

Utah Valley University
College of Science
Department of Earth Science
Rank Advancement Criteria

APPROVED BY DEPT. 12/1/2017

This document sets forth specific expectations for promotion to Full Professor in the Department of Earth Science at Utah Valley University. A detailed list of examples of contributions necessary to obtain promotion is given below. These expectations for promotion focus on three areas: teaching, scholarship, and service. All faculty members in the College of Science are expected to make significant contributions in the three areas of focus throughout their careers. While it is not required to complete all examples listed, faculty who are seeking promotion to Full Professor should be exemplary in all three areas. The proportion of effort in each area varies among faculty members and likewise may vary throughout one's career.

Because Utah Valley University (UVU) is primarily a teaching university, the principal emphasis for your promotion evaluation is teaching. In the classroom, laboratory, field, or other settings, effective teaching of high quality is expected. Scholarship is an essential aspect of being a university faculty member, and it should support and enliven one's teaching. When possible, scholarly activities should include meaningful participation with students. Service to the university, the profession, and the community is important for faculty members. In addition, because UVU is primarily a teaching university, it is expected that one's work in all three areas ultimately directed towards the success of students.

University requirements for promotion are detailed in UVU Policy 632, Assignment and Advancement in Academic Rank, which can be found at policy.uvu.edu. The timeline for promotion will be governed by policy 632. This Department of Earth Science Rank Advancement Criteria document complements the university policy and specifies expectations at the department level. In the event of a conflict between the criteria listed in this document and those in university policy, the university policy supersedes this document.

Tenured faculty who are anticipating promotion to Full Professor should assemble representative documentation that provides evidence of teaching, scholarship, and service for inclusion in the faculty member's portfolio. This portfolio should show evidence of exemplary work in all three areas. Along with the portfolio a frequently updated and current UVU Professional page is expected, which includes courses taught, and a list of recent peer-reviewed publications. A current curriculum vitae must be included in the portfolio, with a link to the CV on the University Professional Page suggested.

Each year, in collaboration with the Department Chair, each faculty member will conduct an annual faculty evaluation in accordance with University policy. Faculty members are responsible to ensure that the Chair completes each yearly evaluation. The Department RTP Committee and Department Chair may also assign peer-evaluators to evaluate teaching.

Expectations for teaching, scholarship, and service in the Department of Earth Science:

Teaching

- 1) Teaching qualifications: Faculty members must be academically qualified and well-prepared to teach the courses assigned to them. Qualifications include knowledge of effective teaching methods as well as technical knowledge within the faculty member's area of specialty. Evidence of continued enhancement of qualifications should be presented in the faculty portfolio, and may include:
 - a) Attendance and presentation at professional conferences that focus on content area and/or teaching;
 - b) Participation in teaching workshops, such as those offered by the UVU Faculty Center and by outside organizations;
 - c) Development of course materials;
 - d) Authorship of course readings such as web resources and textbooks;
 - e) Scholarly research (especially if that work relates to the classes taught).
- 2) Teaching methods: Courses must be well-organized, well-presented, and engaging for students. Evidence of effective teaching should be presented in the faculty portfolio, and may include:
 - a) Representative examples of course syllabi;
 - b) Representative examples of materials distributed to students during the course (e.g., exams, assignments, guidelines for research projects, etc.); emphasis on those that show innovative teaching strategies;
 - c) Enhancement of courses with engaged learning activities;
 - d) Student Ratings of Instructor (SRIs) from all courses taught at UVU and summary table of quantitative data;
 - e) Peer reviews of teaching. The teaching evaluations should consist of a review of a course, including the course syllabus and teaching observation, by a qualified peer reviewer. Faculty members from within the Department of Earth Science or the College of Science are typical evaluators, however, reviewers from elsewhere at UVU or off-campus may also be solicited. Although the Department Chair or RTP committee may assign peer-reviewers, faculty members are encouraged to invite reviewers at least once per year and be provided written evaluations.

Scholarship

- 1) Ongoing scholarly activity is essential for faculty members at the university level to support teaching, to offer opportunities for student participation in research, and to advance UVU's participation as a university in the national and international scholarly community. Faculty members are expected to contribute to peer-reviewed scholarship within their professions. Peer Reviewed publications will be essential for rank advancement. Evidence of scholarship should be presented in the faculty portfolio, and may include but is not limited to:
 - a) Descriptions of completed and/or ongoing research projects;
 - b) Published article(s) in discipline-related, respected academic journals as determined by the RTP committee;
 - c) Summaries of scholarly presentations at national and international conferences;
 - d) Summaries of scholarly presentations at local, state and regional venues (these will be given less weight than presentations at national and international conferences);

- e) Summaries of scholarly books and/or chapters in scholarly books;
- f) Summaries of scholarly textbooks;
- g) Summaries of scholarly presentations in other venues for dissemination of scholarship;
- h) Collaboration with respected workers from other institutions;
- i) Mentoring of students in research;
- j) Submitting proposal(s) to internal (i.e., UVU) entities for funding to support scholarship of the faculty member and/or students. Funded proposals will receive more weight than unfunded ones;
- k) Submitting proposal(s) to external entities for funding to support scholarship of the faculty member and/or students. Funded proposals will receive more weight than unfunded ones.

Service

- 1) Faculty members are expected to contribute to the department, college, university, profession, and community through service and outreach. Associate professors are expected to help advance the university and profession through their service. Leadership roles in service are strongly encouraged. A strong service record does not compensate for inadequacies in teaching or scholarship. Likewise, inadequacy in service cannot be compensated for by scholarship and/or teaching. Evidence of service should be presented in the faculty portfolio, and may include but not limited to descriptions of:
 - a) Serve as Department Chair for at least one three-year term;
 - b) Participation on committees at the department, college, and university levels;
 - c) Chairing committees at the department, college, and university levels;
 - d) Organization of and participation in university events;
 - e) Organization of and participation in department and college symposia and seminars;
 - f) Service as an editor or reviewer for manuscripts and grant proposals;
 - g) Participation on professional committees;
 - h) Organization of professional meetings and symposia;
 - i) Service as an officer for a professional organization;
 - j) Collaboration with colleagues within and outside of the university, and other activities that contribute to the advancement of the profession;
 - k) Professional presentations to community groups;
 - l) Organization of or participation in volunteer activities;
 - m) Participation on public committees or councils;
 - n) Other activities that allow faculty members to contribute their professional expertise to student and faculty success and the university's activities and priorities, to advancement of the profession, and to the community.