

# Electronic Faculty Review Dossier Instructions with Graphics

Revised 08/04/20

[FPT@utrgv.edu](mailto:FPT@utrgv.edu)

1. In the Faculty Portfolio Tool, click on Workflow at the top of the screen.

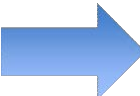


## 2. Workflow Inbox

In your workflow inbox you should see an item that is named after the action that you are up for during this year's review.

### Workflow Tasks

#### ▼ Inbox



Name	Step	Subject	Due Date
Annual Evaluation (1)	Faculty Dossier	Self	March 29, 2018

## 3. Title Page

Your Title Page will auto-generate. You can click on it to preview the information. If there are corrections needed, please reach out to your College Coordinators to submit a request for changes.

Please note that the report will *not* automatically refresh when the Activity Insight data is changed. Workflow is designed to give faculty complete control over the data that is included, so faculty must deliberately refresh the report in Workflow.

### Faculty Review Electronic Dossier - Annual Evaluation

Title Page



Last Updated  
Date and Time

Refresh Report

## 4. Basic Information

### 1. Basic Information

#### 1.1 Applicant Statement and Self- Evaluation

## 5. Guidelines and Criteria

Upload the Approved Department/School Guidelines and Criteria

1.2 Approved College/Department/School Guidelines and Criteria

• Approved College/Department/School Guidelines and Criteria

Drop files here or click to upload



## 6. Curriculum Vitae

Refresh report to update your current vitae in Workflow.

Please note that the report will *not* automatically refresh when the Activity Insight data is changed. Workflow is designed to give faculty complete control over the data that is included, so faculty must deliberately refresh the report in Workflow.

1.3 Curriculum Vitae

Curriculum Vitae



Last Updated  
Date and Time

Refresh Report

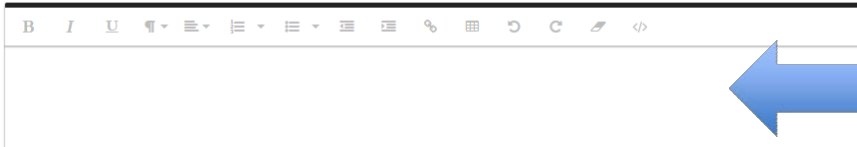
## 7. Professional Growth Plan

Tenure-track faculty: Type and proofread your Faculty Professional Growth Plan in a word processing document. When it is formatted and proofread, copy and paste the contents into the text box.

2. Faculty Professional Growth Plan

• Faculty Professional Growth Plan

B I U [bulleted list] [numbered list] [link] [table] [undo] [redo] [eraser] [code]



## 8. Previous Years' Recommendations

Tenure Track Faculty, faculty applying for promotion, and faculty applying for post tenure review: Please email your prior years' recommendations to [fpt@utrgv.edu](mailto:fpt@utrgv.edu). The Office of Faculty Success and Diversity will upload them for you.

Please note that the report will *not* automatically refresh when the Activity Insight data is changed. Workflow is designed to give faculty complete control over the data that is included, so faculty must deliberately refresh the report in Workflow.

### 3. Previous Years Recommendations

Previous Years Recommendations



Last updated date and time

 Refresh report

## 9. Summary and Narrative for Teaching

Your Teaching Evaluations will auto-generate. You can click on it to preview the information. If there are corrections needed, please reach out to your College Coordinator to submit a request for changes or submit a request form [here](#).

Please note that the report will *not* automatically refresh when the Activity Insight data is changed. Workflow is designed to give faculty complete control over the data that is included, so faculty must deliberately refresh the report in Workflow.

You will also be able to list your courses that were taught by a Teaching Assistant.

### 4. Teaching

#### 4.1. Tabular Summary of Teaching Evaluations

Tabular Summary of Teaching Evaluations

















Last Updated  
Date and Time

 Refresh Report

• Did you have a Teaching Assistant for any of your courses listed in the Tabular Summary of Teaching Evaluations?

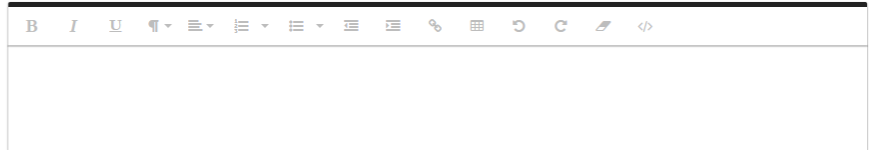
If yes, please list the courses in the text box.

**B** *I* U              

#### 4.2. Summary of Teaching Achievements

Please summarize your teaching achievements during the review period.

Summary of Teaching Achievements

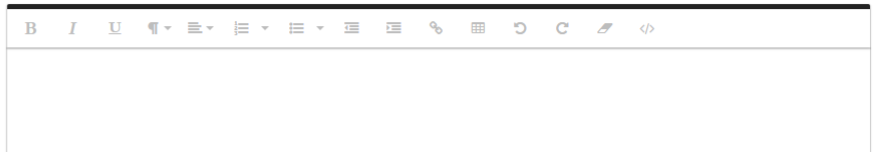


A rich text editor interface with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and Source Code. Below the toolbar is a large empty text area.

#### 4.3. Teaching Narrative

Please elaborate and reflect on your teaching achievements and activities during the review period. Provide examples of specific instructional strategies you have implemented, successes and lessons learned, and student responses.

Teaching Narrative



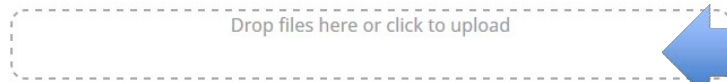
A rich text editor interface with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and Source Code. Below the toolbar is a large empty text area.

## 10. Peer Review/Observations

Scan your Peer Review/Observation documents. Upload the files.

#### 4.4 Peer Review/Observations of Teaching

Peer Review/Observations of Teaching



A dashed rectangular box containing the text "Drop files here or click to upload". A large blue arrow points from the right side of the box towards the left.

## 11. Summary and Narrative for Research/Scholarship

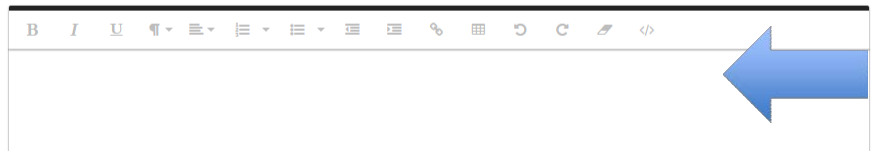
Type and proofread your Summary of Research/Scholarship and Research/Scholarship Narrative in a word processing document. When it is formatted and proofread, copy and paste the contents into the text box.

#### 5. Research/Scholarship

##### 5.1. Summary of Research/Scholarship

Please summarize your research/scholarship accomplishments during the review period.

Summary of Research/Scholarship





A rich text editor interface with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and Source Code. Below the toolbar is a large empty text area. A large blue arrow points from the right side of the text area towards the left.

### 5.2. Research/Scholarship Narrative

Please elaborate and reflect on your research/scholarship accomplishments. Contextualize your research within the broader literature base in your field. Include a discussion on quality, impact, and significance of your work.

\* Research/Scholarship Narrative

## 12. External Reviews/Assessments

Obtain a redacted scan of your External Reviews/Assessments from your Department Chair/School Director. Upload the files.

### 5.3. External Reviews/Assessments

\* External Reviews/Assessments



## 13. Summary and Narrative for Service

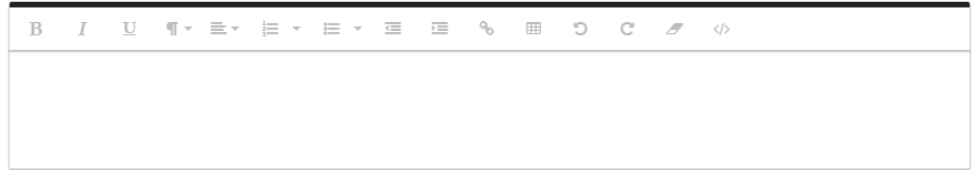
Type and proofread your Summary of Service and Service Narrative in a word processing document. When it is formatted and proofread, copy and paste the contents into the text box.

### 6. Service

#### 6.1. Summary of Service

Please summarize your service activities by category (department, college, university, community, and professional) during the review period.

Summary of Service

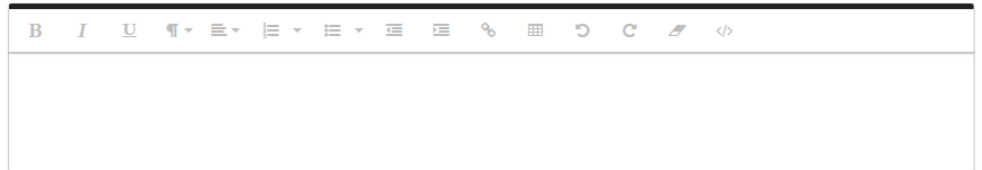


A rich text editor interface for the 'Summary of Service' section. It features a toolbar with icons for bold (B), italic (I), underline (U), text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, table, undo, redo, eraser, and source code. Below the toolbar is a large, empty text area for input.

#### 6.2. Service Narrative

Please elaborate and reflect on your service activities with a special focus on your contributions and the impact it had on your department, college, university, community, and profession.

• Service Narrative



A rich text editor interface for the 'Service Narrative' section. It features a toolbar with icons for bold (B), italic (I), underline (U), text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, table, undo, redo, eraser, and source code. Below the toolbar is a large, empty text area for input.

## 14. Supporting Documents

Scan your supporting documents. Upload the files.

### 7. Supporting Documents

#### 7.1. Teaching Supporting Documents

Teaching Supporting Documents

Drop files here or click to upload



#### 7.2. Research/Scholarship Supporting Documents

Research/Scholarship Supporting Documents

Drop files here or click to upload



#### 7.3. Service Supporting Documents

Service Supporting Documents

Drop files here or click to upload



## 15. Refresh Reports

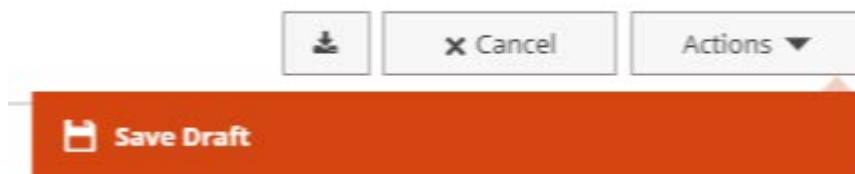
Reports such as your CV will auto-generate. You can click on them to preview the information. If there are corrections needed, please click action drop down button to save a draft at the top of the screen and go into Activities to update the information in FPT. Then you can return to Workflow and click on Refresh report next to the report that needs to be updated.

Please note that the report will *not* automatically refresh when the Activity Insight data is changed. Workflow is designed to give faculty complete control over the data that is included, so faculty must deliberately refresh the report in Workflow.



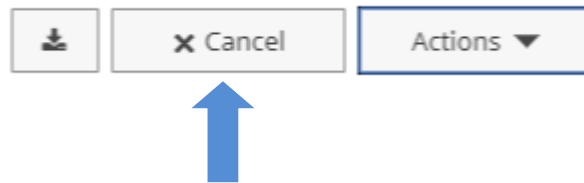
## 16. Save Draft

You can save at any time by clicking the Action icon at the top of the screen. It will provide you a drop-down menu.



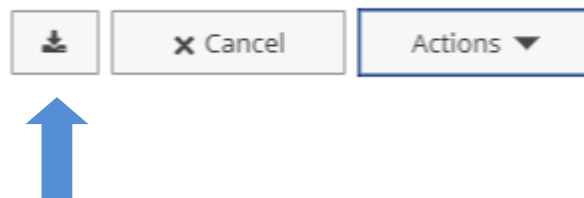
## 17. Cancel

The Cancel button will delete anything entered/uploaded that was not previously saved.



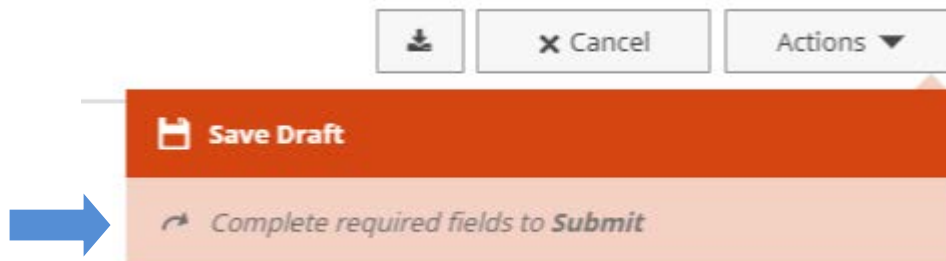
## 18. Export

The Export button will allow you to download your dossier as a zip file prior to submission for your personal records.



## 19. Required Fields

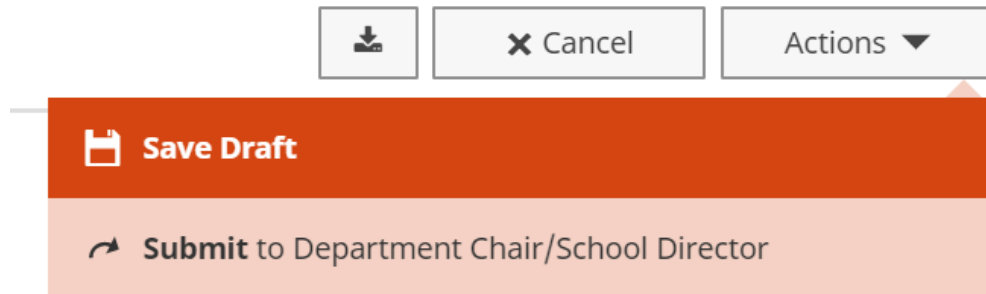
You have to complete all of the required sections in order to submit your dossier to the next step in the workflow. You will know if you are missing any section when the Action drop down menu says to complete required fields to Submit.





## 20. Submission

When you have completed all of the required sections, the Action button will then say **Submit to College Coordinator** instead of **Complete required fields to Submit**. Review your dossier one final time before you submit it.



After you click Submit, you will see a pop up window asking to confirm the action. Click Yes and your dossier will move to the next step.

Are you sure you want to submit this task?  
This action cannot be undone.

No

Yes

## 21. History

Once you submit your dossier, it will move out of your inbox and into your history. The current step column will allow you to track your dossier throughout the review process. You will need to respond to the reviewers' comments and ratings. These items will appear in your inbox once they are completed by the reviewers.

### Workflow Tasks

#### ▼ Inbox

Name	Step	Subject	Due Date
<i>No Data to Display</i>			

#### ▼ History

Name	Current Step	Subject	Last Modified
Annual Evaluation (1) - Fall 2018	College Coordinator	Self	March 28, 2018

If you should have any questions, please feel free to reach out to your College Coordinator who can provide you with more information on what will be needed in your dossier pertaining to your College.

College Coordinators			
College	Coordinators	Phone	Email
College of Liberal Arts	Bryan Smith	665-2424	<a href="mailto:bryan.smith@utrgv.edu">bryan.smith@utrgv.edu</a>
College of Engineering and Computer Science	Maureen Lopez	665-3305	<a href="mailto:maureen.lopez@utrgv.edu">maureen.lopez@utrgv.edu</a>
College of Education & P-16 Integration	Belinda Valles	665-3401	<a href="mailto:belinda.valles@utrgv.edu">belinda.valles@utrgv.edu</a>
College of Fine Arts	Jessica Trevino	665-2954	<a href="mailto:jessica.trevino@utrgv.edu">jessica.trevino@utrgv.edu</a>
College of Health Affairs	Jennifer Tijerina	665-2720	<a href="mailto:jennifer.tijerina@utrgv.edu">jennifer.tijerina@utrgv.edu</a>
College of Sciences	Jackelyn Melgar	665-3066	<a href="mailto:Jackelyn.melgar@utrgv.edu">Jackelyn.melgar@utrgv.edu</a>
School of Nursing	Sabine Castillo	665-3491	<a href="mailto:Sabine.castillo01@utrgv.edu">Sabine.castillo01@utrgv.edu</a>
School of Social Work	Odette Perez	665-3575	<a href="mailto:odette.perez@utrgv.edu">odette.perez@utrgv.edu</a>
University College	Mauricio De Leon	665-5205	<a href="mailto:mauricio.leon@utrgv.edu">mauricio.leon@utrgv.edu</a>
Vackar College of Business & Entrepreneurship	Bianca Hammond	665-3599	<a href="mailto:bianca.hammond@utrgv.edu">bianca.hammond@utrgv.edu</a>

## 22. Statements in response steps to Evaluator/Review Committee

**Auto Advance:** Each review level is programmed to “auto advance”; this means that whether there is a response or not, the dossier may automatically advance to the next step. Regardless of how the dossier advances (manual or automatic), the decision noted stands.

**10 Business Days:** The faculty member’s timeframe to response begins the day the Evaluator/Committees submits his/her/their recommendation. Recommendations submitted on weekends yield a weekend due date still including 10 business days.

**5 Day Appeal** (*Only for faculty submitting a Tenure & Promotion to Associate Professor review*): Faculty member may write a reply to the evaluator’s/committee’s response for inclusion in his or her dossier. The reply must be submitted within 5 business days of the faculty’s member’s receipt of the evaluator’s response. The faculty member may not raise new issues beyond those stated in the initial appeal.