



# The Faculty Review Process

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# TOPICS

- 1. Relevant HOP Policies and Review Guidelines**
- 2. Faculty 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

# Division of Health Affairs: Faculty Review Deadlines 2020-2021

## Tenure-Track Years Four & Six, Application for Tenure, Promotion to Associate Professor or Professor & Post Tenure Review

	Activity	Due Date
1	Faculty Submits Dossier	Sept. 14
2	Department Tenure/Promotion Committee Review	Sept. 28
3	Department Chair/Director Review	Oct. 26
4	College/School Tenure/Promotion Committee	Nov. 30
5	Dean Review	Jan. 15
6	University Committee Review	Feb. 12
7	EVP or Designee Review	April 02
8	President's Review	May 03
9	Board of Regents Tenure Review	Aug 18-19

# Division of Health Affairs: Faculty Annual Review Deadlines 2020-2021

## Annual Reviews, Reappointments & Promotions for Lecturers and Clinical Ranks

	<b>Activity</b>	<b>Due Date</b>
1	Faculty Submits Dossier	March 5
2	Department/School Level Review	April 2
3	Department Chair/Director Review	April 30
4	Dean Review	May 28
5	EVP or Designee Review	June 18
6	Preparation of MOA's FY 2021-2022	July 02
7	MOAs sent to Faculty	July 16
8	All MOAs signed and returned to Office of the EVPHA	Aug. 13

# 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”**

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

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

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

# Resources

## Additional Guidance & Support:

- [Office of the Associate VP for Health Affairs](#)
- [Office of the Provost – Faculty Review Resources](#)
- [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 [healthaffairsfaculty@utrgv.edu](mailto:healthaffairsfaculty@utrgv.edu)**
  - You will receive an individual response to your questions
  - We will use these to develop and post FAQ's
- **Please submit your *suggestions* to your Dean or designee**
  - We will be reviewing the pathways calendar to identify opportunities for improvement.
  - Your suggestions during the process will be most helpful.