Preparing Your Review Dossier for Tenure and/or Promotion and Annual Reviews

Thursday, August 13th, 2020
10:00 a.m. – 11:30 a.m.

Tenure, Promotion & Annual Review Documentation

Louis Falk, Ph.D.
Professor, Department of Communication
Faculty Fellow, Office of Faculty Success & Diversity

Faculty Portfolio Tool/Digital Measures Updates

Vanessa Ceballos
Program Specialist
Office of Faculty Success & Diversity

The University of Texas RioGrandeValley
Faculty Success & Diversity

Tenure, Promotion & Annual Review Documentation

With Special Guests
Bryan Smith
College of Liberal Arts

DR. LOUIS K. FALK (רופא)

OFFICE OF FACULTY SUCCESS & DIVERSITY

DEPARTMENT OF COMMUNICATION

PURPOSE

- Aid in Strengthening your case for positive personnel actions
- Help navigate the electronic process used in personnel actions
- Clarification of university level required documentation
- Suggest specific types of examples for the proof of activities within:
  - Teaching
  - Scholarship / Research
  - Service

*Note – This may seem overwhelming it is not

NARRATIVE / SUMMARY

▶ Sets the Tone – *Your Responsibility to Make Your Case*

▶ Lists the Accomplishments

▶ Only Relevant Information

▶ Separate into Categories

▶ Add Links / Sources when Appropriate

▶ Back up Claims with Evidence

▶ Make sure the Summary and Narrative are consistent!!

REQUIRED DOCUMENTATION

▶ Applicant Statement – (purpose of this application)

▶ Department or College Guidelines and Criteria

▶ Updated Curriculum Vitae (system generated)

▶ Recommendations from Previous Years

REQUIRED DOCUMENTATION Cont.

- ▶ Tabular Summary of Teaching Evaluations

- ▶ Summary of Teaching Achievements

- ▶ Teaching Narrative

- ▶ Peer Reviews / Observations
    - ▶ Lecturer – 1 per year
    - ▶ Tenure Track – 1 per year
    - ▶ Tenured – 1 every three years, Post Tenure 2

REQUIRED DOCUMENTATION Cont.

▶ Summary of Research / Scholarship

▶ Research / Scholarship Narrative

▶ External Reviews (Tenure or Promotion Actions)

▶ Summary of Service

▶ Service Narrative

▶ Supporting Evidence

SUPPORTING EVIDENCE – TEACHING SECTION

▶ Summary of Teaching Evaluations / Achievements

▶ Course Syllabi
  ▶ Ongoing
  ▶ New
  ▶ Updated (changes highlighted)

▶ Peer Review / Observation Documentation

▶ Professional Development
  ▶ Workshop Attendance Verification
  ▶ Certifications

SUPPORTING EVIDENCE – RESEARCH / SCHOLARSHIP SECTION

▶ Publications

- ▶ Articles
  - ▶ 1st page of article from the journal with authors name on it
  - ▶ Letter of acceptance (depending on department or college criteria)
  - ▶ Table of contents with authors name on it

- ▶ Books
  - ▶ Cover of book with authors name on it
  - ▶ Signed book contract

- ▶ Encyclopedia Entries
  - ▶ 1st page or last page of entry from the encyclopedia with authors name on it
  - ▶ Letter of acceptance (depending on department or college criteria)
  - ▶ Table of contents with authors name on it

SUPPORTING EVIDENCE – RESEARCH / SCHOLARSHIP SECTION Cont.

- Presentations

  - Conference
    - 1st page of organization's program & the page the presentation is listed with presenter's name on it

  - Community / Local
    - 1st page of organization's program & the page the presentation is listed with presenter's name on it
    - Flyer with name of presentation & presenter's name
    - Picture of Memo Board with name of presentation & presenter's name

SUPPORTING EVIDENCE – RESEARCH / SCHOLARSHIP SECTION Cont.

- ▶ Creative

  - ▶ Performance
    - ▶ 1st page of organization's program & the page the performance is listed with presenter's name on it
    - ▶ Video recording of performance
    - ▶ Publicity Documentation
   - ▶ Newspaper, Flyers, Reviews, Website

  - ▶ Achievements
    - ▶ Award from Organization
      - ▶ Newspaper, Flyers, Reviews, Website

SUPPORTING EVIDENCE SERVICE SECTION

▶ Department

    ▶ Department List of Service Assignments

    ▶ Memo from Department Chair Confirming Service Contributions

    ▶ Letters of Service Verification
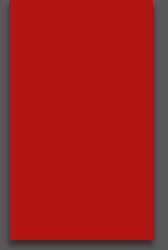
    ▶ Emails Confirming Appointment / Service

SUPPORTING EVIDENCE SERVICE SECTION Cont.
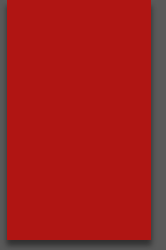
- College

  - Memo from Department Chair Confirming Service Contributions

  - Memos of Appointment

  - Letters of Service Verification

  - Emails Confirming Appointment / Service

SUPPORTING EVIDENCE SERVICE SECTION Cont.

- University

  - Memo from Department Chair Confirming Service Contributions

  - Memos of Appointment

  - Letters of Service Verification

  - Emails Confirming Appointment / Service

SUPPORTING EVIDENCE SERVICE SECTION Cont.

- Community

  - Letters of Service Verification

  - Printed organizational material with name of contributor on it

SUPPORTING EVIDENCE SERVICE SECTION Cont.

- Professional

  - Memos of Appointment

  - Letters of Service Verification

  - Emails Confirming Appointments / Service

  - 1st page of organization's program & the page the service contribution is listed - with contributor's name on it

REMINDER

➢ The easier this dossier is to review & the more verification of activities included, the better chance of success

➢ Be succinct and to the point - no one should have to hunt through the documents or search externally to verify accomplishments

➢ Check Spelling

➢ Recheck verification material is present and correct

➢ Update C.V. after material is added to Digital Measures

➢ If you don't know how to do something, need more information, or are unsure - ask

FINAL THOUGHTS:
CONCERNING DOCUMENTATION
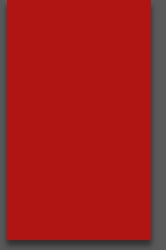
The absolute amount of proof that is required for portfolios: depends on the specific requirements of the personnel action according to the departments and/or college guidelines.

This might seem overwhelming – it is not

➤ Collect and Upload Material when obtained
➤ Create a Separate Document for Each Save & Update Each Year
➤ Name Each File Appropriately
➤ Templates are Available

QUESTIONS?

Dr. Louis K. Falk

Office of Faculty Success & Diversity

Department of Communication

LOUIS.FALK@UTRGV.EDU

956-882-8977

FACULTY PORTFOLIO TOOL / DIGITAL MEASURES UPDATES

➤ Enabled Auto Advance

➤ CV Imports

➤ Enabled Publication Collaboration Edits

➤ Enabled Access to Review Submitted Content

➤ Faculty Development Support Document Field Added

➤ Teaching Assistant Designation Added

REMINDERS

➢ Workflow does not Auto Save

➢ 10 Business Days to Respond

➢ 5 Business Day Response to the Appeal

➢ Conflict of Interest Need to be Reported

FRIENDS OF FACULTY PORTFOLIO TOOL

College	Coordinators	Phone	Email
College of Liberal Arts	Bryan Smith	665-2424	bryan.smith@utrgv.edu
College of Engineering and Computer Science	Maureen Lopez	665-3305	maureen.lopez@utrgv.edu
College of Education & P-16 Integration	Belinda Valles	665-3401	belinda.valles@utrgv.edu
College of Fine Arts	Jessica Trevino	665-2954	jessica.trevino@utrgv.edu
College of Sciences	Jackelyn Melgar	665-3066	Jackelyn.melgar@utrgv.edu
University College	Mauricio De Leon	665-5205	mauricio.deleon@utrgv.edu
Vackar College of Business & Entrepreneurship	Bianca Hammond	665-3599	bianca.hammond@utrgv.edu

Faculty Resources

- [Pathway Deadlines](#)

- [Faculty Review Dossier Instructions w/Graphics](#)

- [Annual Evaluation Dossier Template](#)

- [Annual Evaluation Dossier Form Preview](#)

- [Faculty Success & Diversity Website](#)

QUESTIONS?

Vanessa Ceballos
Program Specialist
Office of Faculty Success & Diversity
VANESSA.CEBALLOS@UTRGV.EDU
956-882-6590