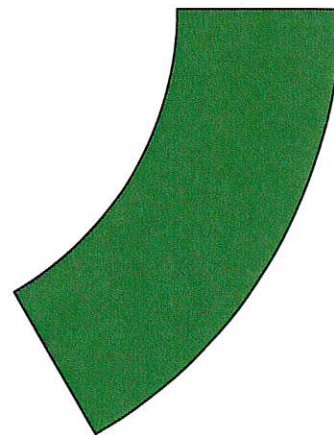
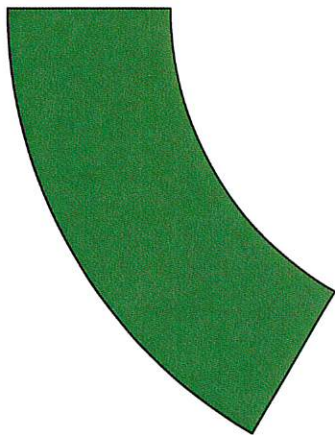


Emergency Services Department



Tenure and Rank Advancement

Minimum Criteria, Dates, Basic Expectations, Sources of Evidence and Forms
May 2010

MINIMUM CRITERIA

Rank	Degree and Experience	Teaching	RTP Rating
<i>Assistant Professor</i>	Terminal degree (Doctorate) in one of the following disciplines: Education, Public Administration/Public Policy, Leadership/Management, Political Science, Health Education/Promotion, or other closely related discipline as approved by the RTP committee, and practical, related work experience <i>or</i> Terminal degree (Masters) in one of the following disciplines: Emergency Management, Fire and Emergency Services, or Homeland Security, and substantial practical, related work experience	Two years of teaching, service, and scholarship at the college level	Minimum rating of "Average" 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. Ratings shall be averaged during the rating period (i.e. two years). See "Basic Expectations and Sources of Evidence" and Appendix (Evaluation Criteria) for an explanation of the Evaluation Criteria rating system
<i>Associate Professor (awarded upon attainment of tenure)</i>	Terminal degree (Doctorate) in one of the following disciplines: Education, Public Administration/Public Policy, Leadership/Management, Political Science, Health Education/Promotion, or other closely related discipline as approved by the RTP committee, and practical, related work experience <i>or</i> Terminal degree (Masters) in one of the following disciplines: Emergency Management, Fire and Emergency Services, Homeland Security, and substantial practical, related work experience 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	Six years of teaching, service, and scholarship at the college level	Minimum rating of "Good" 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. Ratings shall be averaged during the rating period (i.e. six years) See "Basic Expectations and Sources of Evidence" and Appendix (Evaluation Criteria) for an explanation of the Evaluation Criteria rating system
<i>Professor</i>	Terminal degree (Doctorate) in one of the following disciplines: Education, Public Administration/Public Policy, Leadership/Management, Political Science, Health Education/Promotion, or other closely related discipline as approved by the RTP committee, and practical, related work experience <i>or</i> Terminal degree (Masters) in one of the following disciplines: Emergency Management, Fire and Emergency Services, Homeland Security, and substantial practical, related work experience 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	Five years of teaching, service and scholarship at a regionally-accredited college or university as a tenured Associate Professor	Minimum rating of "Excellent" 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. Ratings shall be averaged during the rating period (i.e. 5 years post tenure). See "Basic Expectations and Sources of Evidence" and Appendix (Evaluation Criteria) for an explanation of the Evaluation Criteria rating system

BASIC EXPECTATIONS AND SOURCES OF EVIDENCE

Area	Expectation	Evidence
Teaching	• Command of one's subject • Ability to organize subject matter and to present it clearly, logically, and imaginatively • Knowledge of current developments in one's discipline • Ability to stimulate and broaden student interest in the subject matter • Ability to utilize effective teaching methods and strategies • Implementing a program of continual improvement in curriculum or presentation methods	• Student Evaluations – Minimum of 2 required per semester. Evaluations should be included in the tenure document. • Peer Evaluations – Minimum of 2 required per year. Evaluations should be included in the tenure document • 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. • 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. • Teaching Awards/Recognitions – Documentation must be included in the tenure document to show evidence of such awards or recognitions. • Other sources of evidence for quality Teaching may be used but must be pre-approved by the RTP Committee
Scholarship/ Creative Endeavors	• Sustained inquiry in one's discipline • Research or the use of research in curriculum development or improvement of teaching • Sharing of expertise within the academic community • Sharing of expertise within the business and industrial communities • Use of new technology and tools for teaching • Aiding in the training of colleagues in the use of new technology or methods where appropriate • Sustained inquiry into new technology and teaching methods	• Publications – Includes books, articles, or videos produced that relate to the candidate's discipline. Thesis, dissertations, and in-house publications do not qualify. • Continued Education – Course work that leads towards a degree or to improve skills in the candidate's discipline. • 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. • 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. • 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. • Internal Presentations – Presentations that are prepared and given to peers or colleagues within the department, school, or college. • 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. • 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. • Grant Writing – Work done in preparing, writing, and presenting for grants. A time log of work done must accompany the tenure document. • Patents – Work done in preparing, writing, and securing a patent. A time log of work done must accompany the tenure document. • Other sources of evidence for Scholarship/Creative Work may be used but must be pre-approved by the RTP Committee
Service	• Service on departmental, school, or college committees or task forces • Service to students • Service in some extramural activity as an employee or representative of the School or College or as an expert in one's discipline • Service to business and industry through community and Economic Partnerships • Service to departmental laboratories including acquisition, installation, integration and maintenance of software and hardware	• 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. • 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. • 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. • Other sources of evidence for Service may be used but must be pre-approved by the RTP Committee

ANNUAL FACULTY CHECKLIST

Emergency Services 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)

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)

<u>Signature</u>	<u>Recommendation</u>	<u>Date</u>
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

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 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

Worksheet

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

Total Percentage =

- | | |
|---|--|
|  | 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 |

Date:

Scholarship / Creative Work

College of Technology & Computing: Emergency Services Department

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

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 =	
	=
	=

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

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: _____

