

APPLICATION FOR

Three-Year Review, Rank Advancement, Tenure & Post-Tenure Review

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

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Three-Year Review Application (*Section Title*)

1. Summaries of cumulative performance in teaching, scholarly/creative activity, service, and collegiality. Take as much room as needed (including information from previous FAARs and current activity) for the period of review. (Policy 6.1, Appendix D)
2. All prior annual reviews (FAARs & evaluative letters) documenting the most recent first.
3. Department LRT Policy

SUPPORTING DOCUMENTATION

TEACHING (*Section Title*)

1. [Philosophy of Teaching](#) (not required for post-tenure review)
2. [Self-Evaluation](#) (quantitative and qualitative)
3. [Peer Review-](#) (not required for post-tenure review)
4. [List of Courses Taught, Syllabi & Student Evaluations](#)
5. [Samples of Assignments](#) (not required for post-tenure review)
6. [Curriculum and Course Development](#) (if applicable)
7. [Summary of Guest Teaching & Hosting](#) (if applicable)
8. [Student Achievements](#) (under your mentorship)

SCHOLARLY AND CREATIVE (*Section Title*)

Documentation and content based on department LRT policy

SERVICE (*Section Title*)

1. Department
2. College
3. University
4. Professional
5. Community

COLLEGIALLY (*Section Title*)

A choice needs to be made in which category an activity will be listed. It should **not** be documented in two separate areas. Activity must correlate with department criteria.

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	
NA	NA	NA	NA	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

Faculty Member:

Years at SUU:

LINKS TO PRIOR FAARs and Applications

[Link prior annual reviews and evaluative letters here if applicable]

[Link Three-year review and evaluative letters here if applicable]

ACTIVITY SUMMARIES for Period of Review

(These summaries may extend to additional pages.)

Teaching Effectiveness:

(Summarize the narrative you've written in the documentation section regarding your teaching effectiveness.)

[Replace this text with your summary.]

Scholarly or Creative Activity:

(Summarize your activities fitting your department's definition of scholarly activity.)

[Replace this text with your summary.]

Service:

(Summarize service to the university, profession, and community. Your summary should include description of service rendered, and evaluation of its impact, and a statement of your contribution.)

[Replace this text with your summary.]

Collegiality:

(Summarize key points of collegiality within your department and with colleagues across campus)

[Replace this text with your summary.]

Faculty Report by: **[Faculty Name]**

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TEACHING

1. Philosophy of Teaching *(Please review each year and revise as needed.)*

[Replace this text with your teaching philosophy.]

2. Self Evaluation

Please address any points documented in the *teaching section* including peer reviews, IDEA evaluations, workload/course preps, curriculum development, etc. Discuss these topics as well as successes and challenges in the classroom in a narrative format.

To support the achievement of academic goals, the university recognizes faculty work in using experiential, engaged learning and interdisciplinary pedagogies where possible. Experiential and engaged learning integrates theory and practice by combining academic inquiry with designed, managed and guided academic experiences. Promotion and tenure requirements allow faculty to be recognized for using these pedagogies in their teaching and scholarship, as well as in supervising students in various projects (e.g. capstone projects, senior projects, undergraduate research, internships, etc.)

[Replace this text with your teaching self evaluation.]

3. Peer Review

(An annual peer review must be done by the Department Chair and a tenured faculty member.)

Process:

1. An evaluation of classroom/studio teaching is conducted annually for tenure-track faculty by the department chair (or associate chair depending on discipline) and peer evaluator. Both evaluations become part of the Faculty Annual Activity Report (FAAR).
2. The faculty member selects a peer evaluator from tenured faculty (with chair approval, it may be outside the department).
3. Pre-visit preparatory meeting.

The department chair (or associate chair depending on discipline), peer evaluator, and faculty member meet prior to the scheduled classroom/studio evaluation to:

- 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

4. Department Chair or Associate Chair/ Peer Evaluation Visit

The evaluation form is completed independently by both evaluators as part of the class observation.

5. Post Evaluation Meeting

The faculty member meets with the department chair (or associate chair) and peer evaluator to discuss the evaluation.

Peer evaluator(s) name and title (for most recent year)

Observation Date:

Course Number & Name

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

[Evaluator Name] Link to Evaluative Letter

[Evaluator Name] Link to Evaluative Letter

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

[One Sample syllabi could be attached]

Fall Semester

1. [Course Number], [Course Name]
 - a. Enrollment:
 - b. Format: (Lecture, Studio, Other)
 - c. Link to Syllabus
 - d. IDEA Summary Evaluation Adj. Score:
 - e. Student Evaluations

2. [Course Number], [Course Name]
 - a. Enrollment:
 - b. Format: (Lecture, Studio, Other)
 - c. Link to Syllabus
 - d. IDEA Summary Evaluation Adj. Score:
 - e. Student Evaluations

3. [Course Number], [Course Name]
 - a. Enrollment:
 - b. Format: (Lecture, Studio, Other)
 - c. Link to Syllabus
 - d. IDEA Summary Evaluation Adj. Score:
 - e. Student Evaluations

Spring Semester

1. [Course Number], [Course Name]
 - a. Enrollment:
 - b. Format: (Lecture, Studio, Other)
 - c. Link to Syllabus
 - d. IDEA Summary Evaluation Adj. Score:
 - e. Student Evaluations

2. [Course Number], [Course Name]
 - a. Enrollment:
 - b. Format: (Lecture, Studio, Other)
 - c. Link to Syllabus
 - d. IDEA Summary Evaluation Adj. Score:
 - e. Student Evaluations

Section: **Teaching (Course List Continued)**

3. [Course Number], [Course Name]

- a. Enrollment:
- b. Format: (Lecture, Studio, Other)
- c. Link to Syllabus
- d. IDEA Summary Evaluation Adj. Score:
- f. Student Evaluations

Summer

1. If Applicable

Section: **Teaching**

5. Samples of Assignments

1. [1-3 Assignment sheets]
2. 1-6 examples of student work for each assignment (only if applicable)

Section: **Teaching**

6. Curriculum and Course Development (*if applicable*)

[Narrative of development of new curricula or significant revision of existing courses.]

7. Summary of Guest Teaching & Hosting (*if applicable*)

1. **By invitation off campus:** [List of workshops, classes, and teaching done at collegiate institutions other than SUU.]
2. **By invitation on campus:** [List of workshops, classes, and other teaching done at SUU outside of your assigned teaching load.]
3. **Guest speakers hosted:** [A list of speakers, master teachers, university guest lecturers, video conferencing, etc. invited and hosted by you to work with students at SUU.]

Section: **Teaching**

8. Student Achievements (*under your mentorship*)

[Multiple faculty contribute to the success of each student. If you played a significant role in their achievement it is appropriate to include the activity. Academic awards on and off campus, local, regional, national, and international recognition for their work or performances, internships, fellowships, job placement, graduate school acceptance etc., should be listed here.]

Scholarly & Creative

Documentation of Activities

[Replace this text with documentation of your scholarly and creative activities. Be aware that evaluative entities outside your discipline will be reviewing these materials. To insure the relevance of your activity is understood, information such as level of peer review, acceptance rate, venue/organization and its international, national, regional, or local significance should be included in your documentation.]

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

Service

List of Service Activities

[Replace this text with documentation of your service activities and committee assignments and brief summary of your contribution and impact in each area where applicable.]

1.0 Department

2.0 College

3.0 University

4.0 Professional

5.0 Community

Collegiality

Collegiality Statement

[Discuss how you meet your department's criteria for collegiality.]