

1. In the Faculty Portfolio Tool, select Faculty Review Dossier

[Review a guide](#) to manage your activities.

For UTRGV-specific information, FAQs, and detailed instructions and tutorials on managing your Faculty Portfolio Tool (FPT) account, please visit <http://www.utrgv.edu/facultyaffairs/faculty-portfolio-tool/index.htm>.

▼ General Information

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data

Employment History

Awards and Honors

Consulting

Degrees

Graduate/Post-Graduate Training

External Connections and Partnerships

Faculty Development Activities Attended

Licensures and Certifications

Media Contributions

Professional Memberships

Course Release Information

Workload Information

SACSCOC Qualifications

Faculty Review Dossier

Faculty Review Reports



2. Year

Select the current academic year from the drop down menu, i.e. in Sep 2017, select 2017-2018.

Current Academic Year

2017-2018



Category

Application For

3. Faculty Category

Select your faculty category from the drop down menu.

Current Academic Year

2017-2018

Category

Tenured/Tenure Track
Contingent

Application For



4. Action

Select the action that you are applying for with this dossier. Note if you are applying for tenure, promotion or post-tenure review the dossier will also serve as your annual review dossier.

Application For
Annual Evaluation (only for those not applying for actions listed below)
Tenure-Track Review
Tenure and Promotion to Associate Professor
Promotion to Full Professor
Post Tenure Review
Promotion to Lecturer II
Promotion to Lecturer III
Promotion to Senior Lecturer
Promotion to Clinical Associate Professor
Promotion to Clinical Professor
Promotion to Associate Professor in Practice
Promotion to Professor in Practice

5. Basic Information Type and proofread your Applicant Statement and Self-Evaluation in a word processing document. When it is formatted and proofread, copy and paste the contents into the text box.

1. Basic Information ⓘ

Cut and paste text into the text boxes. Be sure to include appropriate returns so the information displays with the correct format.

1.1 Applicant Statement and Self Evaluation

ⓘ Applicant Statement and Self-Evaluation



6. Guidelines and Criteria

Copy and paste the Approved Department/School Guidelines and Criteria into the text box.

1.2 Approved Department/School Guidelines and Criteria

Approved Department/School
Guidelines and Criteria

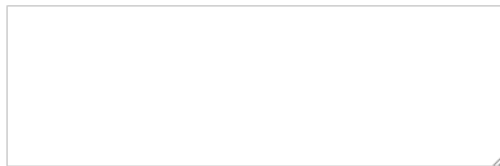


7. Professional Growth Plan

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



8. Previous Years' Recommendations

Tenure Track Faculty and faculty applying for promotion: Please email your prior years' recommendations to fpt@utrgv.edu. The Office of the Vice Provost for Faculty Affairs and Diversity will upload them for you.

3. Previous Years' Recommendations

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9. Teaching

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

4. Teaching

4.1 Tabular Summary of Teaching Evaluations

The tabular summary in the dossier will be generated by FPT. Please click on "Rapid Reports" on the upper left-hand side menu. Run the Tabular Summary of Teaching Evaluations. Double check your information on the Tabular Summary to ensure it is complete and up to date. If not, please email fpt@utrgv.edu.

4.2 Tabular Summary of Teaching Achievements

The tabular summary in the dossier will be generated by FPT. Please click on "Rapid Reports" on the upper left-hand side menu. Run the Tabular Summary of Teaching Achievements. Double check your information on the Tabular Summary to ensure it is complete and up to date. If not, you need to update the information by clicking on "Manage Activities" and inputting data in the Teaching Area and fields.

4.3 Teaching Narrative

Teaching Narrative



10. Peer Review/Observations

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

4.3 Peer Reviews/Observations

1st Peer Review Document

Recent Peer Review/Observations No File Stored Choose File...

Select the number of peer review document rows to add: 1 +Add



11. Teaching Supporting Documents

Scan your Teaching Supporting documents. Upload the files.

7.1 Teaching Supporting Documents

1st Supporting Document

Supporting Document No File Stored Choose File...

Select the number of supporting document rows to add: 1 +Add



12. Research/Scholarship Narrative

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

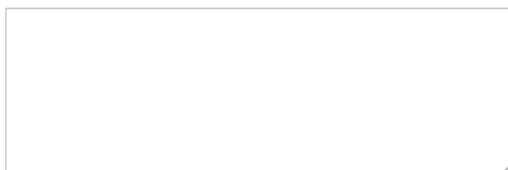
5. Research/Scholarship

5.1 Tabular Summary of Research/Scholarship

The tabular summary in the dossier will be generated by FPT. Please click on "Rapid Reports" on the upper left-hand side menu. Run the Tabular Summary of Research / Scholarship. Double check your information on the Tabular Summary to ensure it is complete and up to date. If not, you need to update the information by clicking on "Manage Activities" and inputting data in the Scholarship / Research Area and fields.

5.2 Research/Scholarship Narrative

📘 Scholarship Narrative



13. 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

1st External Review/Assessment

📘 External Review/Assessment

No File Stored

Choose File...



Select the number of external review/assessment rows to add: 1

+Add

14. Research/Scholarship Supporting Documents

Scan your Research/Scholarship Supporting documents. Upload the files.

7.2 Research/Scholarship Supporting Documents

1st Supporting Document

📘 Supporting Document

No File Stored

Choose File...



Select the number of supporting document rows to add: 1

+Add

15. Service Narrative

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

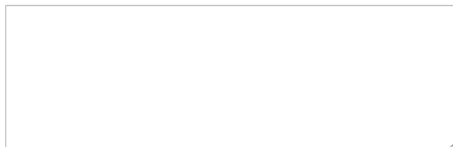
6. Service

6.1 Tabular Summary of Service

The tabular summary in the dossier will be generated by FPT. . Please click on "Rapid Reports" on the upper left-hand side menu. Run the Tabular Summary of Professional Service. Double check your information on the Tabular Summary to ensure it is complete and up to date. If not, you need to update the information by clicking on "Manage Activities" and inputting data in the Service Area and fields.

6.2 Service Narrative

Service Narrative



16. Service Supporting Documents

Scan your Service Supporting documents. Upload the files.

7.3 Service Supporting Documents

1st Supporting Document

Supporting Document

No File Stored

Choose File...



Select the number of supporting document rows to add: 1

+Add

17. Final Check

Click on **Rapid Reports** from the upper left hand menu.

Select Faculty Review Dossier from the drop down menu. **Select Sep 1 2017 as the start date. Select Aug 31 2018 as the end date.** Check this file. If edits are needed please edit your data in FPT and re-run the report.

Final Check

Please run the Faculty Review Dossier report by clicking on "Rapid Reports" on the left hand menu. Run the Faculty Review Dossier. Double check your information on the dossier to ensure it is complete and up to date. The report generated will be used by all reviewers. No hard copies will be accepted or reviewed.

18. Submission

Type your name and the date in the boxes below to indicate that the Faculty Dossier complete.

Signature for Submission

By typing your name below and today's date, you are stating that this electronic dossier is complete and ready to be submitted for review.

Name

Date

