

**The University of Texas**  
**Rio Grande Valley™**

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*Office of Faculty Success  
& Diversity*

# The Faculty Review Process

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**Interim Provost**  
**2020**

# TOPICS

- 1. Relevant HOP Policies and Review Guidelines**
- 2. Pathways for Review Deadlines 2020-2021**
- 3. Key Components and COVID-19**
  - Documentation
  - Department/School & College Criteria
  - Teaching
  - Research
  - Service
- 4. Faculty Portfolio Tool Updates**
- 5. Resources**
- 6. Questions and Suggestions**

# Relevant HOP Policies

- [HOP ADM 06-502](#): Annual Faculty Evaluation
- [HOP ADM 06-504](#): Post-Tenure Review
- [HOP ADM 06-505](#): Faculty Tenure & Promotion

# Review Guidelines

- Annual Faculty Evaluations & Tenure-Track/Tenure and Promotion Reviews Process and Guidelines
- Review, Reappointment, and Promotion of Full-time Lecturers, Professors in Practice and Clinical Faculty
- Faculty Peer Observation of Teaching
- Selection of External Reviewers

# Pathways for Review Deadlines – 2020-2021

- A. Promotion &/or Tenure
- B. Annual Review (Full-Time Faculty Evaluation)
- C. Tenure-Track
- D. First Year Faculty Review
- E. FT Lecturer, Professors in Practice, and Clinical Faculty  
Renewal and/or Promotion Review
- F. Post-Tenure Review

# Key Components and COVID-19

- **Documentation**
- **Department/School & College Criteria**
- **Teaching**
  - ✓ Peer Reviews of Teaching  
(optional for AY 19-20)
  - ✓ Student Evaluations  
(formative use for Spring & Summer '20)
- **Research**
- **Service**

# Faculty Portfolio Tool Updates

- CV Imports
- Enabled ***Auto Advance***
- Enabled ***Publication Collaboration Edits***
- Enabled access to ***Review Submitted Content***
- Added field for ***Faculty Development Support Document***
- Added ***Teaching Assistant Designation***
- 5-Day Response to Appeal outside of Workflow (Only for Reviews Types: T&P to Associate Professor and Promotion to Full Professor)
- Unredacted External Review Letters (*Department Chairs/School Directors*)
- Added ***Upload Field*** to the Department/School Committee step

# Resources

## Faculty Portfolio Tool (FPT):

- [College Liaisons](#)
- [Website](#)
- [fpt@utrgv.edu](mailto:fpt@utrgv.edu)
- [Electronic Faculty Review Dossier - \*Instructions with Graphics\*](#)
- [Annual Evaluation Dossier Template and Preview.](#)

Scroll to the bottom of the page to find links to download:

- *Annual Evaluation Dossier Template*
- *Annual Evaluation Form Preview*

# Resources

- **“Preparing Your Review Dossier for Tenure and/or Promotion and Annual Reviews”**

*Informational session held on August 13<sup>th</sup>*

Visit [website](#) for slides and recorded session.

- **“Documenting Teaching Effectiveness for Annual Review”**

*Informational session held on September 2<sup>nd</sup>*

Visit [website](#) for slides and recorded session.

# Resources

## Office of the Provost

### Faculty Reviews Resources:

- Review Pathways
- Review Guidelines
- Tabular Summaries

### **Additional Guidance & Support:**

- Office of Faculty Success & Diversity
- Office of the Faculty Ombuds
- Office of Institutional Equity & Diversity
- Faculty Senate
- Women's Faculty Network

# Q&A and Process Improvements

- **Please submit your *questions* to [facultysuccess@utrgv.edu](mailto:facultysuccess@utrgv.edu)**
  - You will receive an individual response to your questions from our FSD team.
  - We will use these to develop and post FAQ's for common questions.
- **Please submit your *suggestions* to your Dean or designee**
  - We will be reviewing the pathways calendar this year to identify opportunities for improvement.
  - Your suggestions during the process will be most helpful.