

Department of Construction Technologies Faculty Retention, Tenure, and Promotion Policy Department of Construction Technologies

Overview

This Retention, Tenure and Promotion (RTP) policy has been developed by the Department of Construction Technologies (CT) tenured faculty. Criteria for this document are in alignment with university, college and department mission strategies and core values. University policies: 637-Tenure and Appeals, 638-Post Tenure Review, and 632-Assignment and Advancement in Academic Rank (http://www.uvu.edu/policies/officialpolicy/index.php) are reflected throughout this document.

Purpose

The purpose of this document is to provide the user with guidance in obtaining and maintaining tenure and progressing towards rank advancement. The creation of the yearly faculty planning, reporting, and evaluation process should drive all RTP requests. Goals and their evaluation criteria should be set and agreed upon with the department chair in such a way that upon successful completion will meet the RTP criteria established in this document. Emphasis in preparing RTP documents should focus on the areas of teaching, scholarship and service. (see Appendix A: CT RTP Guidelines). Peer, supervisory, and student reviews must accompany all requests for rank advancement, midterm tenure review, and tenure.

Department RTP Requirements

Teaching

It is expected that each tenure track and full-time faculty will facilitate the minimum full teaching workload requirements set forth by the College of Technology and Computing. Faculty must conduct reasonable office hours pertaining to student engagement and mentoring. Faculty must maintain construction industry affiliation through memberships, service, and/or certifications.

Scholarship

It is expected that each faculty dedicate a portion of their responsibilities to scholarly/professional works towards improvement of skills, knowledge and abilities pursuant to the goals and mission of the Construction Technologies department.

Service

It is expected that each faculty dedicate a portion of their responsibilities to service in the community, Utah Valley University, and personal professional development. Faculty should maintain current construction (or related) industry affiliation through trade association memberships or certifications.



Mentoring

It is recommended that each tenure-track faculty be assigned a tenured faculty by the department chair (department chair is preferred if tenured), to serve as a mentor to the tenure-track faculty for the duration of the tenure process. If warranted, the tenure-track faculty may be reassigned a different mentor either if requested or out of necessity.

Reporting

All plans, reports and documentation must be submitted on or before the following dates. (see Appendix B: CT RTP Reports and Forms).

CT Faculty Evaluation, Rank & Tenure Timeline: (beginning 2011 - 2012)

Sept 1	Annual Faculty Plan Report (AFPR) is due to CT Department Chair (for previous
, 1	academic year)
Sept 1	Annual Faculty Plan Report (AFPR) is due to CT Department Chair (for current academic year)
	actuente yeur)
August 20	CT Chair evaluation of faculty AFR
	Annual Faculty Review by CT Chair
August 30	Annual Faculty Plan (AFP) is due to CT Department Chair (for upcoming
	academic year)
Sept 7	Final Review and signing of AFP with faculty member and CT Chair
~ Pr	
Sept 15	Request for Midterm/Tenure Review and/or *Rank Advancement (per University

Dec 15 Request for Rank Advancement (* Independent of Tenure)

Policy)



CT Rank Schedule

Instructor

- Bachelors degree (or higher) in a construction technology related field or Professional licensure in a related field
- Minimum 5 years professional industry experience

Assistant Professor

- BS (or higher) in a construction technology related field
- Professional licensure in a related field or a minimum 5 years professional industry experience
- 3 years educational teaching experience in a discipline closely related to construction technology

Associate Professor (Tenure, year seven)

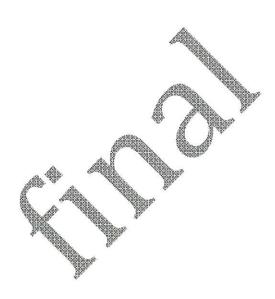
- Master's Degree (minimum) in a construction technology related field
- 5 years teaching experience in a tenure-track at an accredited college or university in a related field
- Record of service on a College and University level (as defined in CT RTP "Service" Criteria)
- Measurable achievement in at least one of the areas of Teaching, Service and Scholarly Work, Teaching may not fall below "good". (as defined in CT RTP "Teaching" Criteria)
- Document the use of "Engaged Learning" techniques (as defined by UVU engagement policy

Professor

- Graduate degree (masters minimum) in a closely related discipline to construction technology
- Documentation of scholarly work
- Meets expectations in all areas of Teaching, Service and Scholarly Work, one of which must be teaching. (as defined by CT RTP committee)
- Professional achievement or recognition on the regional or national level. (as documented by associations)
- Continued record of service on the University level. (as defined in CT RTP "Service" Criteria)

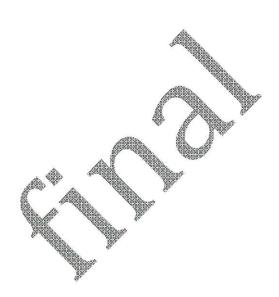


APPENDIX A Construction Technologies Department Retention, Tenure, and Promotion Guidelines





APPENDIX B Construction Technologies Department Retention, Tenure, and Promotion Reports and Forms





ANNUAL FACULTY PLAN/REPORT School of Technology & Computing Academic Year 20xx-20xx

NAME: _____[faculty name]

DATE: August 30, [current year]	
The Annual Faculty Plan (AFP) should consist of a goal sheet	
faculty assessment: teaching, scholarship, and service. The ob-	pjective is to set goals that will help
you improve your effectiveness as a faculty member.	
Annual Faculty Plans are due September 1st at the beginni	ing of the anademic year
Annual Faculty Flans are due September 1 at the beginning	ing of the academic year.
The Annual Faculty Plan Report should consist of responses 4	
accomplishment statement and a utilization (how will this app	ly) statement.
Annual Faculty Plan Reports are due shortly after comple later than September 1 of the following academic year.	tion of last term taught but no
fater than september 1 of the following academic year.	
All pertinent documentation should be placed in Appendices f	following the reporting tables and
referenced in your Accomplishment Statement.	
See the document titled "Faculty Evaluation in the College of	Tashnalagy and Computing" for
more details on completing your Annual Faculty Plan	reciniology and Computing 101
Faculty Member (printed)	
ractity wemocraphical	
Signature and Date	Date:
*	
Department/Supervisor (printed)	
1 N /	
10'	D
Approval Signature and Date	Date:



ANNUAL FACULTY PLAN Teaching Goals

A.	I want these goals to count for % to	ward my evaluation. (see Appendix A)
B.	Detailed teaching goals:	
	I will evaluate the results of these goals in To utilize the knowledge I have gained fro	
D.	To utilize the knowledge I have gained no	om achieving these goals, I will
E.	To accomplish these goals, I will need	(resources)
Faculty	Initials:	Department Chair Initials:



ANNUAL FACULTY PLAN Scholarship Goals

A.	I want these goa	als to count for % toward my evaluation. (See Appendix A)
В.	Detailed scholar	rship goals:
C.	I will evaluate tl	he results of these goals in the following way
D.	To utilize the knowledge	ge I have gained from achieving these goals, I will
E.	To accomplish these go	als, I will need (resources)
Faculty	y Initials:	Department Chair Initials:



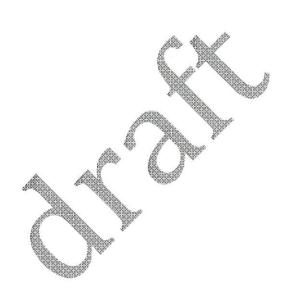
ANNUAL FACULTY PLAN Service Goals

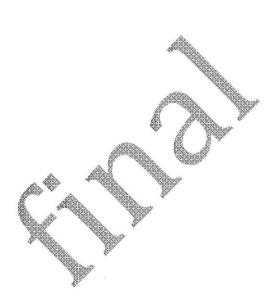
A.	I want these goals to count for	_ % toward my evaluation. (see Appendix A)
B.	Detailed service goals:	
C.	I will evaluate the results of these go	pals in the following way:
D.	To utilize the knowledge I have gair	ned from achieving these goals, I will
E.	To accomplish these goals, I will ne	ed (resources)
Faculty	Initials:	Department Chair Initials:



Self-Evaluation

Name_____ Academic Year 20xx – 20xx







Faculty

Peer/Supervisor

Evaluation Instructional Delivery

Ev	raluation of Eval	uated by					
Co	ourse Section	Semester/Term			3 7		
eai Ev	raluator: Attend one class period taught by	the faculty member listed 1= Poor		G0G0C0G0K	Y cellen		
The	Instructor			2	3	4	5
1.	Provided overview of planned content						
2.	Was prepared for class and well organize	ed **					
3.	Clearly explained the required tasks and	their instructions					
4.	Seemed genuinely concerned about stude	ent learning					
5.	Addressed student questions and comme	nts appropriately					
6.	Assessed understanding of content						
7.	Interacted and engaged conducive to lear	ning					
8.	Effectively used technology, visual aids,	examples, handouts, etc.					
9.	Demonstrated command of the subject m	aatter					
10.	Tied presented material together at the co	onclusion of the period					
Poin	nts (add each column)						
/50= □							
Con	nments						***************************************
						-	
Ev	aluator Signature	Date	<u> </u>				



Faculty Peer/Supervisor Evaluation Course Design and Management

Ev	aluation of	Eval	uated by					
Co	urse Se	ection	Semester/Term	_		Y		
ear	ear				Y			
	aluator: Review all available	course mate	rials and data for the course	e and f	culty			
me	mber listed above	Г 11 .						
The		Excellent	Et symbolium saaraan oo saarah sii Domujium oo liistuum saa pessiini		2		4	5
1 ne	Instructor Outlined objectives (COME	ET) oro thoro	ughly communicated and	1	2	390	4	3
1.	addressed throughout cours	(C)	uginy communicated and					
2.	Sufficient and appropriate caids, etc.) are used to addre			G				
3.	Various teaching methods a course materials.	re planned a	nd utilized to present the					
4.	Course materials are arrang sequence, utilizing a syllaboration		#15675b.					
5.	The course utilizes appropriate schedule to asset							
6.	Each class session has an approduction schedule.	opropriate les	sson plan or daily					
7.	The course uses engaged le	arning activit	ties as appropriate.					
8.	Students are kept informed fashion and all student issue							
9.	Instructor maintains office appropriately.	SERVICE SECOND						
10.	Any change to course conte the students in a timely man	ent or the syll nner.	abus is communicated to					
Poin	ts (add each column)							
Tota	ıls				_ /50=	= 🗆		
Con	iments							
		in the second						

Date

Evaluator Signature _____



Department Chair Review

Faculty Member:
Date of Evaluation:
1. Teaching Review
2. Review of Scholarship/Creative Work
3. Review of Service Work
4. Overall Review
Signatures: Faculty Member: Date
Department Chair: