



Electronic Faculty Review Dossier

Format of dossier with instructions and graphics

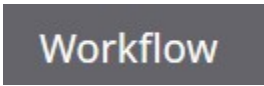
Created by the Office of Faculty Affairs

November 2023

1. Log into my.UTRGV.edu
2. Click on the FPT icon in your application section.



3. In your FPT dashboard click on Workflow tab in the menu bar.



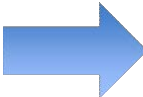
4. Workflow Inbox

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



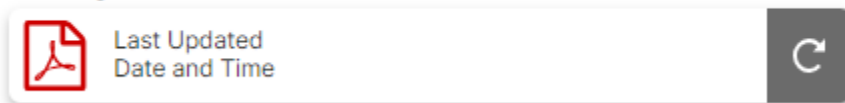
5. Title Page

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 by clicking on the refresh icon  .

Title Page



6. Guidelines and Criteria

Upload your department's Approved Department/School Guidelines and Criteria.


Approved College/Department/School Guidelines and Criteria *

[Drop files here or click to upload](#)

7. Curriculum Vitae

Your FPT CV will auto-generate. You will need to click on the icon to preview the information. If there are corrections needed or missing information, please click on the action drop down button to save a draft of your dossier at the top of the screen and then go into your Activities to update the information in your FPT.

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

by clicking on the refresh icon  .

You may also upload your personal CV as an optional file.

1.2 Curriculum Vitae

CV (FPT Generated Report)



Faculty CV Upload- Optional

[Drop files here or click to upload](#)

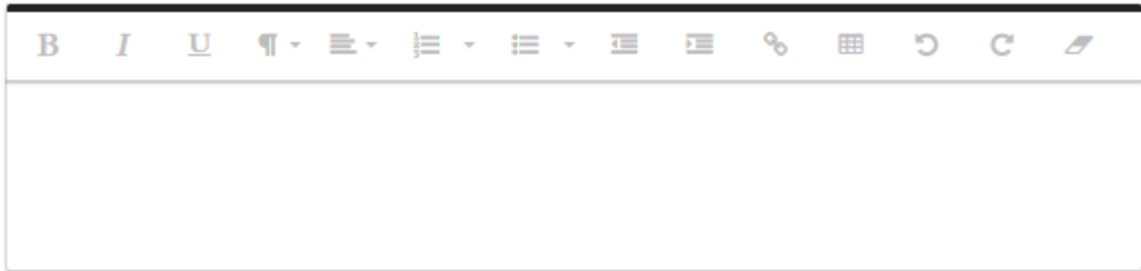
8. Summary Statement of Professional Accomplishments

Faculty applying for Tenure and Promotion to Associate Professor, Promotion to Full Professor, Comprehensive Periodic Evaluation or any NTT Promotion review: Type and proofread your Summary Statement of Professional Accomplishments in a Word processing document. When it is formatted and proofread, copy, and paste the contents into the text box.

1. Summary Statement of Professional Accomplishments

Please provide a narrative of professional accomplishments for the entire review period related to the faculty member's individual goals and the department's guidelines/criteria.

Summary of Professional Accomplishments*

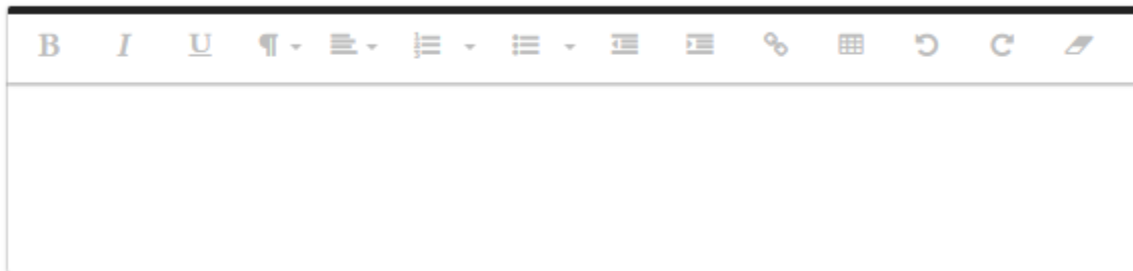
A screenshot of a rich text editor interface. The title bar reads "Summary of Professional Accomplishments*". Below the title bar is a toolbar with icons for Bold (B), Italic (I), Underline (U), Paragraph alignment (left, center, right), Bulleted list, Numbered list, Indent, Outdent, Link, Table, Undo, Redo, and a text color icon. Below the toolbar is a large, empty text area.

9. Summary Statement of Professional Goals

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

2. **Summary Statement of Professional Goals- optional for Full Professor, Senior Lecturer, Clinical Full Professor, and Full Professor of Practice**


Summary Statement of Professional Goals*

A screenshot of a rich text editor interface. The title bar reads "Summary Statement of Professional Goals*". Below the title bar is a toolbar with icons for Bold (B), Italic (I), Underline (U), Paragraph alignment (left, center, right), Bulleted list, Numbered list, Indent, Outdent, Link, Table, Undo, Redo, and a text color icon. Below the toolbar is a large, empty text area.

10. Previous Years' Recommendations

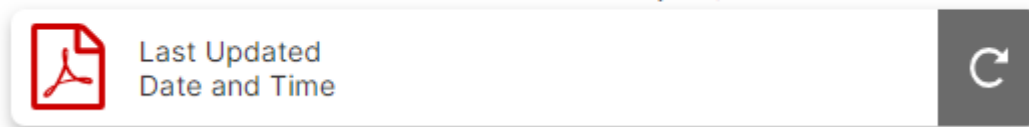
Faculty applying for Tenure and Promotion to Associate Professor, Promotion to Full Professor, or Comprehensive Periodic Evaluation review: **Any prior years' recommendations submitted before 2018-2019, please email your request to your college's FPT College Liaison.**

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

by clicking on the refresh icon  .

3. Previous Years' Evaluations


Previous Years' Evaluations (FPT Generated Report)



A horizontal report card for 'Previous Years' Evaluations (FPT Generated Report)'. On the left is a red PDF icon. To its right, the text 'Last Updated Date and Time' is displayed. On the far right, there is a dark grey button with a white circular refresh icon.

11. Workload Document Report

Your Workload information will auto-generate. You will need to click on the icon to preview the information. If information is missing, reach out to your FPT College Liaison to submit a request.

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 by clicking on the refresh icon  .

4. Workload Document Report

Workload Document Report (FPT Generated Report)



A horizontal report card for 'Workload Document Report (FPT Generated Report)'. On the left is a red PDF icon. To its right, the text 'Last Updated Date and Time' is displayed. On the far right, there is a dark grey button with a white circular refresh icon.

12. Summary for Teaching

Your Tabular Summary of Teaching Evaluations will auto-generate. You can click on it to preview the information. If there are corrections needed, please reach out to your FPT College Liaison to submit a request for changes. If any courses listed in your Tabular Summary of Teaching Evaluations were taught by a teaching assistant, please list those courses in the text box in the electronic dossier.

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 by clicking on the refresh icon



5.1 Tabular Summary of Teaching Evaluations

Tabular Summary of Teaching Evaluations (FPT Generated Report)

 Last Updated
Date and Time
 

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 ↕ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ↻ ↻ ✍

5.2 Summary of Professional Accomplishments in Teaching

Please summarize your professional accomplishments in teaching during the review period.

Summary of Professional Accomplishments in Teaching

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5.3 Peer Observations of Teaching

Upload peer observation of teaching report per department guidelines (or institutional guidelines when missing from department criteria.)

[Drop files here or click to upload](#)

13. Summary for Research/Scholarship

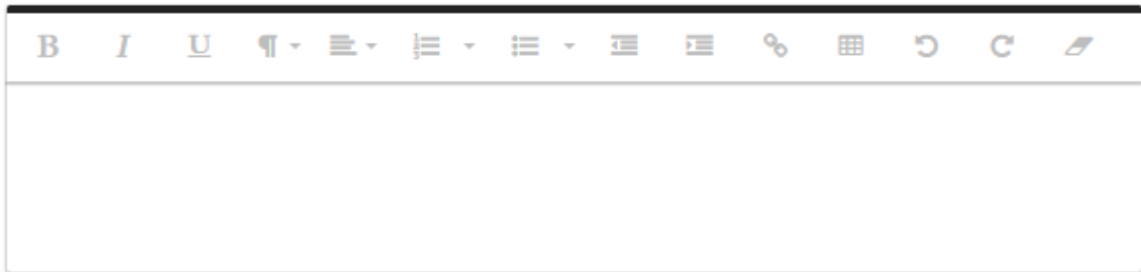
Type and proofread your Summary of Professional Accomplishments in Research/Scholarship word processing document. When it is formatted and proofread, copy, and paste the contents into the text box.

Only faculty who are applying for Tenure and Promotion to Associate Professor or Promotion to Full Professor will need to upload redacted external reviews/assessments. Please reach out to your Department Chair/School Director to obtain the documents.

6.1 Summary of Professional Accomplishments in Research/Scholarship

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

Summary of Research/Scholarship



External Reviews/Assessments

Please upload the redacted external reviews/assessments.

External Reviews/Assessments *

[Drop files here or click to upload](#)

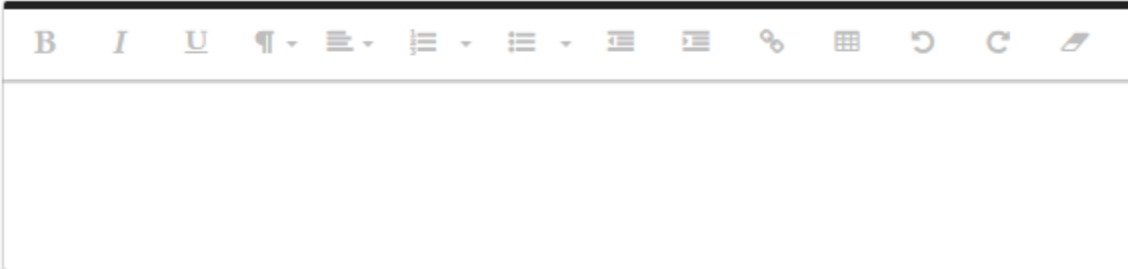
14. Summary for Service

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

7.1 Summary of Professional Accomplishments in Service

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

Summary of Professional Accomplishments in Service



15. Supporting Documents

Scan your supporting documents. Upload the files.

8.1. Teaching Supporting Documents

Teaching Supporting Documents

[Drop files here or click to upload](#)

8.2. Research/Scholarship Supporting Documents

Research/Scholarship Supporting Documents

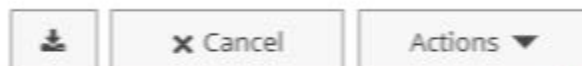
[Drop files here or click to upload](#)

8.3. Service Supporting Documents

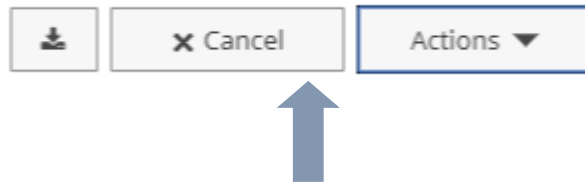
Service Supporting Documents

[Drop files here or click to upload](#)

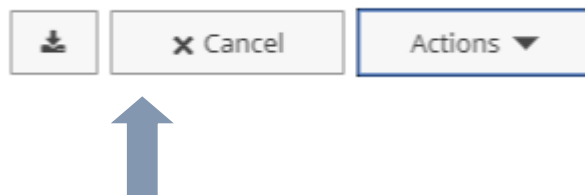
16. You can save at any time by clicking the Action icon at the top of the screen. It will provide you a drop-down menu.



17. The Cancel button will delete anything entered/uploaded that wasn't previously saved.

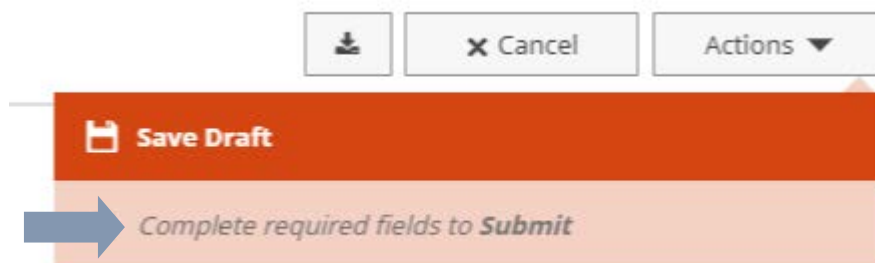


18. The Export button will allow you to download your dossier as a zip file prior to submission for your personal records.



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.

- 21.** 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

FPT College Liaisons/College Coordinators

College	Liaisons/Coordinators	Phone	Email
College of Education & P-16 Integration	Belinda Valles	665-3401	belinda.valles@utrgv.edu
College of Engineering and Computer Science	Annette Gutierrez	665-3305	annette.gutierrez@utrgv.edu
College of Fine Arts	Jessica Trevino	665-2954	jessica.trevino@utrgv.edu
College of Liberal Arts	Cinthy Saavedra		cla_fpt@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	Michael Ramos	665-3267	michael.ramos01@utrgv.edu
College of Health Professions	Jennifer Martinez	665-2291	jennifer.martinez13@utrgv.edu
School of Nursing	Claudia Dole	665-3491	claudia.dole@utrgv.edu
School of Social Work	Claudia Dole	665-3491	claudia.dole@utrgv.edu