

Rank	Degree and Experience	Teaching	RTP Rating
<i>Assistant Professor</i>	<p><b>Terminal degree (Doctorate)</b> in one of the following disciplines: Education, Public Administration/Public Policy, Leadership/Management, Political Science, Health Education/Promotion, Law, Forensic Science or other closely related discipline as approved by the RTP committee, and practical, related work experience</p> <p><i>or</i></p> <p><b>Terminal degree (Masters)</b> in one of the following disciplines: Criminal Justice, Education, Certifications, Psychology, Forensic Science and substantial practical, related work experience</p>	<b>Two years</b> of teaching, service, and scholarship at the college level	<p><b>Minimum rating of “Average”</b> according to RTP Committee Evaluation Criteria in each of three areas: 1) teaching, 2) service, and 3) scholarship, research and/or creative activity and a rating of “Good” in at least two of the three areas.</p> <p>Ratings shall be averaged during the rating period (i.e. two years).</p> <p>See “Basic Expectations and Sources of Evidence” and Appendix (Evaluation Criteria) for an explanation of the Evaluation Criteria rating system</p>
<i>Associate Professor (awarded upon attainment of tenure)</i>	<p><b>Terminal degree (Doctorate)</b> in one of the following disciplines: Education, Public Administration/Public Policy, Leadership/Management, Political Science, Health Education/Promotion, Law, Forensic Science or other closely related discipline as approved by the RTP committee, and practical, related work experience</p> <p><i>or</i></p> <p><b>Terminal degree (Masters)</b> in one of the following disciplines: Criminal Justice, Education, Certifications, Psychology, Forensic Science and substantial practical, related work experience</p> <p>Faculty hired prior to 1 July 2010 must have at least a Bachelor’s in a related discipline and a Master’s in an area that enhances their ability to teach in their discipline</p>	<b>Six years</b> of teaching, service, and scholarship at the college level	<p><b>Minimum rating of “Good”</b> according to RTP Committee Evaluation Criteria in each of three areas: 1) teaching, 2) service, and 3) scholarship, research and/or creative activity and a rating of “Excellent” in at least one of these three areas.</p> <p>Ratings shall be averaged during the rating period (i.e. six years)</p> <p>See “Basic Expectations and Sources of Evidence” and Appendix (Evaluation Criteria) for an explanation of the Evaluation Criteria rating system</p>
<i>Professor</i>	<p><b>Terminal degree (Doctorate)</b> in one of the following disciplines: Education, Public Administration/Public Policy, Leadership/Management, Political Science, Health Education/Promotion, Law, or other closely related discipline as approved by the RTP committee, and practical, related work experience</p> <p><i>or</i></p> <p><b>Terminal degree (Masters)</b> in one of the following disciplines: Criminal Justice, Education, Certifications, Psychology, and substantial practical, related work experience</p> <p>Faculty hired prior to 1 July 2010 must have at least a Bachelor’s in a related discipline and a Master’s in an area that enhances their ability to teach in their discipline</p>	<b>Five years</b> of teaching, service and scholarship at a regionally-accredited college or university as a tenured Associate Professor	<p><b>Minimum rating of “Excellent”</b> according to RTP Committee Evaluation Criteria in each of three areas: 1) teaching, 2) service, and 3) scholarship, research and/or creative activity and a rating of “Exemplary” in at least two of these three areas.</p> <p>Ratings shall be averaged during the rating period (i.e. 5 years post tenure).</p> <p>See “Basic Expectations and Sources of Evidence” and Appendix (Evaluation Criteria) for an explanation of the Evaluation Criteria rating system</p>

## **BASIC EXPECTATIONS AND SOURCES OF EVIDENCE**

Area	Expectation	Evidence
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Command of one's subject</li> <li>• Ability to organize subject matter and to present it clearly, logically, and imaginatively</li> <li>• Knowledge of current developments in one's discipline</li> <li>• Ability to stimulate and broaden student interest in the subject matter</li> <li>• Ability to utilize effective teaching methods and strategies</li> <li>• Implementing a program of continual improvement in curriculum or presentation methods</li> </ul>	<ul style="list-style-type: none"> <li>• Student Evaluations – Minimum of 2 required per semester. Evaluations should be included in the tenure document.</li> <li>• Peer Evaluations – Minimum of 2 required per year. Evaluations should be included in the tenure document</li> <li>• Course Development – Development of course curriculum such as syllabi, course outlines, handouts, quizzes, and exams as evidenced by a time log and examples to be included in the tenure document.</li> <li>• Workshops &amp; 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.</li> <li>• Teaching Awards/Recognitions – Documentation must be included in the tenure document to show evidence of such awards or recognitions.</li> <li>• Other sources of evidence for quality Teaching may be used but must be pre-approved by the RTP Committee</li> </ul>
<b>Scholarship/ Creative Endeavors</b>	<ul style="list-style-type: none"> <li>• Sustained inquiry in one's discipline</li> <li>• Research or the use of research in curriculum development or improvement of teaching</li> <li>• Sharing of expertise within the academic community</li> <li>• Sharing of expertise within the business and industrial communities</li> <li>• Use of new technology and tools for teaching</li> <li>• Aiding in the training of colleagues in the use of new technology or methods where appropriate</li> <li>• Sustained inquiry into new technology and teaching methods</li> </ul>	<ul style="list-style-type: none"> <li>• Publications – Includes books, articles, or videos produced that relate to the candidate's discipline. Thesis, dissertations, and in-house publications do not qualify.</li> <li>• Continued Education – Course work that leads towards a degree or to improve skills in the candidate's discipline.</li> <li>• 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 as indicated on Table 2.</li> <li>• Research – Discipline related research. An accurate time log must be included in the tenure document as evidence of research done. When possible, examples of research documents or materials produced should be included in the document.</li> <li>• 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.</li> <li>• Internal Presentations – Presentations that are prepared and given to peers or colleagues within the department, school, or college.</li> <li>• Professional Organizations – Credit is awarded to those individuals who have been elected or appointed to a prominent position within an 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.</li> <li>• 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.</li> <li>• Grant Writing – Work done in preparing, writing, and presenting for grants. A time log of work done must accompany the tenure document.</li> <li>• Patents – Work done in preparing, writing, and securing a patent. A time log of work done must accompany the tenure document.</li> <li>• Other sources of evidence for Scholarship/Creative Work may be used but must be pre-approved by the RTP Committee</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• Service on departmental, school, or college committees or task forces</li> <li>• Service to students</li> <li>• Service in some extramural activity as an employee or representative of the School or College or as an expert in one's discipline</li> <li>• Service to business and industry through community and Economic Partnerships</li> <li>• Service to departmental laboratories including acquisition, installation, integration and maintenance of software and hardware</li> </ul>	<ul style="list-style-type: none"> <li>• College/School – Includes service as Department Chair, Program or Department Coordinator, 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. Points are awarded as indicated on Table 3.</li> <li>• Professional – Includes service on 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.</li> <li>• Community – Includes services rendered by serving on a community board or committee or serving in an elected office. Service may also be credited for serving as an advisor or mentor for a community organization.</li> <li>• Other sources of evidence for Service may be used but must be pre-approved by the RTP Committee</li> </ul>

**ANNUAL FACULTY CHECKLIST**  
*Criminal Justice/Law Enforcement Department*

**For informational purposes only. Do not submit!**

**Year 1, 2, 4, 5 Review (non-formal)**

**Form/Item**

- ☐ Annual Faculty Tenure Progress Report
- ☐ Annual Supervisors Evaluation
- ☐ Annual Student Evaluations (minimum of 2 per semester)
- ☐ Peer Evaluations (minimum of 2 per year)
- ☐ RTP Committee Evaluation Criteria Forms (see Appendix)

**Midterm or Final Review (formal)**

**Form/Item**

- ☐ Request for Tenure Review
- ☐ Annual Faculty Tenure Progress Report (all years)
- ☐ Annual Supervisors Evaluation (all years)
- ☐ Annual Student Evaluations (all years, minimum of 2 per semester)
- ☐ Peer Evaluations (all years, minimum of 2 per year)
- ☐ RTP Committee Evaluation Criteria Forms (all years, see Appendix)

**ANNUAL FACULTY TENURE PROGRESS REPORT: EVERY YEAR**  
*College of Technology and Computing*

Faculty \_\_\_\_\_ Year in Tenure Track: \_\_\_\_\_  
\_\_\_\_\_ Academic Year: \_\_\_\_\_

RTP Chair \_\_\_\_\_ Department Chair \_\_\_\_\_  
\_\_\_\_\_

Dean \_\_\_\_\_

**SUMMARY OF DATES**

- Faculty member completes “Basic Criteria” section and forwards to Department Chair by **12/1**
- Department Chair reviews “Basic Criteria,” section and completes “Supervisor Statement of Satisfactory or Unsatisfactory Progress towards Tenure,” and meets with faculty member by **12/15**

**BASIC CRITERIA**

**Teaching**

Faculty's strengths (use additional page if necessary):

Areas for improvement (use additional page if necessary):

Goals to be completed before next progress report (use additional page if necessary):

**Service**

Faculty's strengths (use additional page if necessary):

Areas for improvement (use additional page if necessary):

Goals to be completed before next progress report (use additional page if necessary):

**Scholarship and Creative Activities**

Faculty's strengths (use additional page if necessary):

Areas for improvement (use additional page if necessary):

Goals to be completed before next progress report (use additional page if necessary):

**ADDITIONAL INFORMATION**

Department Chair's statement of satisfactory or unsatisfactory progress toward tenure:

Dean's statement of satisfactory or unsatisfactory progress toward tenure:

\_\_\_\_\_ Date of review of progress by Supervisor with faculty  
member

\_\_\_\_\_ Date received by Dean

**REQUEST FOR TENURE REVIEW: MID-TERM AND FINAL REVIEW ONLY**

*College of Technology and Computing*

*Emergency Services Department*

Due Date: This request must be received by the RTP Committee Chair by **December 15**, for the Mid-term and Final tenure review.

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

Department: \_\_\_\_\_

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

Check One:

☐ Request for Mid-term review

☐ Request for Final review

Signed: \_\_\_\_\_  
(Faculty Signature)

Signed: \_\_\_\_\_  
(Supervisor Signature)

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Required: Mid-term and Final Review

To be returned to Faculty Member:

To: \_\_\_\_\_  
Faculty Member

We (RTP committee) have received your request for tenure review and have scheduled the review session for \_\_ (date) \_\_\_\_\_



\_\_\_\_\_ to \_\_\_\_\_ (time).

Signed \_\_\_\_\_  
Chair, RTP Committee

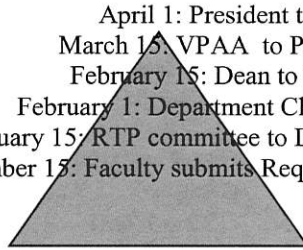
Note:

1. A meeting between the candidate and RTP committee may not be required on Non-formal tenure review years.
2. If the candidate is a Department Chair, the required Supervisor's signature shall be the Dean.

**TENURE EVALUATION REVIEW: MID-TERM AND FINAL REVIEW ONLY**

*College of Technology and Computing  
Emergency Services Department*

April 1: President to Board of Trustees (if final review)  
March 15: VPAA to President (complete "Recommendation")  
February 15: Dean to VPAA (complete "Recommendation")  
February 1: Department Chair to Dean (complete "Recommendation")  
January 15: RTP committee to Department Chair (complete "Recommendation")  
December 15: Faculty submits Request for Tenure Review & Tenure File to RTP Chair



**Received in Vice President's Office** \_\_\_\_\_

**Review (circle):** Mid-term Final

**Academic Year:** \_\_\_\_\_

**Faculty:** \_\_\_\_\_  
\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**RTP Chair:** \_\_\_\_\_  
\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department Chair:** \_\_\_\_\_  
\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dean:** \_\_\_\_\_  
\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**VPAA:** \_\_\_\_\_  
\_\_\_\_\_  
**(Signature)** \_\_\_\_\_  
\_\_\_\_\_  
**(Date)** \_\_\_\_\_

Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**President (if final):** \_\_\_\_\_  
\_\_\_\_\_  
**(Signature)** \_\_\_\_\_  
\_\_\_\_\_  
**(Date)** \_\_\_\_\_

**REQUEST FOR RANK ADVANCEMENT: MID-TERM AND FINAL REVIEW ONLY**

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

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)



**Signature**

**Recommendation**

**Date**

RTP Chair: \_\_\_\_\_ Approve / Disapprove \_\_\_\_\_

Department Chair: \_\_\_\_\_ Approve / Disapprove \_\_\_\_\_

Dean: \_\_\_\_\_ Approve / Disapprove \_\_\_\_\_

VPAA: \_\_\_\_\_ Approve / Disapprove \_\_\_\_\_

President: \_\_\_\_\_ Approve / Disapprove \_\_\_\_\_

Action by Trustees: \_\_\_\_\_ Approve / Disapprove \_\_\_\_\_

**Appendix**  
**(RTP Committee Evaluation Criteria Forms)**

Table 1	Teaching Evaluation Criteria
Table 2	Scholarship/Creative Work Evaluation Criteria
Table 3	Service Evaluation Criteria

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

Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Calendar Year:

**Instructions:**

- 1 Check criteria from Table 1
- 2 Use the Worksheet area to calculate percentage of criteria
- 3 Supply additional data, documentation, or proof as required
- 4 Submit form along with other documentation to the RTP committee for review when required

### Table 1 - Teaching Evaluation Criteria

Criteria		Category		Max %	% Value
1	Student Evaluations (minimum 2 required (per semester)	<input type="checkbox"/> Average 4.5 +	✓	25%	25%
		<input type="checkbox"/> Average 4.0 - 4.49	✓		20%
		<input type="checkbox"/> Average 3.5 - 3.99	✓		15%
2	Peer Evaluations (minimum 2 required per year)	<input type="checkbox"/> Average 9 +	✓	25%	25%
		<input type="checkbox"/> Average 8 - 8.9	✓		20%
		<input type="checkbox"/> Average 7 - 7.9	✓		15%
		<input type="checkbox"/> Average 6 - 6.9	✓		10%
3	Course Development	<input type="checkbox"/> Lectures / Assignments / Tests		20%	1 hour = 1%
4	Workshops & Conferences	<input type="checkbox"/> Workshop / Conference - Applied	✓	20%	1 hour = 2%
		<input type="checkbox"/> Workshop / Conference - Theory	✓		1 hour = 1%
5	Teaching Awards / Recognitions	<input type="checkbox"/> UVSC Teacher of the Year	✓	15%	15%
		<input type="checkbox"/> All other teaching awards/recognitions	✓	5%	5%
		<input type="checkbox"/> Advise Student w/State or National Recognition	✓	5%	5%
6	Other	<input type="checkbox"/> To be pre-approved by the RTP Committee	<input type="checkbox"/>		

- 🕒 Record of hours worked or class credit hours required
- ✓ Transcript, receipt, certificate, evaluation record, or other proof required
- \$ Pay voucher or other record of hours worked required
- ✍️ Written explanation / summary of experience and benefits in the classroom required
- 📅 Training program or agenda showing hours attended required
- 📖 Log of time in study, research, preparation, testing, service, etc. required

## Worksheet

No item may exceed maximum percentage		
	=	
	=	
	=	
	=	
	=	
	=	
	=	
	hrs X 1 =	
	hrs X 2 =	
	hrs X 1 =	
	=	
	=	
	=	
	=	

Total Percentage =

Rating	
Exemplary =	90 - 100%
Excellent =	80 - 89%
Good =	70 - 79%
Average (Minimum) =	60 - 69%
Poor (Below Min.) =	50 - 59%

RTP Committee Chair Signature: \_\_\_\_\_

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

# College of Technology & Computing: Emergency Services Department

# Service

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

Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Calendar: \_\_\_\_\_

Note: A calendar year is defined as the Spring, Summer, and Fall semesters in the same year

## Instructions:

- 1 Check criteria from Table 2
- 2 Use the Worksheet area to calculate percentage of criteria
- 3 Supply additional data, documentation, or proof as required
- 4 Submit form along with other documentation to the RTP committee for review when required

**Table 2 - Scholarship / Creative Work Evaluation Criteria**

Criteria	Category	Max %	% Value
1 Publications *	<input type="checkbox"/> Book ✓	75%	1 book = 75%
	<input type="checkbox"/> Article: Peer reviewed ✓	50%	1 article = 50%
	<input type="checkbox"/> Article: Trade publication ✓	50%	1 article = 10%
	<input type="checkbox"/> Video ✓	50%	1 video = 25%
2 Continued Education	<input type="checkbox"/> Course work towards graduate degree ⌚✓	50%	1 sem Credit hour = 5%
	<input type="checkbox"/> Course work to improve skills ⌚✓		
3 Professional / Consulting Experience	<input type="checkbox"/> Externship / New work experience \$✍	10%	2 hours = 1%
	<input type="checkbox"/> Repeated work experience \$✍		4 hours = 1%
4 Research	<input type="checkbox"/> Discipline related research 📖	75%	1 hour = 1%
5 External Presentations	<input type="checkbox"/> Seminar / Workshop / Conference 📖📖	25%	1 hour = 5%
	<input type="checkbox"/> Department / College 📖📖	10%	1 hour = 2.5%
6 Internal Presentations	<input type="checkbox"/> University 📖📖	15%	1 hour = 5%
	<input type="checkbox"/> Election / Appointment 📖	20%	1 hour = 1%
7 Professional Organizations	<input type="checkbox"/> Award / Recognition 📖	10%	10%
	<input type="checkbox"/> Initial or periodic recertification/licensure 📖📖✓	10%	10%
8 Certification / Licensure	<input type="checkbox"/> Yearly maintenance of certification / license 📖📖✓	10%	1 hour = 1%
9 Grant Writing	<input type="checkbox"/> 📖	75%	1 hour = 5%
10 Patents	<input type="checkbox"/> 📖	75%	75%
11 Other	<input type="checkbox"/> To be pre-approved by the RTP Committee ☐		

Key to Symbols: \* Thesis, dissertations, and in-house publications do **not** qualify

- ⌚ Record of hours worked or class credit hours required
- ✓ Transcript, receipt, certificate, evaluation record, or other proof required
- \$ Pay voucher or other record of hours worked required
- ✍ Written explanation / summary of experience and benefits in the classroom required
- 📖 Training program or agenda showing hours attended required
- 📖 Log of time in study, research, preparation, testing, service, etc. required

RTP Committee Chair Signature: \_\_\_\_\_

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

## Worksheet

No item may exceed maximum percentage		
	=	
	=	
art. X 10	=	
vid. X 25	=	
hrs X 5	=	
hrs X 5	=	
hrs X 0.50	=	
hrs X 0.25	=	
hrs X 1	=	
hrs X 5	=	
hrs X 1	=	
hrs X 2	=	
hrs X 1	=	
	=	
	=	
	=	
hrs X 5	=	
	=	
	=	

Total Percentage =

Rating	
Exemplary =	90 - 100%
Excellent =	80 - 89%
Good =	70 - 79%
Average (Minimum) =	60 - 69%
Poor (Below Min.) =	50 - 59%



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

Department: \_\_\_\_\_

Calendar Year: \_\_\_\_\_

Note: A calendar year is defined as the Spring, Summer, and Fall semesters in the same year

**Instructions:**

- 1 Check criteria from Table 3
- 2 Use the Worksheet area to calculate percentage of criteria
- 3 Supply additional data, documentation, or proof as required
- 4 Submit form along with other documentation to the RTP committee for review when required

**Table 3 - Service Evaluation Criteria**

Criteria	Category	Max %	% Value
1 College / School	<input type="checkbox"/> Department Chair	75%	75%
	<input type="checkbox"/> Program / Department Coordinator	50%	50%
	<input type="checkbox"/> Student Recruiting	20%	1 hour = 5%
	<input type="checkbox"/> Fundraising		
	<input type="checkbox"/> Committee / Faculty Senate	50%	1 hour = 2%
	<input type="checkbox"/> Faculty Mentor		
	<input type="checkbox"/> Club / Student Advisor		
	<input type="checkbox"/> Other intercollegiate service		
2 Professional	<input type="checkbox"/> Committee / Board	25%	1 hour = 2%
	<input type="checkbox"/> Reviewer / Proctor / Judge / Evaluator		
	<input type="checkbox"/> Creating / Maintaining industry partnerships		
3 Community	<input type="checkbox"/> Committee / Board	25%	1 hour = 2%
	<input type="checkbox"/> Elected Office		
	<input type="checkbox"/> Advisor / Mentor for a community organization		
4 Other	<input type="checkbox"/> To be pre-approved by the RTP Committee		

**Key to Symbols:**

- Record of hours worked or class credit hours required
- Transcript, receipt, certificate, evaluation record, or other proof required
- Pay voucher or other record of hours worked required
- Written explanation / summary of experience and benefits in the classroom required
- Training program or agenda showing hours attended required
- Log of time in study, research, preparation, testing, service, etc. required

**Worksheet**

No item may exceed maximum percentage			
=			
=			
hrs	X	5 =	
hrs	X	5 =	
hrs	X	2 =	
hrs	X	2 =	
hrs	X	2 =	
hrs	X	2 =	
hrs	X	2 =	
hrs	X	2 =	
hrs	X	2 =	
hrs	X	2 =	
hrs	X	2 =	
=			

Total Percentage =

Rating	
Exemplary =	90 - 100%
Excellent =	80 - 89%
Good =	70 - 79%
Average (Minimum) =	60 - 69%
Poor (Below Min.) =	50 - 59%

RTP Committee Chair Signature: \_\_\_\_\_

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