected faculty member no later than March 1 of the academic year in which the decision to not reappoint is made.

5. Returns all FAARs and evaluations of each evaluated faculty member to the department chair according to the schedule of deadlines that is attached as Appendix B.

H. Department chairs also prepare a FAAR to be reviewed by the dean.

1. For all non-tenured faculty, each evaluative entity makes a recommendation as to whether the faculty member should be retained.
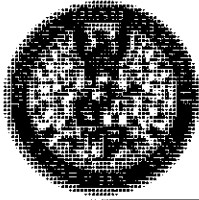

THREE-YEAR REVIEW OF TENURE-TRACK FACULTY (6.1.2)

I. **PURPOSE:** This is a major review conducted during the probationary period to ascertain whether the individual is on track to receive tenure.

II. **PROCEDURE:** The three-year review is conducted according to the table below and follows the same procedures and criteria as the Faculty Annual Review (6.1.1) with the addition of a review by the college/school LRT committee. Deadlines are set-forth in Appendix B. The three-year review is part of the criteria for advancement and tenure.

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Years Granted Toward Tenure	Years of Service before midterm review	Years at SUU before tenure application
0	3 full years	6 full years
1	3 full years	5 full years
2	2 full years	4 full years
3	1 full year	3 full years

A.   Responsibility of faculty member: The faculty member prepares a portfolio that consists of (1) the prior annual reviews, (2) work done that resulted in years granted toward tenure, (3) the current FAAR, and (4) supporting documentation as determined by the department, attached to a cover sheet that is included in Appendix C. This portfolio is submitted to the department chair according to the schedule of deadlines that is attached as Appendix B.

B.   Responsibility of college/school LRT committee:

1.   Receives the Three Year Review portfolio from the department LRT Committee and prepares an evaluative letter for each tenure-track faculty member in the college/school. The college/school LRT committee utilizes the faculty member's portfolio, evaluative letters of the department chair and department LRT committee, and may also utilize peer evaluations, student evaluations, summaries of relevant activities, the non-tenured faculty member's portfolio, and other pertinent information.

2.   Evaluates each criterion in Policy 6.1, IV using one of the ratings in 6.1.IV.B with descriptive language supporting the rating.

3.   Forwards the portfolio and all reviews to the dean of the college/school according to the schedule of deadlines that is attached as Appendix B.

4.   The Dean forwards the portfolio and all reviews to the Provost as indicated in the table in Appendix B.

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ACADEMIC RANK (6.1.3)

I. **PURPOSE**: To establish policy regarding the awarding of academic rank.

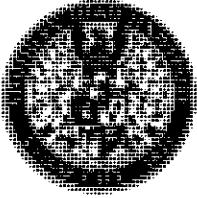II. **POLICY**

A. Hiring with academic rank (See 6.1.V)

1. After evaluating the appointee's educational training and experience, the dean, department chair, and the affected search committee jointly recommend to the Provost a rank that is consistent with SUU policies.

2. There may be circumstances where, in addition to the initial rank assignment, an appointee is granted a specified number of years toward the next rank. Any such credit must be determined between the appointee and the responsible chair, approved by the dean, and Provost, and specified and clearly stated in the initial contract. A maximum of three years may be credited toward rank advancement. The number of years awarded for rank advancement for a tenure-track assistant professor is the same as the number of years reduction to the probationary period for tenure.

3. At hiring, academic officers receive academic rank according to this policy.

B. Implementation

1. Faculty hired prior to 1/28/05 were allowed to choose either to be subsequently evaluated for advancement in rank according to Policy 6.1 approved 11/02/90 or Policy 6.1 approved 1/28/05.

2. Faculty hired post 1/28/05 apply for rank and tenure according to current policy.

C. Qualifications for rank advancement

1. Time in rank

a. Tenure track faculty

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(1) Associate Professor: The rank of associate professor will be granted with the awarding of tenure, normally after seven years as assistant professor.

(2) Professor: Minimum of five years as Associate Professor before applying.

b. Non-tenure track faculty

(1) Assistant Professor: Four years as Lecturer before applying.

(2) Associate Professor: Six years as Assistant Professor before applying.

2. Accomplishments

Every applicant for academic rank advancement will be evaluated according to the faculty evaluation criteria. All annual reviews since hiring to the University or advancement to current rank, including where appropriate the Three-Year Review, will be part of the decision for promotion.

3. Procedure for Rank Advancement

a. Initiating an Application for Rank Advancement: The faculty member prepares an application portfolio consisting of all prior annual reviews covering (1) the minimum number of years required for advancement to the next rank less years granted at time of hire if applicable, (2) current FAAR, (3) supporting documentation as determined by the faculty in the applicant's college or school, attached to a cover sheet that is included in Appendix C. Applications for rank advancement are submitted to the department chair according to the schedule of deadlines that is attached as Appendix B. The candidate may retract and retrieve his/her application at any point of the process, without prejudice.

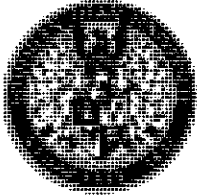b. Responsibility of the Department Chair, Dean and LRT Committees: Applications for Rank Advancement for

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tenure-track faculty are evaluated in the same manner as tenure reviews and according to the schedule of deadlines that is attached as Appendix B. The flow chart describing the review process is in Appendix D. Applications for Rank Advancement for non-tenure track faculty are evaluated in the same manner as tenure reviews except the University LRT committee does not review applications for rank advancement of non-tenure track faculty. The candidate will receive an overall ranking, either "Yes" or "No," as to whether or not the candidate should be advanced in rank. In every LRT committee, the number of those voting in favor of rank advancement and those voting against rank advancement are reported.

 c. Process and Review:

   (1) Any evaluative entity will receive additional information when requested.

   (2) The initial and most thorough peer evaluation should occur at the department level. The department LRT committee and department chair are best qualified to provide an evaluation of the applicant's teaching effectiveness, scholarly/creative activities, service, and collegiality. The department chair and LRT committee will make a critical evaluation of the evidence in the application.

   (3) If three consecutive evaluations (levels) fail to support the rank advancement, then it is denied. If rank advancement is denied, materials submitted by faculty are returned. The Dean will outline areas of improvement for rank advancement.

   (4) The applicant will be notified in writing by the Provost's office as to the awarding, or not, of rank advancement by the Board of Trustees.

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E.   Rank Advancement for Administrators: An administrator is considered for rank advancement according to the criteria specified in this policy.

FACULTY TENURE (6.1.4)

I.   PURPOSE: To establish policy regarding awarding of tenure according to evaluative criteria in Policy 6.1, IV.

II.   POLICY

A.   SUU extends tenure to approved members of the faculty (those hired into tenure-track appointments and those granted tenure at time of hire). Tenure-track appointments will only be given to those members of the faculty who, at the time of such appointments meet the minimum requirements specified in policy 6.1.V.

B.   Tenure is a legally recognized property interest in a faculty appointment designed to protect the academic freedom of a faculty member and to provide the faculty member with a sufficient degree of employment security to make the profession attractive to persons of ability.

1.   Tenure as a property right does not apply to the university as a whole, to a college, or to a department. Rather, tenure as a property right is restricted to the academic discipline for which a faculty member has appropriate disciplinary expertise, credentials and degrees, teaching experience, service, and scholarship.

2.   The awarding of tenure signifies the faculty member's strong commitment to serve students, colleagues, the discipline and SUU in a manner befitting an academic person.

3.   The terms and conditions of every appointment and any revisions will be stated in writing at the time of this appointment, be provided to the affected faculty member, and be made a part of the university personnel file.

4.   Administrators are not tenured in administrative positions. A faculty member holding a position with tenure in an academic program does not lose tenure upon accepting an administrative position at SUU, assuming good standing, and may return to former rank and role at the conclusion of administrative service.

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5. A faculty member receives tenure only when the Board of Trustees approves an effective date for an award of tenure. If an award of tenure has not been made on or before the thirtieth day of June of the final year of the probationary period, or an extension has not been approved in his/her final probationary year, the faculty member will receive a terminal year of employment.

6. Tenured faculty can be terminated for cause as otherwise defined in SUU policies 6.22 and 6.28.
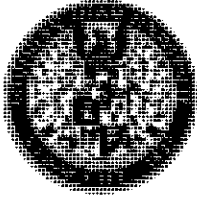
C. Probationary Period: The probationary period for granting tenure is normally seven years unless waived, reduced or extended as specified below.

1. The Board of Trustees may award tenure to the President of the University. Other academic officers may receive tenure as provided in SUU Policy 6.2.

2. Based on full-time service at other institutions of higher education, the probationary period may be reduced by as many as three years, or under exceptional circumstances the probationary period may be waived and tenure awarded at the time of hiring. Any reduction or waiver of the probationary period requires careful scrutiny of the applicant's credentials, documentation consistent with this policy, and the recommendation of the department chair, department and college/school LRT committees, dean, and the Provost, as well as approval by the President and the Board of Trustees. If credit for prior full-time service at another institution is granted, this determination must be stated in the recommendation for initial appointment. No retroactive amendments to initial appointment contracts will be allowed, except as specified in paragraph 6 below.

3. Only complete years served at SUU will count toward the probationary period for an award of tenure.

4. Faculty members must apply for tenure in the last year of the probationary period that begins with the faculty member's tenure-track appointment.

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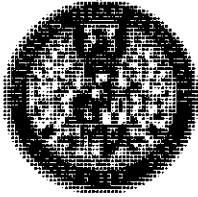Date Approved:11/02/90
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5. In exceptional cases, the Board of Trustees may grant extensions of the probationary period. The faculty member's request for extension must be in writing and approved by the department chair, department LRT committee, dean, and provost. Applications for extensions waive rights or claims for <u>de facto</u> tenure.

6. At the request of the faculty member, and as approved by the department chair, department LRT committee, dean, provost, and the board of trustees, years granted toward tenure at the time of hiring may be rescinded. Such requests must be in writing. If approved, the rescinding of years will be for all years granted.

D. Leave, Rank and Tenure Committees: department, college/school and University LRT committees are established according to the criteria in the table below. Faculty members who are related (as defined in SUU policy 5.2) to another faculty member who is applying for tenure are ineligible to serve on any LRT committee.

Committee procedures will be in accordance with existing policies of SUU.

	Department	College/School	University
Voting members	3	5	1 from each college/school plus 1 from library
Tenured members	All	All	All & Full Professors
Successive membership	No	No	No
Roster submitted by	Department Chair	Dean	Each Dean
Voted by	Tenured/Tenure track Department Faculty	Tenured/Tenure track College Faculty	Tenured/Tenure track College Faculty
Members from other units	As needed	As needed	NA
Administrators serving	None	None	None
Exceptions approved by	University LRT	University LRT	Faculty Senate

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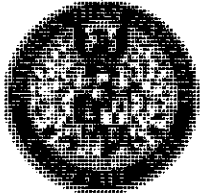E. Application Procedure: The faculty member prepares a tenure application portfolio consisting of (1) all prior annual reviews, (2) the three-year review, (3) current annual review, and (4) supporting documentation as determined by the department, which are attached to a cover sheet that is included in Appendix C. The applicant is responsible to document performance for each criterion. Department chairs or other supervisors will verify the application and documentation. Applications for tenure will be submitted to the department chair according to the schedule of deadlines that is attached as Appendix B. The candidate may retract and retrieve his/her application at any point in the process, and if no extension has been awarded, a terminal contract is given for the next year or the University may initiate a buy-out.

F. Review and Evaluation Procedure: The levels of review and evaluation are summarized in the following chart and are completed according to the schedule of deadlines that is attached as Appendix B. Additional information will be received by any evaluation entity when requested.

1. Each evaluative entity will evaluate each tenure portfolio according to the criteria in 6.1.IV.

2. If three consecutive evaluations (levels) fail to support the tenure application, tenure is denied. If tenure is denied, all materials submitted by faculty are forwarded to the Provost.

3. Prior to submission of materials to the Board of Trustees, any evaluative entity may recall/reconsider an application for tenure. LRT committees require a majority vote for recall or reconsideration. Any such recall/reconsideration requires written documentation and rationale.

4. The candidate also will receive an overall ranking, either "Yes" or "No," as to whether or not the candidate should receive tenure. In every LRT committee, the number of those voting in favor of granting tenure and those voting against granting tenure will be reported.

5. The applicant will be notified in writing by the Provost's office as to the awarding, or not, of rank advancement by the Board of Trustees.

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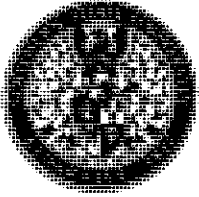
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G.. Post-Tenure Review: Post-tenure Review provides a process of periodic evaluation of faculty. The purpose of post-tenure review is to encourage continuous faculty development.

1. Evaluation criteria for post-tenure review are the same as for any other review. See Policy 6.1, IV.

2. Post tenure review will occur five years after the initial tenure date or last post-tenure review. The dean's office will notify all scheduled faculty members in writing that post-tenure review will take place during the following academic year.

3. The faculty member prepares a portfolio consisting of (1) all prior annual reviews, (2) current FAAR, and (3) supporting documentation as determined by the department, which are attached to a cover sheet that is included in Appendix C. The applicant is responsible to document performance in each criterion.

4. Post tenure review is done within the department and is conducted according to the timetable in Appendix B.

5. The basic standard for appraisal will be whether or not the faculty member under review discharges conscientiously, and with professional competence and conduct, his/her duties.

6. The evaluation will be discipline and role specific, including consideration for those receiving a post-tenure review while serving as a department chair. It is the intent of this policy to acknowledge that there will be different expectations in different disciplines and changing expectations at different stages of faculty careers. The evaluation should be consistent with department accreditation requirements and Policy 6.1.

7. If the results of the post-tenure review indicate the need for faculty development, the faculty member is responsible for remediating the deficiencies, and the   institution may elect to assist through developmental opportunities. As such, the faculty member in consultation with the department chair prepares and implements a plan, with time table to improve, that may include guidance, counseling, therapy, leave of absence, voluntary resignation, or early retirement. This plan, with supporting documentation, will be forwarded to the dean for action, including approval or referral back to the chair. Any disagreements between the faculty member and the department

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chair concerning the plan or timetable will be resolved by the dean. The Dean forwards the post-tenure review and all documentation to the Provost.

8.   Following the implementation of a development plan, if subsequent evaluations as specified by the time table reveal continuing and persistent problems with a faculty member's performance that do not lend themselves to improvement, and that call into question the faculty member's ability to function in that position, then other alternatives will be explored. Such alternatives may include involuntary separation pursuant to SUU policy.

9.   The post-tenure review of Academic officers who hold administrative assignments of dean or above will start five years after the date of their return to full-time faculty status.

APPENDIX A

Faculty Annual Activity Report (FAAR)
(Note: the following is illustrative of format only, use as many pages as desired.)

Teaching Effectiveness:
Write a summary describing your teaching effectiveness.

Scholarly Activity:
Write a description of all your scholarly activities that fit your department's definition of scholarly activity.

Service to the University, Profession, Community:
Write a description of service rendered.

Collegiality:
Write a description of contributions to collegiality.

APPENDIX B

Deadline Schedule
FAAR, Three-Year Review, Promotion and Tenure

To:	Annual Review (6.1.1)	Three-Year Review (6.1.2)	Rank Advancement (6.1.3)	Tenure (6.1.4)	Post-Tenure Review (6.1.4)
Department Chair	First Tuesday of September	First Tuesday of September	First Tuesday of September	First Tuesday of September	First Tuesday of September
Department LRT	Third Monday of September*	Third Monday of September	Third Monday of September	Third Monday of September	Third Monday of September
College/School LRT	NA	Second Monday of October	Second Monday of October*	Second Monday of October	Second Monday of October
Dean	Second Monday of October	First Monday of November	First Monday of November	First Monday of November	First Monday of November
University LRT	NA	NA	First Monday of December*	First Monday of December	NA
Provost	NA	November 22	January 31	January 31	December 31
Review by Chair with Faculty	December 15	December 15	NA	NA	NA

*Not applicable for non-tenure track faculty.

APPENDIX C
Cover Sheet
(to be Completed by Applicant)
EVALUATION FOR
(check as many as applicable)

_____ THREE-YEAR REVIEW
_____ RANK ADVANCEMENT to _____
_____ TENURE
_____ POST-TENURE REVIEW

Date: _____

Name:_____

Department: _____ College: _____

Tenure-track _____ Non-tenure track _____

Highest degree earned _____ Primary teaching field _____

Degree   Date   Institution

If you are applying for tenure or advancement in rank and credit was granted toward rank advancement or tenure attach agreement.

Complete the following information only if you are applying for advancement in rank.

	Tenure	Rank
Date of hire/current rank	Date of Hire:	Date of Rank:
Years granted at time of hiring		
Years of service at SUU for tenure/rank		
Total years		

Instructions:
Please refer to the table below to determine what needs to be included in the faculty portfolio.

Three-Year Review	Tenure	Rank Advancement	Post-tenure Review	
X	X	X	X	Current FAAR
X	X	X	X	Prior Annual Reviews (FAARS and evaluative letters)
	X			Three year Review
X				Work done that resulted in years granted toward tenure and/or rank advancement.
X	X	X	X	Supporting Documentation as determined by Department

Summarize your cumulative performance in the following areas (as reflected in FAARs) for the period of review.

Teaching Effectiveness:
Write a summary describing your teaching effectiveness.

Scholarly Activity:
Write a description of all your scholarly activities that fit your department's definition of scholarly activity.

Service to the University, Profession, Community:
Write a description of service rendered.

Collegiality:
Write a description of contributions to collegiality.

EVALUATIVE LETTER
(to be Completed by all evaluative entities)

Date: _____

Name of Faculty Member: _____
Name of Evaluative Entity _____
For Non-Tenured Faculty Should the Faculty Member be Retained: Yes ____ No ____
Signature(s):

Please provide your evaluation of the above named individual.

____Standard   ____Low   ____Unacceptable

Comments:

Scholarly/Creative Activity:

____Standard   ____Low   ____Unacceptable

Comments:

Service Activities:

____Standard   ____Low   ____Unacceptable

Comments:

Collegiality:

____Standard   ____Low   ____Unacceptable

Comments:

EVALUATION FOR
(to be Completed by Evaluator/Evaluative entity)

(check as many as applicable)

_____ RANK ADVANCEMENT to _____
_____ TENURE

Date: _____

Name of Faculty Member: _____
Name of Evaluative Entity _____
Evaluative Entity's Recommendation: Should the faculty member be advanced in rank and/or be granted tenure?
Yes _____   No _____
For Committees, please complete. Number voting Yes _____ voting No _____
Signature(s):

Please provide your evaluation of the above named individual.
Teaching:

____Standard ____Low ____Unacceptable

Comments:

Scholarly/Creative Activity:

____Standard ____Low ____Unacceptable

Comments:

Service Activities:

____Standard ____Low ____Unacceptable

Comments:

Collegiality:

____Standard ____Low ____Unacceptable

Comments:

EVALUATION FOR POST-TENURE REVIEW
(to be Completed by Evaluator/Evaluative entity)

Date: _____

Name of Faculty Member: _____

Name of Evaluative Entity _____

Evaluative Entity's Recommendation: Does the faculty member under review discharge conscientiously, and with professional competence, his/her duties?

Yes _____ No _____

Signature(s):

Please provide your evaluation of the above named individual.

Teaching:

____Standard ____Low ____Unacceptable

Comments:

Scholarly/Creative Activity:

____Standard ____Low ____Unacceptable

Comments:

Service Activities:
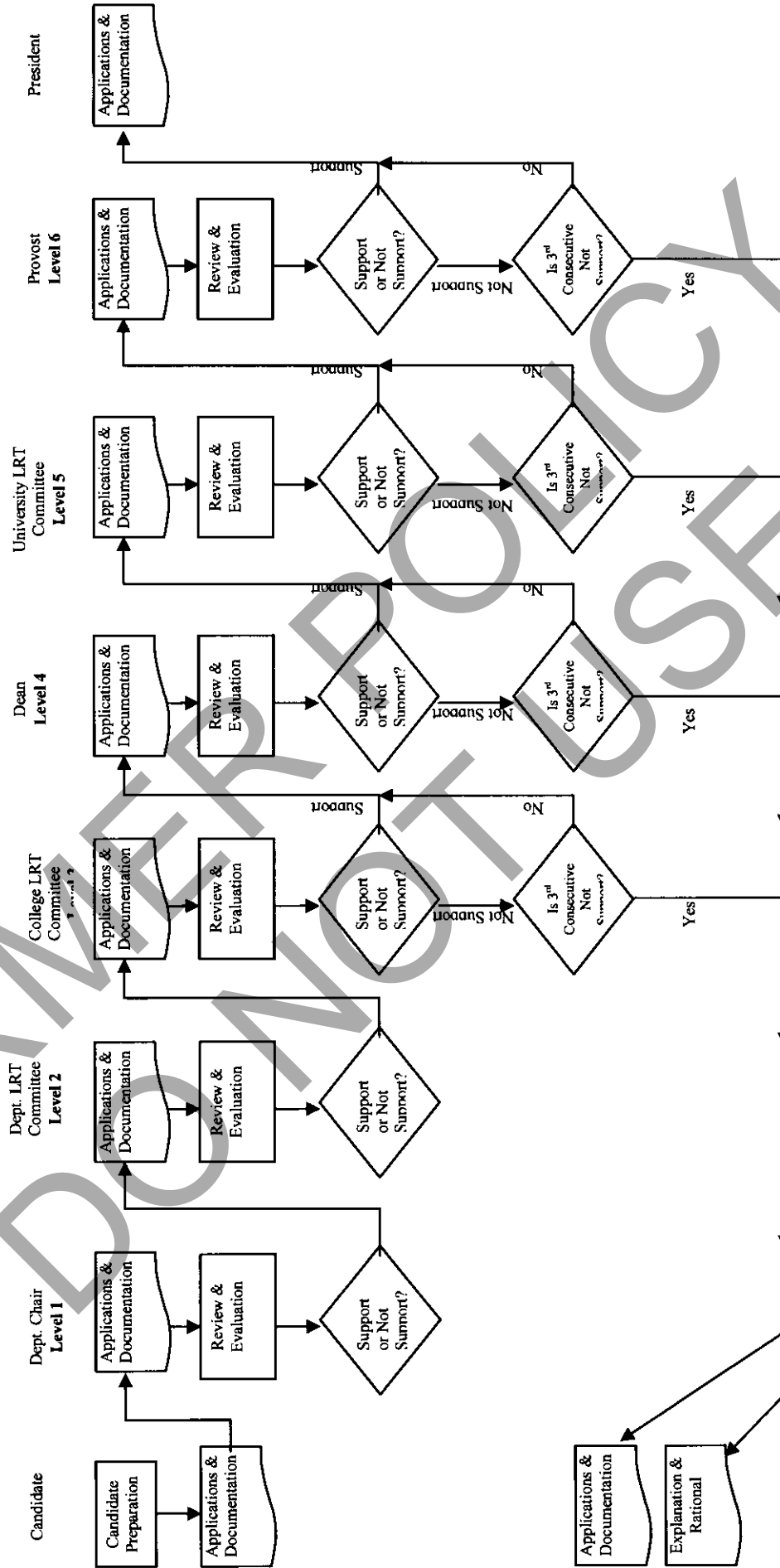
____Standard ____Low ____Unacceptable

Comments:

Collegiality:

____Standard ____Low ____Unacceptable

Comments:

APPENDIX D
Promotion and Tenure Review Procedures

Candidate
- Candidate Preparation
- Applications & Documentation

Dept. Chair Level 1
- Applications & Documentation
- Review & Evaluation
- Support or Not Support?

Dept. LRT Committee Level 2
- Applications & Documentation
- Review & Evaluation
- Support or Not Support?

College LRT Committee Level 3
- Applications & Documentation
- Review & Evaluation
- Support or Not Support?
- Not Support — Is 3rd Consecutive Not Support?
- No / Support
- Yes

Dean Level 4
- Applications & Documentation
- Review & Evaluation
- Support or Not Support?
- Not Support — Is 3rd Consecutive Not Support?
- No / Support
- Yes

University LRT Committee Level 5
- Applications & Documentation
- Review & Evaluation
- Support or Not Support?
- Not Support — Is 3rd Consecutive Not Support?
- No / Support
- Yes

Provost Level 6
- Applications & Documentation
- Review & Evaluation
- Support or Not Support?
- Not Support — Is 3rd Consecutive Support?
- No / Support
- Yes

President
- Applications & Documentation

- Applications & Documentation
- Explanation & Rational

APPENDIX E

MINIMUM DEGREES EXPECTED FOR FULL PROFESSOR

Department	Discipline	Full Professor
Accounting	Accounting Business Law Tax	DBA or Ph.D. J.D. J.D. + MAcc; LLM in Tax
Agriculture/Nutrition	Agriculture Nutrition	Ph.D. Ph.D.
Art and Design	Studio Education History	M.F.A. Ed.D. Ph.D.
Biology	Biology	Ph.D., DA
Communication	Communication	Ed.D, Ph.D.
CSIS	Computer Science Information Systems	Ph.D. Ph.D.
Economics and Finance	Economics Finance	DBA or Ph.D. DBA or Ph.D.
English	English	Ph.D.
Foreign Languages & Humanities	Languages Philosophy	Ph.D. Ph.D.
History and Social Sciences	History Sociology Anthropology	Ph.D Ph.D. Ph.D.
Integrated Engineering and Technology	Engineering Engineering Technology Construction Management Technology Education	Ph.D. Ph.D., Ed. D. Ph.D., Ed. D. Ph.D., Ed. D.
Library	Library and Information Sciences	M.L.S. + 2nd Masters Ph.D., Ed.D., M.Ed. + 2nd Masters
Management and Marketing	Business Education Hotel, Resort & Hospitality Mgt. Management Marketing	Ed.D., Ph.D. Ph.D. D.B.A./Ph.D. D.B.A./Ph.D.
Math	Mathematics Mathematics Education	Ph.D. Ed.D., Ph.D.
Music	Performance History/Musicology/Theory/Composition Music Education	Ph.D., D.M.A, D.A. Ph.D., D.M.A. Ph.D., Ed.D., D.Mus.Ed., D.A.
Nursing	Nursing	Ph.D., Ed.D., D.N.S., D.N.P.
Physical Education	Teaching and Coaching Outdoor Recreation	Ed.D., Ph.D. Ed.D., Ph.D.
Physical Sciences	Chemistry Geology Physics Geography	Ph.D. Ph.D. Ph.D. Ph.D.
Political Science & Criminal Justice	Political Science Criminal Justice	Ph.D., D.P.A. J.D., Ph.D.
Psychology	Psychology Educational Psychology	Ph.D. Ed.D.
Teacher Education	Teacher Education Family Life and Human Development	Ed.D., Ph.D. Ed.D., Ph.D.
Theatre Arts/Dance	Performance Education/History	MFA Ed.D, Ph.D.