

1.1. This document supplements University Policy 637 in describing procedures and listing the departmental-specific criteria for faculty tenure in the Department of Physics at Utah Valley University.

1.2. Procedures and departmental criteria in this document are consistent with the University Policy 637. However, in the event of any unforeseen conflict between this document, and University Policy 637, the latter takes precedence.

2.0 The RTP Committee

2.1 The RTP Committee plays a mentoring role for tenure-track faculty in the Department of Physics. It advises the tenure-track faculty member on required faculty-portfolio contents, verifies that required college evaluations forms are complete, and follows guidelines established by the University and by the Department RTP committee. The RTP Committee will assist each tenure-track faculty member in formulating a tenure plan, which includes a specific set of evaluation goals and criteria consistent with three areas of faculty competence listed in Section 3 of this document, namely teaching, scholarship and professional service.

2.2. At the invitation of the RTP Committee Chair, the Department of Physics Chair may attend RTP committee meetings in an advisory, non-voting capacity, but in no case shall he or she be present during deliberations in which a recommendation concerning a particular candidate's Midterm or Tenure Review is to be made.

2.3. The RTP committee shall meet as necessary throughout the regular school year to administer and supervise the retention, tenure and promotion activities of faculty within the department. Its several duties include: 1) meeting in September of each year to review the status of each tenure-track faculty member to evaluate progress of each candidate and to suggest improvements to the candidate's Tenure Plan, and in Midterm Review and Tenure Review years, to forward Tenure Review Portfolios to the Department Chair; 2) meet in April of each year to coordinate and facilitate (as possible) tenure-related scholarly activities and plans for activities of tenure-track faculty through the summer terms; 3) meet at other times to review and revise retention, advancement and departmental criteria and arbitrate minor difficulties with the retention, tenure and promotion activities as they arise; 4) assign members of the committee to observe tenure-track faculty in the classroom, and review as necessary classroom and scholarly activities; 5) establish outcome assessment criteria for evaluating teaching, scholarly work and professional service.

2.3.1. The RTP committee shall establish departmental criteria and arbitrate all issues related to retention, tenure and promotion within the Department of Physics that are not directly addressed by University Policy 637. The RTP committee will have authority to negotiate with each tenure-track faculty member which activities are to be included in the

tenure plan as criteria for tenure and set guidelines for standards of excellence in teaching excellence scholarship, and service.

2.3.2 The RTP Committee will meet in September to review the progress of each tenure-track faculty member, to evaluate and prepare Tenure Review Portfolios for faculty members undergoing Midterm and Tenure Reviews, and to forward its findings to the Department Chair. The RTP Committee will review each aspect of the tenure-track faculty member's Tenure Plan, discuss the accomplishments that have been made by the candidate, and identify any deficiencies in the candidate's performance. Discussion of student course evaluations and faculty classroom observations is appropriate in this meeting. Suggested improvements and any comments on the Tenure Plans' deficiencies will be provided to the tenure-track faculty in a timely manner after the meeting.

2.3.3. The RTP Committee and the tenure-track faculty member will meet in April of every year during the tenure process to evaluate progress during the academic year, and to outline and review tenure activities for the coming academic year. The functions of these meetings may differ depending on the status of the candidate, such as the candidate's stage in the probationary period and degree to which tenure criteria are being met. Suggestions and observations made by the RTP Committee during its April evaluation of the tenure-track faculty member may be included in the Chair's annual evaluation letter for inclusion in the candidate's Tenure Review Portfolio.

2.4. Should the tenure-track faculty member feel that any member of the RTP Committee is unduly biased against him or her, or have cause to think that he or she would be treated unfairly, that faculty member may request a revision of the RTP Committee membership. The RTP Chair, in consultation with the Dean and Department Chair may either recommend holding an election for new members as prescribed by University Policy 637, or choose to retain the RTP Committee as constituted. The RTP Chair's decision is considered binding. University Grievance Policy 646 may be followed should the issue not be resolved satisfactorily.

2.5. Midterm and Tenure Review Candidates who have been granted an extension to the probationary period must explicitly account for the remediation of any deficiencies that resulted in the extension in writing to the RTP Committee before its September meeting.

3.0 Evaluation Criteria

3.1. The Department of Physics recognizes that Utah Valley University is primarily a teaching university, and that the principal emphasis for tenure evaluation is teaching. The Department, however, recognizes that research or other forms of scholarship are necessary to the vitality of a physics program and deeply improves the quality of teaching. Service to the university, the profession, and the community is important for faculty members. For Assistant Professors, service assignments should be limited to those most beneficial to the faculty member's career to allow him or her to focus time on development of teaching and scholarship.

3.2. The RTP Committee shall evaluate the quality and quantity of the candidate's accomplishments as they pertain to sustained, expected levels of teaching effectiveness,

scholarly and creative endeavors, and service to profession, institution and community. The primary mission of Utah Valley University is to be a teaching institution, and it is expected that all professional faculty activities should serve to increase teaching effectiveness, whether directly or indirectly. For instance, no amount of professional service shall compensate for inadequate teaching skills or practices. Likewise, scholarship should support the university's teaching emphasis, and should not overshadow classroom responsibilities. Tenure Plans are to be constructed with input from the RTP committee to ensure an adequate distribution of effort in each area of responsibility. The RTP Committee shall, in working with the tenure-track faculty member, establish specific written goals and evaluation criteria for assessing progress in this area.

3.2.1 Teaching competence shall be demonstrated by student and peer evaluations, by curriculum development, course content and course organization and by outcomes assessment procedures in each course. Innovative teaching methods and awards for teaching will be considered. Other evaluation criteria as established by the RTP Committee and candidate may also be considered.

3.2.1.1 Resources available through the University Faculty Center for Teaching Excellence may be used to develop teaching goals, and assessment strategies. Likewise, professional development as a teacher using the resources available through American Association of Physics Teachers, and related groups is encouraged.

3.2.2. Professional Service. For the purpose of this document, professional service includes service to other university entities, including committees, clubs and service groups, and individual service. It also includes interaction with all non-university entities in which the faculty member represents Utah Valley University in a professional manner. Professional service may include activities associated with other educational institutions or academic organizations, service on editorial boards, organizing committees for academic conferences, service as an officer, referee, session chair or judge, etc. Participation in professional organizations such as the American Physical Society, the American Association of Physics Teachers, and other similar groups is highly recommended. Community service may include service on community councils and committees or other service organizations, provided that there is a demonstrable link between the service performed and the academic expertise of the faculty member, or a connection to the university. The RTP committee will work with the tenure-track faculty member to determine which service activities are appropriate for tenure, and to ensure that these activities do not unduly distract the faculty member from meeting expectations for teaching and scholarship.

3.2.3. Scholarship. The standard for high quality in scholarship includes: publication in peer-reviewed scientific journals; supervising of student projects; writing research or other scholarly proposals; and the presentation of scholarly materials at seminars, conferences or colloquia. Scholarship may include development of materials subject to intellectual property rights or material copyright or patent rights. It may include activities that overlap with university and community service and teaching, such as writing book reviews, sponsoring student research, or producing curricular materials. Involvement with

funded research is encouraged, particularly in locally-funded opportunities through the College of Science and Health Scholarly Activities Committee and through the University's Grants for Engaged Learning Programs.

3.2.4. Item 3.2.1, 3.2.2 and 3.2.3 are not intended to be exhaustive or exclusive. The tenure-track faculty member will work with the RTP committee to establish a personal program of other appropriate activities to be included in the tenure plan as warranted.