

Department of Biology Tenure Criteria

Approved by the Department on February 3, 2016

Approved by the Dean on February 26, 2016

Approved by the Senior Vice President on February 26, 2016

The Department of Biology expects tenure-track faculty members to develop professionally and make sustained contributions in teaching, scholarship, and service. Because UVU is primarily a teaching university, the principal emphasis for tenure evaluation is teaching. Scholarship, an essential component of faculty activity, should support and enliven teaching. Service should focus on activities linked to the faculty member's position that benefit students, faculty, the university, the community, and the profession.

The distribution of time and emphasis devoted to teaching, scholarship, and service, must meet workload requirements defined by the Utah System of Higher Education Board of Regents as applied at UVU; and sufficient emphasis must be placed on teaching to demonstrate excellence as described in the policy. Once these requirements are met, the faculty member should be afforded as much flexibility as possible to negotiate a plan that follows her or his own strengths and interests, and the opportunities that may arise.

The proportion of effort in each area, beyond the required items listed below, varies among faculty members and likewise may vary throughout a career. Each faculty member should follow these principles in developing a tenure plan outlining how s/he will achieve tenure in the Department of Biology. All criteria in this document are intended to be consistent with UVU Policy 637 (Faculty Tenure), and in any case of conflict, the provisions of Policy 637, or any other pertinent university-level policies, apply.

PROCEDURES

- Newly hired faculty members will receive this tenure document from the Biology Retention, Tenure, and Promotion (RTP) Committee Chair no later than one month after the date of hire.
- Before the end of the first semester at UVU, the candidate meets with the RTP Committee Chair and Department Chair and creates a detailed tenure plan that is an extension of, and consistent with, documented agreements made at the time of hire. This plan will outline a set of expectations for tenure tailored to the specific position and areas of expertise, consistent with the expectations in UVU Policy 637 (<http://uvu.edu/policies>).
- The tenure plan will be approved in writing by the end of the second semester of employment by the Biology RTP Committee, and then by the Biology Department Chair, and finally by the Dean of the College of Science & Health.
- The candidate should *immediately* begin assembling representative documentation that provides evidence of teaching, scholarship, and service for inclusion in the faculty portfolio. This portfolio should follow the tenure plan and must be organized in

accordance with UVU Policy 637 and its checklist. Tabs for organizing the portfolio are available from the Office of Academic Affairs. For guidance and examples, it is recommended that the candidate examine recent sample tenure portfolios.

- For those on the standard tenure-track schedule, the candidate will submit the portfolio for midterm and tenure reviews as detailed in UVU Policy 637. Special circumstances may be dealt with on an individual basis.
- Each year, the Department of Biology Chair will conduct an annual faculty evaluation to help the faculty member sustain his/her activity level, highlight accomplishments, and identify any areas that require improvement.

Teaching

Excellence in teaching will be evaluated in the areas of preparation, delivery, and improvement. Excellence should be demonstrated by current pedagogy and current content knowledge. Courses must be well-organized and well-presented. Teaching should reflect UVU's mission of engaged learning, seriousness, inclusivity, and focus on student success. Engaged learning is an approach to education that involves active and collaborative learning. It provides students the opportunity to connect their classroom experience with concrete applications in professional and civic life. In addition to the evidence of achievements delineated in Policy 637, examples of continued enhancement of teaching are to be presented in the faculty portfolio.

The following items must be included in the portfolio:

1. Sample course syllabi from each course (not section) taught;
2. Evidence of the development of course materials, which includes redesigning existing courses and development of new courses (e.g., innovative assignments, hands-on learning, engaged learning, service-learning, and incorporation of technology in the classroom);
3. Summarized Student Rating of Instruction (SRIs) with student feedback from every course section;
4. Written evidence of efforts, in conjunction with a chosen faculty mentor, to use SRIs or other teaching assessments to identify significant areas for improvement of teaching, and demonstrate how improvements have been implemented;
5. Annual supervisor assessments;
6. A minimum of two peer evaluations of teaching. The first should occur prior to the third-year review, and the second after the third-year review. An evaluation should include a written summary of an observation of teaching to address the following: a description of the context of the course, pedagogy used, and whether the information is current. The evaluations should be conducted by UVU faculty members;
7. Evidence of attendance at a minimum of two professional development events focused on teaching, and a written reflection on how new techniques might be implemented in teaching.

Further evidence of excellence in teaching is also required and may include but is not limited to:

- Attendance and presentation at professional conferences that focus on content area and/or teaching at the university level;
- Participation in teaching workshops, such as those offered by the UVU Office of Teaching and Learning and external organizations;
- Authorship of department and university-approved course readings such as web resources and textbooks;
- Scholarship related to teaching and learning;
- Mentoring of undergraduates in engaged learning and research;
- Student Consultants On Teaching (SCOT) review of teaching.

Scholarship

Ongoing scholarly activity is essential for faculty members in the Department of Biology 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. Tenure-track faculty members are expected to contribute to scholarship within their professions and must meet all expectations in this category.

During the probationary period, scholarship must result in at least one peer-reviewed publication and at least one presentation at a scholarly conference, both related to the candidate's discipline and/or pedagogy, and in venues considered to be professionally reputable by the Department of Biology RTP Committee. The candidate should consult with the RTP Committee and obtain written confirmation that a venue is deemed professionally reputable prior to selection of venues.

Further evidence of scholarship is also required and could include but is not limited to:

- Additional manuscripts submitted, accepted, or published in peer-reviewed academic journals;
- Scholarly books and/or chapters in scholarly books;
- Textbooks, textbook chapter(s), and lab manuals;
- Additional scholarly presentations at local, regional, national, and/or international conferences;
- University-approved grant proposals submitted to external funding organizations;
- Brief descriptions of ongoing research projects.

Service

Service related to the position is a mandatory component of a faculty member's responsibility to the department, college, university, profession, and community. Faculty members are expected to serve on different committees at the department, college, and/or university level and must meet all expectations in this category.

Examples of activities to fulfill service requirements may include but are not limited to:

- Participation on committees at the department, college, and/or university levels;
- Development of academic programs;
- Organization of and participation in university events beyond professional obligations;
- Organization of and regular participation in department symposia and seminars, as well as attendance, participation, and organization of other symposia and seminars beyond the department level;
- Service as an editor or reviewer for manuscripts and grant proposals;
- Participation on professional committees;
- Organization of professional meetings and symposia;
- Service as an officer for a professional organization;
- Collaboration with colleagues within and outside of the university, and other activities that contribute to the advancement of the profession;
- Professional presentations to community groups;
- Organization of or participation in university or discipline-related volunteer activities;
- Participation on discipline-relevant public committees or councils;
- Other activities that allow faculty members to contribute their professional expertise to student and faculty success and the university's activities and priorities, to the advancement of the profession, and to the community.