

**Department of Automotive Technology**  
**Assignment and Advancement in**  
**Academic Rank and Tenure**

## **guideline**

### **I. Rationale**

A. The selection and promotion of a faculty member is of paramount importance to Utah Valley University (UVU). UVU seeks to appoint excellent faculty, reward their achievement, and encourage them to become active participants in this scholarly institution. Promotion is granted in recognition of distinctive achievement. This guideline is based on a firm expectation of ever-developing excellence in a faculty member's role as a teacher / scholar, and one's contributions to the mission of UVU. The purposes of this guideline are 1) to place new hires in an appropriate academic rank; and 2) to create a fair process for promotions.

While many members of the academic community may end their careers at UVU at an academic rank below that of Professor, faculty members are encouraged to aspire to Professor status and prepare themselves to attain the rank of Professor.

### **II. Terms**

A. *Appropriate Degree* -- The qualifying credential (academic degree, certification, professional qualification, expert designation, etc.) for a discipline, field, or area of specialization that will support the pursuit of academic and/or professional standards of excellence and outstanding performance. The degree must satisfy the Department RTP Committee criteria for academic rank placement or advancement. All degrees shall be from regionally accredited institutions.

B. *Department* -- The term department shall refer to the Department of Automotive Technology and its specific programs.

C. *Department Rank guideline* -- The set of criteria and procedures unique to each Department by which academic rank is determined.

D. *Exemplary* -- A consistently high level of professional work in the areas of teaching, scholarship, and service over and above competency. Evaluations of teaching, scholarship, and service shall be made in comparison to other UVU faculty in the same discipline, field, or area of specialization.

E. *Scholarship* -- Research and other creative work unique to each discipline which adds to that discipline in knowledge or skills.

F. *Terminal Degree* -- The highest appropriate degree for a discipline, field or area of specialization. (see Appendix A)

### **III. Department Guideline**

A. This guide describes the minimum criteria for determining eligibility for initial appointment and advancement in rank. This is in harmony with the University rank policy (632). In the

event of conflict between this guide and University policy, the University rank policy will supersede. Except for promotion to the rank of Associate Professor upon achieving tenure, neither the attainment of tenure nor the length of time at a particular rank automatically confers rank advancement. Each promotion is evaluated on its own merit, recognizing not merely what has been accomplished, but also the promise for future achievement.

- B.** All faculty members are responsible to adhere to policy 635, "Faculty Rights and Responsibilities".

#### **IV. Academic Ranks Open to Members of the Academic Community**

##### **A. Ranks available to faculty members on tenure track and tenured faculty members.**

Instructor, Assistant Professor, Associate Professor, and Professor.

**B. Ranks available to faculty members on non-tenure track.** Lecturer, Appointment in Residence, Visiting Faculty/Scholar, Senior Lecturer, Senior Appointment in Residence, and Senior Visiting Faculty/Scholar.

#### **V. Initial Assignment and Rank Advancement for Tenure-Track Faculty Members**

**A.** Newly hired Tenure-Track Faculty shall be assigned an appropriate rank according to the Department Rank guides. Credit for previous academic experience, professional experience, and/or professional training may be considered for determination of the appropriate rank.

##### **B. Minimum Qualifications for Initial Appointment**

**1. Instructor.** The appointment to Instructor is reserved for a faculty member who lacks a terminal degree. A candidate must have a minimum of eight (8) years professional experience in his/her area of teaching specialty and a discipline related Bachelors Degree and have completed 30 hours of discipline specific training/certifications/workshops within the previous two (2) year period.

**2. Assistant Professor.** A candidate must have a minimum of eight (8) years professional experience in his/her area of teaching specialty and a discipline related Bachelors degree and two (2) years of teaching, service, scholarship at a regionally-accredited college or university and have completed 50 hours of discipline specific training/certifications/workshops within the previous two (2) year period. A candidate with a Terminal degree or equivalent (see Appendix A) as determined by the RTP committee, must have a discipline related Bachelors or Associates degree and a minimum of six (6) years professional experience in his/her area of teaching specialty, two (2) years of teaching, service, and scholarship at a regionally-accredited college or university and have completed 60 hours of discipline specific training/certifications/workshops within the previous two (2) year period.

**3. Associate Professor.** A candidate must have a Masters degree in a closely related field and a Bachelors or Associate degree in a discipline related field and a minimum of ten (10) years professional experience in his/her area of teaching specialty and six (6) years of

teaching, service, and scholarship at a regionally-accredited college or university and must have successfully attained tenure at a regionally-accredited college or university and have completed 160 hours of discipline specific training/certifications/workshops within the previous four (4) year period. Or, a candidate with a Terminal degree or equivalent (see Appendix A) as determined by the RTP committee, must have a Bachelors or Associates degree in a discipline related field and a minimum of eight (8) years professional experience in his/her area of teaching specialty and six (6) years of teaching, service, and scholarship at a regionally-accredited college or university and must have successfully attained tenure at a regionally-accredited college or university and have completed 160 hours of discipline specific training/certifications/workshops within the previous four (4) year period.

**4. Professor.** A candidate must have a terminal degree or equivalent (see Appendix A) as determined by the RTP committee, must have a Bachelors or Associates degree in a discipline related field and a minimum of eight (8) years professional experience in his/her area of teaching specialty and a minimum eight (8) years teaching experience as a tenured Associate Professor at a regionally-accredited college or university and have completed 200 hours of discipline specific training/certifications/workshops within the previous five (5) year period. The candidate must meet the Professorial criteria set forth in appendix B & C.

### **C. Minimum Qualifications for Rank Advancement**

**1. Assistant Professor.** Candidate must have a discipline related Bachelor degree in his/her area of teaching specialty, two (2) years of teaching, service, and scholarship at UVU, and be rated "Good" according to RTP Committee Evaluation Criteria (70 or above in two areas for a continuous two-year period with no rating lower than 60, see Appendix B). The candidate must also complete 60 hours of discipline specific training/certifications/workshops within the previous two (2) year period. The candidate must meet the Professorial criteria set forth in appendices B & C.

**2. Associate Professor.** Candidate must have a Bachelor degree in a closely related field and have completed 160 hours of discipline specific training/certification/workshops within the previous four (4) year period and successfully attain tenure at UVU (see Utah Valley University Policy 637). Candidate must also meet criteria set forth in appendices B & C

**3. Professor.** Candidate must have a Terminal degree or equivalent as determined by the RTP committee (see Appendix A), a minimum of five years of teaching, service and scholarship as a tenured Associate Professor at UVU, and must meet the Professorial criteria set forth in appendices B & C.

### **D. Initial Assignment and Rank Advancement for Non-Tenure-Track Faculty Members**

**1.** Newly hired Non-Tenure-Track Faculty shall be assigned an appropriate rank according to the Department Rank Policy. Credit for previous academic or professional experience and/or training may be considered for determination of the appropriate rank.

## **2. Minimum Qualifications for Initial Appointment**

**A. Lecturer.** Candidate must have a discipline related Associate's degree and a minimum of six (6) years professional experience in his/her area of teaching specialty. A candidate with Bachelors degree must have a minimum of five (5) years of professional experience in his/her area of teaching specialty and a discipline related degree.

**B. Appointment in Residence (Writer, Artist, Executive, Professional).** Candidate must have a Regional, National, or International reputation and substantial body of work in an appropriate discipline with strong Department Chair, Dean and VPAA endorsement. (See Policy 639 Adjunct Faculty and Policy 306 Faculty Positions)

**C. Visiting Faculty/Scholar.** Rank consistent with the academic rank the individual held in a previous faculty position or rank appropriate to the Visiting Faculty/Scholar position as negotiated and decided among the Department Chair, Dean and VPAA. This appointment may be given to an individual under temporary appointment to the institution. (See Policy 639 Adjunct Faculty and Policy 306 Faculty Positions)

## **3. Minimum Qualifications for Rank Advancement**

**A. Senior Lecturer.** Candidate must have seven (7) years of college service at UVU and be rated Excellent according to RTP Committee Evaluation Criteria (80 or above in one area for a continuous two-year period with no rating lower than 70, see Appendix B).

**B. Senior Appointment in Residence (Writer, Artist, Executive, Professional).** Candidate must have nine (9) years of college service at UVU and be rated Excellent according to RTP Committee Evaluation Criteria (80 or above in one area for a continuous two-year period with no rating lower than 70, see Appendix B).

**C. Senior Visiting Faculty/Scholar.** Candidate must have eleven (11) years of college service at UVU and be rated Excellent according to RTP Committee Evaluation Criteria (80 or above in one area for a continuous two-year period with no rating lower than 70, see Appendix B).

## **E. Composition and Duties of the Department RTP Committee**

**1. Composition.** The Department RTP Committee shall consist of no fewer than five (5) tenured faculty members elected by the faculty of that Department. Neither Deans nor Department Chairs shall serve on the Department RTP Committee, but may vote as a faculty member for the election of the membership of the committee in the Department to which they are tenured. A Department RTP Committee may, in some instances, incorporate multiple Departments, programs, or even all Departments within one school/college. One member of the committee from the Department wherein rank advancement is to be granted will be elected Chair of the committee by the members of the committee.

**2. Duties** The Department RTP Committee shall:

- A. Establish and periodically update a Department Rank guideline consistent with the University Rank Policy (632) and the evaluation criteria common to their discipline.
- B. Develop a plan for documentation in the Rank Advancement File that verifies the fulfillment of the criteria of its Department Rank Policy.
- C. Establish and meet procedural timelines for evaluation of each candidate's Rank Advancement File.
- D. Ensure that due process is afforded all candidates during the rank advancement review process.
- E. Be thoroughly conversant with the University Rank Policy as well as the Department Rank guidelines.
- F. Make thoughtful recommendations regarding appropriate initial placement and advancements in rank.
- G. Assist in training new faculty in the requirements and process for rank advancement.

## **F. Department Rank Guideline**

### **1. Required Elements**

- A. Department rank policy must be consistent with the University Rank Policy (632). Each Department RTP Committee shall establish and periodically update a Department Rank guideline that includes the following:
  - 1. Criteria for evaluating its faculty members for awarding initial appointment in rank and for subsequent promotion in rank. Criteria shall include requirements, appropriate to the Department, for achievement in the areas of teaching, scholarship, and service.
  - 2. Procedures for evaluating the Rank Advancement File.
  - 3. Appropriate timelines for submission and evaluation. The Department Rank guideline may contain due dates sooner than those established by University policy, but may not extend them. Earlier due dates are binding only for the candidate, Department RTP Committee, and Department Chair.
  - 4. Criteria and review procedures shall be clear, precise, measurable and verifiable.
  - 5. Criteria shall reflect attainment of a consistently high level of professional work in teaching, scholarship and service. The criteria for the rank of Professor shall require exemplary performance on the part of the faculty member.



**B. Written Copies Provided to Faculty Members.** A written copy of the Department Rank guidelines shall be provided to its faculty members and to new faculty members upon hire. Whenever the Department Rank guideline is revised, copies shall be provided to faculty members.

**C. Department Rank Policy Approval.** The Department Rank guidelines shall be subject to approval by the Department Chair, RTP Committee, Dean, VPAA, and an oversight committee of the Faculty Senate as established in its bylaws. Subsequent revisions to the Department Rank guidelines shall also be approved by the same entities.

**Please note: the following guidelines are a detailed explanation of the Department of Automotive Technology within the College of Technology and Computing, forms found in Appendix B .**

**Teaching (Appendix B)**

1. Student Evaluations: Evaluation of teaching by students shall take place each semester for each course assigned to the faculty member. Additional student evaluations may be conducted as determined by the department chair or dean. All student evaluation results shall be included by the faculty member in the Faculty Portfolio see policy (637). Evaluations with an average falling below 3.0 shall not be awarded any percentage points.
2. Peer Evaluations – Minimum of 2 required per year. Evaluations should be included in the rank advancement document.
3. In the year of midterm or tenure review, the RTP Committee, in consultation with the faculty member and the department chair, shall solicit peer evaluations of the teaching, scholarly or creative works, and service of the faculty member. Soliciting evaluations of scholarly and/or creative work from peers outside the university is encouraged. These evaluations shall be added to the Tenure Review Portfolio by the RTP Committee Chair. Identification of the peer reviewers shall be known to the RTP Committee and others charged with reviewing the Tenure Review Portfolio, but shall not be disclosed to the tenure candidate unless identification becomes material during a tenure appeal.
4. Course Development – Development of course curriculum such as syllabi, course outlines, handouts, quizzes, and exams as evidenced by a time log, summary of outcomes, and examples to be included in the rank advancement document.
5. Workshops & Conferences – Applied workshops/conferences include those requiring the participant to take an active role in the learning process by demonstrating a hands-on skill or technique. Theory workshops/conferences include those that are lecture or presentation in nature and do not require the participant to take an active role. Note: If presenting at a conference, see Table 2 (Scholarship and Creative Work).
6. Teaching Awards/Recognitions – Documentation must be included in the rank advancement document to show evidence of such awards or recognitions.
7. Other sources of evidence for quality Teaching may be used but must be pre-approved by the RTP Committee.

**Scholarship/Creative Work (Appendix B)**

1. Publications – Includes books, articles, or videos produced that relate to the candidate's discipline. Thesis, dissertations, and in-house publications do not qualify.
2. Continued Education – Course work from a regionally accredited school that leads towards a Bachelor, Master, or Doctorate degree, and/or course work to improve skills in the candidate's discipline.
3. Professional/Consulting Experience – Includes externships or new work experiences that help build or expand the candidate's current knowledge in their discipline. Repeated work experiences, such as summer employment doing the same type of work each year, is included but rewarded at a lesser rate.
4. Research – Discipline related research. An accurate time log and summary of outcomes must be included in the rank advancement document as evidence of research done. When possible, examples of research documents or materials produced should be included in the document.
5. External Presentations – Presentations for seminars, workshops, or conferences that are prepared and given for external groups outside the department, school, or college and relate to the candidate's discipline and/or expertise.
6. Internal Presentations – Presentations that are prepared and given to peers or colleagues within the department, school, or college.
7. Professional Organizations – Credit is awarded to those individuals who have been elected or appointed to a prominent position within a local, regional, or national organization as a result of their discipline knowledge. Credit is given to those individuals who have received an award or recognition from a professional organization as a direct result of the candidate's knowledge and involvement with their specific discipline.
8. Certification/Licensure – Initial or periodic recertification/licensure that requires considerable preparation and study will be rewarded at a higher level than simple yearly maintenance of certification/licensure as indicated by Table 2.
9. Grant Writing – Work done in preparing, writing, and presenting for grants. A time log of work done and summary of outcomes must accompany the rank advancement document.
10. Patents – Work done in preparing, writing, and securing a patent. A time log of work done and summary of outcomes must accompany the rank advancement document.
11. Other sources of evidence for Scholarship/Creative Work may be used but must be pre-approved by the RTP Committee.

**Service (Appendix B)**

1. Department/College/School – Includes service as Department Chair, Program or Department Coordinator, department specific activities, student recruiting, fundraising, serving on committees, serving on the Faculty Senate, serving as a faculty mentor, club or student advisor. Other intercollegiate service may be credited such as work done for other departments or schools within the college.



Where a time log is required a summary of outcomes will accompany the documentation.

2. Professional – Includes service on local, regional, or national professionally related committees or boards. Service also includes time spent as a reviewer, proctor, judge, or evaluator as a direct result of one's own knowledge of his/her discipline. Service can include time spent creating or maintaining industry partnerships that benefit the candidates department, school or college. Where a time log is required a summary of outcomes will accompany the documentation.
3. Other sources of evidence for Service may be used but must be pre-approved by the RTP Committee.

## **G. The Rank Advancement File**

### **1. Creating and Maintaining the Rank Advancement File.**

- A. Candidate's File. The candidate shall create and maintain his or her own Rank Advancement File and submit it to the Department RTP Committee according to the due dates established by the University policy.
- B. Department Chair's File. The Department Chair shall create and maintain a Rank Advancement File for each member of the department who desires to advance in rank. The Rank Advancement File maintained by the Department Chair shall contain documentation about the candidate related to or received as a function of the duties of a Department Chair. The Rank Advancement File maintained by the Department Chair shall be submitted to the Department RTP Committee according to the due dates established by University policy. If the candidate is a Department Chair or program coordinator, the Dean shall be responsible for creating and maintaining the candidate's Rank Advancement File.

### **2. Contents of the Rank Advancement File**

- A. The Rank Advancement File may contain documents desired by the candidate or solicited by the Department RTP Committee, Department Chair, or Dean. At a minimum, the Rank Advancement File will contain the Request for Rank Advancement Form (Appendix D) and curriculum vitae. Letters of commendation or reprimand must be included in the Rank Advancement File, but these may be rebutted in writing by the candidate. The Department Chair (or Dean if the candidate is a Department Chair) shall notify the candidate of any negative information contained in the Rank Advancement File and provide the candidate with the opportunity to rebut the negative information in writing. Such rebuttals shall be included in the Rank Advancement File.
- B. Combining Files. After the candidate and the Department Chair submit their Rank Advancement Files to the Chair of the Department RTP Committee, the two files will be considered one Rank Advancement File.

- C. Adding Documents. Once the two Rank Advancement Files have been combined, no additional documents shall be added to the Rank Advancement File except for the written recommendations of the reviewers, any written rebuttals to those recommendations or materials specifically requested by the Department RTP Committee.

### **3. Rank Advancement File Review Process**

- A. At each stage of review, the candidate has the right to have the Rank Advancement File fairly and carefully considered according to the assessment criteria established by the Department Rank guideline.
- B. At each stage of review, a written recommendation shall be placed in the Rank Advancement File. The candidate and all others who have participated in the review to that point shall receive a copy of the recommendation.
- C. The candidate shall have five business days to respond in writing to a negative recommendation by the Department RTP Committee, Department Chair, or Dean. The written response is sent to the person making the recommendation and is included in the Rank Advancement File for subsequent reviewers.
- D. The candidate has the right to retract and retrieve his/her application at any point of the process without prejudice.
- E. Appeals may only be made on decisions, not recommendations, and must be based on errors in Due Process. (See policy 646 Faculty Appeals for Retention, Tenure and Promotion.)
- F. The Board of Trustees has final authority in approving all rank advancements.

### **4. Incentives and Rewards**

- A. UVU recognizes the contribution of its faculty in teaching, scholarship, and service. The institution shall, within budgetary restraints, provide compensation for the advancement in rank of its faculty.
- B. Exceptions  
A candidate may request exceptions to the policy and procedures of this document and/or Department documents by written petition to the Department RTP Committee. After receiving a recommendation from the Department RTP Committee, Department Chair, and Dean, the VPAA has final authority to approve the exception. Exceptions must be requested at least one month prior to the due date for submission of the Rank Advancement File to the Department RTP Committee.
- C. Appeals  
The candidate has the right to appeal the final outcome of the rank advancement process to a Due Process Committee following the procedures outlined in UVU Policy 646 Faculty Appeals for Retention, Tenure and Promotion. The recommendation of the Due Process Committee will go to the Board of Trustees who may accept or reject the recommendation.

- D. Effective Date of Policy; This policy replaces Assignment and Advancement In Academic Rank Policy School of Technology and Computing, Cluster Group "A", and Policy F-1.3 Academic Rank and becomes effective (2016). Faculty members retain the rank and years of service held prior to the effective date.

**5. Procedure for Rank Advancement refer to UVU Policy 632 section 5.A**

**Appendix A  
Equivalencies**

There is not a terminal degree offered for any of the specific disciplines of specialty represented in the Department of Automotive Technology. However, for ranking purposes the RTP committee has determined that a Masters degree in a closely related field like; education, engineering, or management, with a discipline related BS, or AS, or AAS degree and continued certifications and testing would suffice in rigor for the required efforts of a terminal degree. The requirements for the specific programs are as follows:

**Program: Automotive Technology (AUT)**

- (1) Completion of a Masters Degree in a closely related field.
- (2) Completion of a discipline related BS, or AS, or AAS Degree.
- (3) Completion of at least 200 hours of additional technical training / certifications / testing, or workshops specific to the automotive industry which might include:
  - (A) Master Automotive Service Excellence (ASE) certification.
  - (B) Receive a safety inspection license.
  - (C) Receive a county emissions license.
  - (D) Earn an advanced engine performance certification. (ASE)
  - (E) Other training activities that are pre-approved by the Department chair or RTP committee
- (4) A minimum of six years Industry work experience in his/her area of teaching specialty.

**Program: Collision Repair Technology (CRT)**

- (1) Completion of a Masters Degree in a closely related field.
- (2) Completion of a discipline related BS, or AS, or AAS Degree.
- (3) Completion of at least 200 hours of additional technical training / certifications / testing, or workshops specific to the collision repair industry which might include:
  - (A) Master Automotive Service Excellence (ASE) certification.
  - (B) I-CAR certifications.
  - (C) Chief certifications
  - (D) Paint manufacturer certifications

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- (E) Other training activities that are pre-approved by the Department chair or RTP committee
- (4) A minimum of six years Industry work experience in his/her area of teaching specialty.

Program: **Diesel Mechanics Technology (DMT)**

- (1) Completion of a Masters Degree in a closely related field.
- (2) Completion of a discipline related BS, or AS, or AAS Degree.
- (3) Completion of at least 200 hours of additional technical training / certifications / testing, or workshops specific to the diesel industry which might include:
  - (A) Master Automotive Service Excellence (ASE) certification.
  - (B) Hydraulic certifications
  - (C) Diesel engine manufacturer specific certifications
  - (E) Other training activities that are pre-approved by the Department chair or RTP committee
- (4) A minimum of six years Industry work experience in his/her area of teaching specialty.

**Appendix B**  
**Evaluation Forms**  
**Course design, Class management, lab management,**  
**New Technology / Scholarly activities, Engaged Learning, Service**

UTAH VALLEY UNIVERSITY  
**AUTOMOTIVE TECHNOLOGY DEPARTMENT**

**CLASSROOM MANAGEMENT EVALUATION**

Evaluation of \_\_\_\_\_ Evaluated by \_\_\_\_\_ Peer/Supervisor \_\_\_\_\_  
Name of faculty being evaluated Name of evaluating peer/supervisor circle one

Course \_\_\_\_\_ Section \_\_\_\_\_ Semester/Term \_\_\_\_\_ Year \_\_\_\_\_

Evaluator: Attend one class period taught by the faculty member listed above. Use this form to evaluate teaching method, knowledge, or skill in the following areas, with 1-4 being below minimum, 5-6 average, 7 good, 8 excellent, and 9-10 being excellent. This evaluation will become part of the tenure document; it will also be used to assess qualification for rank advancement, and may be used for credit toward merit pay.

**The instructor . . .**

	column values									
	1	2	3	4	5	6	7	8	9	10
1. Used Media/Props effectively (whiteboard,video,ect)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Was prepared and well organized for class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Gave explanations and examples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Was genuinely concerned, respectful and approachable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Used questioning as a technique for learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Kept students' attention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has command of class and directs lecture well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Demonstrated command of the subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Used daily lesson plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. started and ended on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TOTALS** (number of checks in column X column value)

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Assignment & Advancement in Academic Rank

**SCORE** (add column totals)

\_\_\_\_ / 100 =  %

Comments

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\* *Evaluator will need to question and offer subjective opinions*

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_



Utah Valley University  
**AUTOMOTIVE TECHNOLOGY DEPARTMENT**

**LAB MANAGEMENT EVALUATION**

Evaluation of \_\_\_\_\_ Evaluated by \_\_\_\_\_ Peer/Supervisor \_\_\_\_\_  
Name of faculty being evaluated Name of evaluating peer/supervisor circle one

Course \_\_\_\_\_ Section \_\_\_\_\_ Semester/Term \_\_\_\_\_ year \_\_\_\_\_

Evaluator: Attend one class period taught by the faculty member listed above. Use this form to evaluate teaching method, knowledge, or skill in the following areas, with 1-4 being below minimum, 5-6 average, 7 good, 8 excellent, and 9-10 being excellent. This evaluation will become part of the tenure document; it will also be used to assess qualification for rank advancement, and may be used for credit toward merit pay.

**The instructor . . .**

	column values									
	1	2	3	4	5	6	7	8	9	10
1. Has command and control of the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ensures students safety, glasses, observe all fire and safety rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assigns students, and follows through with clean up of the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has secure storage for school tools and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Manages the lab and helps students to achieve lab tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Makes available material and equipment for lab tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remains in lab with students to keep them on task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintains and upgrades appearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintains and repairs lab equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. End of course assessment complete and used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TOTALS** (number of checks in column X column value)

**SCORE** (add column totals)

\_\_\_\_ / 100 =  %

Comments

Department of Automotive Technology  
Assignment & Advancement in Academic Rank

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Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

SERVICE EVALUATION  
FORM

EVALUATION OF: \_\_\_\_\_ EVALUATED BY: \_\_\_\_\_ Year: \_\_\_\_\_

**FACULTY USE**

Speed Week:

Describe your contribution

**EVALUATOR USE ONLY**

*evaluation of this activity 1-10*

1 2 3 4 5 6 7 8 9 10

Automotive Open House:

Describe Your Contribution

*evaluation of this activity 1-10*

1 2 3 4 5 6 7 8 9 10

Auto Rama:

Describe your contribution

*evaluation of this activity 1-10*

1 2 3 4 5 6 7 8 9 10-

Auto Expo:

Describe your contribution

*evaluation of this activity 1-10*

1 2 3 4 5 6 7 8 9 10

University or T&C Committee:

Describe your contribution

*evaluation of this activity 1-10*

1 2 3 4 5 6 7 8 9 10

Professional Organization:

Describe your Contribution

*evaluation of this activity 1-10*

1 2 3 4 5 6 7 8 9 10

Other \_\_\_\_\_:

Describe your contribution

*evaluation of this activity 1-10*

1 2 3 4 5 6 7 8 9 10

\_\_\_\_\_  
*Evaluator Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

UTAH VALLEY UNIVERSITY  
**AUTOMOTIVE TECHNOLOGY DEPARTMENT**

**COURSE DESIGN EVALUATION**

Evaluation of \_\_\_\_\_ Evaluated by \_\_\_\_\_ Peer/Supervisor \_\_\_\_\_  
Name of faculty being evaluated Name of evaluating peer/supervisor circle one

Course \_\_\_\_\_ Section \_\_\_\_\_ Semester/Term \_\_\_\_\_ Year \_\_\_\_\_

Evaluator: Attend one class period taught by the faculty member listed above. Use this form to evaluate teaching method, knowledge, or skill in the following areas, with 1-4 being below minimum, 5-6 average, 7 good, 8 excellent, and 9-10 being excellent. This evaluation will become part of the tenure document; it will also be used to assess qualification for rank advancement, and may be used for credit toward merit pay.

**The instructor . . .**

	column values									
	1	2	3	4	5	6	7	8	9	10
1. Are daily lesson plans complete and used, per class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are assessment objectives well defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the end of course assessment complete and used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4. Are homework assignments included with lecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are physical examples and props used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the course material build on itself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the course material up-to-date and relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Blackboard or other technologies used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Changes were made to improve the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Course has been reviewed or approved by industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TOTALS** (number of checks in column X column value)

**SCORE** (add column totals)

\_\_\_\_\_ / 100 =  %

Comments

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Department of Automotive Technology  
Assignment & Advancement in Academic Rank

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*\* Evaluator will need to question and offer subjective opinions*

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

NEW TECHNOLOGY  
AND  
SCHOLARLY TRAINING WORKSHEET

Faculty member: \_\_\_\_\_ Did other UVU faculty attend? Name: \_\_\_\_\_

☐ Assistant Professor 60hrs

☐ Associate Professor 160 hrs

☐ Professor 200 hrs

Training Event Title: \_\_\_\_\_

Date Attended: \_\_\_\_\_

Explain the subject matter  
learned: \_\_\_\_\_

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How will you implement this new material

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Attach all appropriate documentation.

Hours attended: \_\_\_\_\_



## ENGAGED LEARNING

EVALUATION OF: \_\_\_\_\_ EVALUTATION BY: \_\_\_\_\_ Year: \_\_\_\_\_

**Assistant Professor:            One Required Engaged Learning Activity**

Describe  
Activity \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Associate Professor:            Two Required Engaged Learning Activities**

Describe Activity  
one \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Activity  
two \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Full Professor:                    Three Required Engaged Learning Activities**

Describe Activity  
one \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Activity  
two \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Activity  
three \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Examples of Engaged Learning Activities:

- Have students engage in lab performance task that is similar to industry
- Coordinate a field trip when students experience their industry and meet professionals
- Coordinate a guest lecturer experience for the students
- Engage students in a research project
- Have students engage in a live repair, working with consumer needs and desires
- Coordinate a service learning project within your industry

## **Appendix C**

### **Professorial Criteria**

#### **Teaching**

**The faculty member must maintain the standard of their rank**

A Candidate must:

1. Student Evaluation- Maintain a student SRI average of 4.0 for the five (5) year period.
2. New Technology- Document how scholarly training of 200 hours has helped you become a subject matter expert and how this new information has been incorporated into the curriculum. 50 hours of the 200 total hours may be earned through industry work experience.
3. Peer Evaluation- Maintain a ninety (90%) or higher approval rating on the Peer evaluation forms for four (4) of the five (5) previous years. Forms include; course design, class management, lab management.
4. Chair Evaluation- Maintaining a ninety percent (90%) or higher in the supervisor evaluation forms for four (4) of the five (5) previous years.
5. Engaged learning- incorporate three (3) of the preferred engaged learning activities into your course work each year. See form "Engaged learning"
6. Utilized the Annual Faculty Plan process to show improvement efforts linked to course assessment.
7. Attend two courses per year from UVU Teaching Academy or equivalent (must be specific to teaching/learning pedagogy).
8. Other- Replacement of one or more of the above listed criteria must have prior approval of the Department Chair and RTP Committee.

#### **Scholarship**

**The faculty member must maintain the standard of their rank**

A Candidate must:

1. Obtain the appropriate terminal degree as indicated in Appendix A.
2. Publications- Author and submit for publication one article, book, or video related to the candidate's discipline within the previous five (5) year period. Thesis and dissertations do not qualify. Or  
Applied Research- Participate in a minimum of one (1) research project within the previous five (5) year period and submit written documentation of a summary of outcomes, final project if applicable, and logged hours.
3. Presentations- Present at local, regional or national seminar, conference, or workshop a minimum of two (2) times in the previous five (5) year period.
4. Continued Education- Have completed a minimum of two hundred (200) hours of discipline specific training/conferences/workshops within the

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previous five (5) year period. 50 hours of the 200 total hours may be earned through industry work experience.

5. Utilized the Annual Faculty Plan process that show planned scholarship efforts.
6. Grants- Apply for two (2) grants within the five (5) year period.
7. Other- Replacement of one or more of the above listed criteria must have prior approval of the Department Chair and RTP Committee.

**Service**

**The faculty member must maintain the standard of their rank**

A Candidate must:

1. Department- Serve the department with their annual recruiting activities.
2. Service- Serve on a minimum of one (1) University or College committee within the previous five (5) year period.
3. Professional Service- Be an active member of a professional organization.
4. Leadership- Serve in a leadership position in a professional organization for one (1) year within the previous five (5) year period.
5. Student- Serve as an advisor to assigned students or advisor to an official student club.
6. Peer Evaluation- Maintain a ninety (90%) or higher approval rating on the Peer evaluation "Service" form for four (4) of the five (5) previous years.
7. Other- Replacement of one or more of the above listed criteria must have prior approval of the Department Chair and RTP Committee.

**To Obtain Tenure / Advancement To  
Associate Professor, and  
Post Tenure Review Criteria**

**Teaching**

**The faculty member must maintain the standard of their rank**

A Candidate must:

1. Student Evaluation- Maintain a student SRI average of 3.5 or higher for the four (4) year period.
2. New Technology- Document how scholarly training of 160 hours has helped you become a subject matter expert and how this new information has been incorporated into the curriculum. 40 hours of the 160 total hours may be earned through industry work experience.
3. Peer Evaluation- Maintain an eighty (80%) or higher approval rating on the Peer evaluation forms for the four (4) year period, or if tenured the previous five (5) year period. Forms include; course design, class management, lab management.
4. Chair Evaluation- Meet standard by maintaining eighty percent (80%) or higher in the supervisor evaluation forms for the five (5) year period.
5. Engaged learning- incorporate two (2) of the preferred engaged learning activities into your course work each year. See form "Engaged learning"
6. Utilize the Annual Faculty Plan process to show improvement efforts linked to course assessment.
7. Attend four courses per year until tenure is obtained and two per year thereafter from UVU Teaching Academy or equivalent (must be specific to teaching/learning pedagogy).
8. Other- Replacement of one or more of the above listed criteria must have prior approval of the Department Chair and RTP Committee.

**Scholarship**

**The faculty member must maintain the standard of their rank**

A Candidate must:

1. Have an earned Bachelor Degree in a related and appropriate field, and earned an ASE Masters certification, and two industry specific certifications.
2. Continued Education- Have completed a minimum of one hundred sixty (160) hours of discipline specific training/conferences/workshops within the previous five (5) year period. 40 hours of the 160 total hours may be earned through industry work experience.
8. Utilized the Annual Faculty Plan process that show planned scholarship efforts.

3. Grants- Apply for one (1) grant within the five (5) year period.
4. Other- Replacement of one or more of the above listed criteria must have prior approval of the Department Chair and RTP Committee.

### **Service**

**The faculty member must maintain the standard of their rank**

A Candidate must:

1. Department- Serve the department with their annual recruiting activities.
2. Service- Serve on a minimum of one (1) University or College committee within the previous five (5) year period.
3. Professional Service- Be an active member of a professional organization.
4. Student- Serve as an advisor to assigned students or advisor to an official student club.
5. Peer Evaluation- Maintain an eighty (80%) or higher approval rating on the Peer evaluation "Service" form for the five (5) year period.
6. Other- Replacement of one or more of the above listed criteria must have prior approval of the Department Chair and RTP Committee.



**Assistant Professor Criteria  
Or  
Third Year Tenure Track**

**Teaching**

**The faculty member must maintain the standard of their rank**

A Candidate must:

1. Student Evaluation- Maintain a student SRI average of 3.5 for the two (2) year period.
2. New Technology- Document how scholarly training of 60 hours has helped you become a subject matter expert and how this new information has been incorporated into the curriculum. 20 hours of the 60 total hours may be earned through industry work experience.
3. Peer Evaluation- Maintain a Seventy (70%) or higher approval rating on the Peer evaluation forms for the two (2) year period. Forms include; course design, class management, lab management.
4. Chair Evaluation- meet standard by maintaining a seventy percent (70%) or higher in the supervisor evaluation forms for the two (2) year period.
5. Engaged learning incorporate one (1) of the preferred engaged learning activities into your course work each year. See form "Engaged learning"
6. Utilized the Annual Faculty Plan process to show improvement efforts linked to course assessment.
7. Attend six courses per year from UVU Teaching Academy or equivalent (must be specific to teaching/learning pedagogy).
8. Other- Replacement of one or more of the above listed criteria must have prior approval of the Department Chair and RTP Committee.

**Scholarship**

**The faculty member must maintain the standard of their rank**

A Candidate must:

1. Be enrolled in an appropriate and related Bachelor Degree program, and earned an ASE Masters certification, and earned one industry specific certification.
2. Continued Education- Have completed a minimum of sixty (60) hours of discipline specific training/conferences/workshops within the two (2) year period. 20 hours of the 60 total hours may be earned through industry work experience.
3. Utilized the Annual Faculty Plan process that show planned scholarship efforts
4. Grants- participate in one grant writing activity within the two (2) year period.

5. Other- Replacement of one or more of the above listed criteria must have prior approval of the Department Chair and RTP Committee.

### **Service**

**The faculty member must maintain the standard of their rank**

A Candidate must:

1. Department- Serve the department with their annual recruiting activities.
2. Professional Service- Be an active member of a professional organization.
3. Student- Serve as an assistant advisor to assigned students or assistant advisor to an official student club.
4. Peer Evaluation- Maintain a Seventy (70%) or higher approval rating on the Peer evaluation "Service" form for the two (2) year period.
5. Other- Replacement of one or more of the above listed criteria must have prior approval of the Department Chair and RTP Committee.

**All faculty members are responsible to adhere to policy 635: Faculty Rights and Responsibilities**

## Appendix D

### Request for Rank Advancement Form

Name: \_\_\_\_\_

Academic Rank Applying for: \_\_\_\_\_ Date: \_\_\_\_\_

Present Academic Rank: \_\_\_\_\_ Date Conferred: \_\_\_\_\_

Date of Hire at UVU: \_\_\_\_\_

Years on tenure track/date of tenure conferral: \_\_\_\_\_

Please list all qualifying tenure-track teaching positions including rank, institution, and years.

Rank	Institution	Years

Please list all qualifying degrees or credentials, granting institution, and the year completed.

Degree/Credential	Institution	Years

I \_\_\_\_\_ hereby apply for rank advancement \_\_\_\_\_  
(Printed Name) (Signature)

	<u>Signature</u>	<u>Recommendation</u>	<u>Date</u>
RTP Chair:	_____	Approve / Disapprove	_____
Department Chair:	_____	Approve / Disapprove	_____
Dean:	_____	Approve / Disapprove	_____
VPAA:	_____	Approve / Disapprove	_____

Department of Automotive Technology  
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President: \_\_\_\_\_ Approve / Disapprove \_\_\_\_\_

Action by Trustees: \_\_\_\_\_ Date: \_\_\_\_\_

## Insert Forms