

# Faculty Evaluations

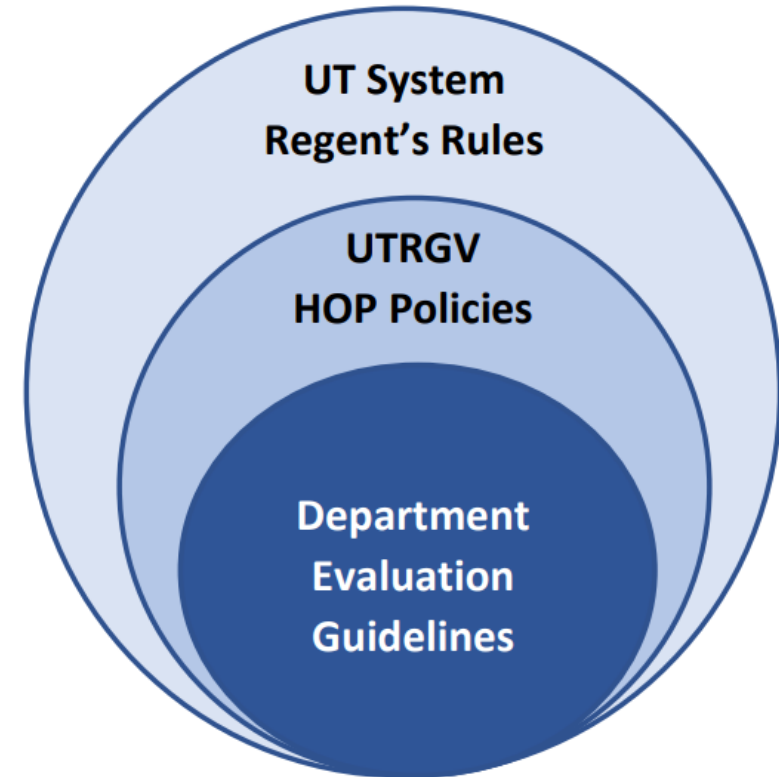
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UTRGV

# WHY?

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An annual evaluation program for all employees (administrative, faculty and classified) within The University of Texas System or any of the institutions is to be used for the *improvement of performance, promotion consideration, and merit salary review.*



[Rule 30501: Employee Evaluations | University of Texas System \(utsystem.edu\)](http://utsystem.edu)

# Office of Faculty Success and Diversity | UTRGV

## Office of Faculty Success & Diversity

- Home
- About Us ▾
- Programs & Trainings ▾
- Research Support and Grants ▾
- Recognition & Awards ▾
- Faculty Resources
- Faculty Development



**UTRGV**  
2022-2023  
**FACULTY EXCELLENCE AWARDS**



# WHEN?

Health Colleges (School of Nursing, School of Social Work, College of Health Professions) deadlines for Annual Tenured and Annual NTT, NTT Renewal, and NTT Promotions are **March 1st.**

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[2023-2024-utrgv-pathways-for-review.pdf](#)

## Important Due days to remember:

### **Due Sept 5<sup>th</sup>**

- **Second-Year** Tenure Track

### **Due Sept 8<sup>th</sup>**

- Promotion to Full
- Tenure and Promotion to Associate
- Comprehensive Periodic Evaluation (formally post-tenure review)
- **Third- and Fourth-Year** Tenure Track
- **Fifth-Year** tenure track

### **Due Oct 3<sup>rd</sup>**

- Annual Evaluation Tenured and Non-Tenured
- Non-tenure Track Renewal and/or promotion

### **Due Jan 12<sup>th</sup>, 2024**

- **First Year** Tenure -Track and Non-Tenure Track

# HOW?

- [Activities Main Menu | The University of Texas Rio Grande Valley | Watermark \(digitalmeasures.com\)](#)

Home

Announcements

Speak your Mind! Complete the [Student](#)

Applications

- ASSIST
- Office 365
- Blackboard
- V Link
- Engagement Zone
- vPrint
- iTravel+
- FPT
- PeopleSoft

watermark Faculty Success

Activities CV Imports Reports Workflow ▲

Tasks  
Submissions

Activities - The University of Texas  
[Review a guide](#) to manage your activities.

Search...

For UTRGV-specific information, FAQs, and detailed instructions and tutorials on managing your Faculty Portfolio Tool (FPT) account, please visit <https://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

Teaching

Activities CV Imports Reports Workflow ▼

Workflow Tasks

Dates below are displaying in your local timezone (America/Chicago).

Inbox

NAME	STEP	CANDIDATE	DUE DATE
No Data to Display			

History

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Annual Evaluation 2018-2019	Completed	Me	January 23, 2019 @ 12:00 AM	▼
2021-2022 Annual Evaluation Tenured	Completed	Me	February 2, 2022 @ 11:59 PM	▼
2019-2020 Promotion to Full Professor	Completed	Me	May 2, 2020 @ 11:59 PM	▼
Full Time Faculty Workload Effort- COS	Completed	Me	May 31, 2020 @ 11:59 PM	▼

## Faculty Review Electronic Dossier - Tenure-Track 1<sup>st</sup> year Review

Title Page  
Dossier Cover Page.pdf (FPT Generated report)

### 1. Basic Information

1.1 Approved College/Department/School Guidelines and Criteria

Approved College/Department/School Guidelines and Criteria

1.3 Curriculum Vitae

Curriculum Vitae  
Vita.pdf (FPT Generated report)

[CV file upload](#)

### 2. Summary Statement of Professional Goals

### 3. Teaching

3.1 Tabular Summary of Teaching Evaluations

Tabular Summary of Teaching Evaluations  
Tabular Summary of Teaching Evaluations.pdf (FPT Generated report)

Did you have a Teaching Assistant for any of your courses listed in the Tabular Summary of Teaching Evaluations?

Yes  No

If yes, please list the courses in the text box.

3.2. Summary of Professional Accomplishments in Teaching

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

Summary of Professional Accomplishments in Teaching

3.3 Peer Observations of Teaching (upload most recent peer observation of teaching report)

[Peer Observations of Teaching](#)

### 4. Research/Scholarship

4.1. Summary of Professional Accomplishments in Research/Scholarship

Please summarize your professional accomplishments in research/[scholarship](#) during the review period.

Summary of Professional Accomplishments in Research/Scholarship

### 5. Service

5.1. 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

### 6. Supporting Documents

6.1. Teaching Supporting Documents

[Teaching Supporting Documents](#)

6.2. Research/Scholarship Supporting Documents

[Research/Scholarship Supporting Documents](#)

6.3. Service Supporting Documents

[Service Supporting Documents](#)

When you submit your dossier, it will be routed to the next steps as indicated in the Pathways for Review Deadlines on the Office of the Provost website.

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## College Coordinator Step

### College Coordinator Form

Note: Please submit the dossier once you are notified by the Office of Faculty Success and Diversity.

Comments

[File Upload](#)

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## Department/School Committee Step

### Department/School Committee Form

Teaching

Please provide a narrative assessing the faculty member's accomplishments in this category during their first year/semester on tenure-track. This could include strengths, opportunities for improvement, etc.

Teaching performance rating:

Exceeds Expectations  Meets Expectations  Does Not Meet Expectations  Unsatisfactory \*\*

Research/Scholarship

Please provide a narrative assessing the faculty member's accomplishments in this category during their first year/semester on tenure-track. This could include strengths, opportunities for improvement, etc.

Research/Scholarship performance rating:

Exceeds Expectations  Meets Expectations  Does Not Meet Expectations  Unsatisfactory \*\*

**Service**

Please provide a narrative assessing the faculty member's accomplishments in this category during their first year/semester on tenure-track. This could include strengths, opportunities for improvement, etc.

Service performance rating:

Exceeds Expectations  Meets Expectations  Does Not Meet Expectations  Unsatisfactory \*\*

**Overall Summary Assessment**

Please provide a narrative assessing the faculty member's overall progress toward tenure and promotion and recommendations to meet the tenure and promotion criteria.

Overall Performance Rating:

Exceeds Expectations  Meets Expectations  Does Not Meet Expectations  Unsatisfactory \*\*

Tenure-Track Recommendation

Reappoint on Tenure-Track  Remove from Tenure-Track \*\*\*

Note: If the faculty member has submitted additional documentation, such as recently published papers or acceptances of grants, feel free to use the upload box below to add those materials to the review process.

[Additional Material from Faculty Member](#)

Note:

\* Meeting with Department Chair/School Director and Dean to develop an action/remediation plan is required; the faculty member may be subject to further review.

\*\* Meeting with Department Chair/School Director and Dean to develop an action/remediation plan is required; the faculty member may be subject to further review and/or to appropriate administrative action.

\*\*\* Means termination of employment with appropriate notification.

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### Faculty Response to Dept./School Committee Step

#### Faculty Response to Dept./School Committee Form

*Auto Advance: The faculty member response to each review level is programmed to "auto advance"; this means that whether there is a response or not, the dossier will automatically advance to the next step after the allotted 10 business days have passed. When the dossier advances, the decision noted stands.*

*10 Business Days: The faculty's timeframe to respond begins the day the Evaluator/Committee submits their recommendation. If submitted on a weekend, the 10 business days will start at the beginning of the business week. If UTRGV is not open on a weekday, that day will not count toward the 10 business days.*

Do you request reconsideration?

No  Yes

Submit your request for reconsideration in the box below (if applicable). Attach supporting documents as needed.

Reconsideration Narrative

[Supporting Documents](#)

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### Department/School Committee Response Step

### Department/School Committee Response Form

*Auto Advance: The reviewer response to reconsideration will never auto-advance. In each case, the reviewer must advance the step manually.*

*10 Business Days: The faculty's timeframe to respond begins the day the Evaluator/Committee submits their recommendation. If submitted on a weekend, the 10 business days will start at the beginning of the business week. If UTRGV is not open on a weekday, that day will not count toward the 10 business days.*

Note: All 3 Likert scales require a response on this screen in order to be able to submit.

Please select "No Request for Reconsideration" on the scale below if the faculty member did not request reconsideration.

Response from Faculty

No Request for Reconsideration  Request for Reconsideration

Please enter the committee's response to the request for reconsideration in the comment box, including any revised recommendations. Please email the committee's comments and recommendations to the faculty member so they are aware of the outcome of the request for reconsideration.

Committee Response to Request for Reconsideration

Revised Overall Performance Rating

No Change  Exceeds Expectations  Meets Expectations  Does Not Meet Expectations  Unsatisfactory \*\*

Revised Recommendation for Tenure-Track

No Change  Reappoint on Tenure-Track  Remove from Tenure-Track \*\*\*

[Supporting Documents](#)

Note:

\* Meeting with Department Chair/School Director and Dean to develop an action/remediation plan is required; the faculty member may be subject to further review.

\*\* Meeting with Department Chair/School Director and Dean to develop an action/remediation plan is required; the faculty member may be subject to further review and/or to appropriate administrative action.

\*\*\* Means termination of employment with appropriate notification.

\*\*\*\*\*

# Dossier preparation

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Best  
practices



# Important Considerations for Evaluation

Remind the reviewers what your **WORKLOAD\*** is

Quantify and Describe the **IMPACT** of your work

The information contained in the CV and Narratives must **MATCH**.

Use **TABLES** to summarize your information if appropriated

\* Automatically uploaded into FPT

# General tips: Narratives

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- Be clear and concise.
- Use your evaluation criteria statements to help the reviewer see if you meet or exceed expectations
- Example:
  - Research: Criteria (A) Publish 2 papers in high-quality Q1 journals:
    - In addition to the 2-high quality Q1 papers requested on the criteria (A), I wrote 3 more Q1 high-quality papers. According to the criteria (Criteria A.1), I exceed expectations: and then list the papers and journals.

# Dossier Preparation



UPDATE your CV



Begin to prepare your dossier well in advance so that you have time to reflect and make edits to make your tenure and/or promotion case.



You can do this before the FPT dossier becomes available by working offline.

# Who is evaluating you?

Introduce your research or creative works to your colleagues in a way that will be understood by your peer's department/dean.

Contextualize your work and your presentations so people understand the importance and the stature of things like certain conferences.

# Teaching: Courses

- Focus on your evaluation criteria and describe
  - Enhancements to courses
  - Creation of any course
    - If you created a course, did you also teach it? How did this benefit students?
  - Teaching of undergraduate and graduate courses
    - Discuss how your teaching has evolved and improved; provide data to validate claims.

# Teaching: Courses; cont.

- Focus on your evaluation criteria and describe
  - Implementations of any pedagogical innovations or technology in your courses.
- Participation in any teaching training workshops to improve your teaching.
- Discuss links between your teaching and research productivity. For example, do you recruit research students from your classes?

# Teaching: Student Evaluations

- Focus on your evaluation criteria and be sure to include information such as:
  - Number of students who evaluated the courses
  - Average number of responses in Agree + Highly Agree
  - A reflection on how to improve the course based on student evaluations.

# Teaching: Student Mentorship

- Focus on your evaluation criteria and be sure to include information such as:
  - Number of students in your research program who presented their findings at scientific conferences
  - Number of student co-authors
  - Number of students who completed their undergraduate/graduate degrees
  - Number of students who
    - attended research training programs or graduate studies
    - received fellowships for graduate studies
    - are pursuing excellent careers consistent with their education
  - Students that have won recognitions and other awards.



# Teaching: Peer observation

- Focus on your evaluation criteria and be sure to include information such as:
  - PDF copy of the report and your reflection
  - The Peer observation is part of your evaluation process and must not be taken lightly.
  - Tip: Arrange more than the minimum peer evaluations from various individuals.

# Teaching: Supplemental information

- Give **meaningful** names to your files
  - Example: S1\_Feria\_Teaching training\_Quality Matters\_2018
- Link the supplemental information file in the narrative:
  - Example: I attended the Quality Matters training (*see S1\_Feria\_Teaching training\_Quality Matters\_2018*), which helped me design my first online course. This course will allow me to double the number of students enrolled in the course from 40 to 80.

# Research & Scholarship: Publications: papers, books, etc.



Focus on your evaluation criteria  
and indicate:

Quality of publications. Recommended website:  
<https://www.scimagojr.com/>

Impact of the publications or rather the impact of your  
research contributions in general



Confirm that publications are included in the Narrative and in your  
CV



Balance collaborations with demonstration of your independent  
contributions.

# Research & Scholarship: Grants, travel awards, etc.

Focus on your evaluation criteria and include information such as:

- Proposals submitted, funded, and not funded
- Your contribution as PI, CoPI, Senior Personnel, etc.
- Amount of proposal
- Agency name
- Award Period
- Brief description of the proposed research
- A summary of the feedback received, and actions taken in response
- Plans for resubmission of non-funded proposals

List any travel grants to attend conferences, data gathering, performances, etc.

Summarize the **IMPACT** of your grants/scholarly/creative work grants

# Research/scholarly/creative work: Presentations

Focus on your evaluation criteria and include information such as:

1. Level: local, state, regional, national, international

2. Type of presentation—conference, department colloquia, seminar

3. Invitation, plenary talk, keynote speaker, panelist, moderator,

# Research: Supplemental information

- Give **meaningful** names to your files
  - Example: **S1 Feria TPWD Grant 2019**
- Link the supplemental information file in the narrative. Note the brief description.
  - Example: I **obtained \$104,000** from Texas Parks and Wildlife Department, Section 6 grants **as PI** to develop research on the rare endangered species *Manihot walkerae*. **This is a bi-national** research program conducted with Mexican researchers. Two undergraduates and one graduate student from UTRGV are participating in this project (see **S1 Feria TPWD Grant 2019**).

# Service

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- Focus on your evaluation criteria and be sure to indicate:
  - Level: department/school, college, university, profession, community
  - Your role in the committee
  - Outputs of your efforts serving in these activities

Committee service is valued, but of the three criteria - teaching, research, and service - the first two are most heavily weighted in tenure and promotion criteria.

- Include your non-committee service, such as mentoring and advising students. This includes letters of recommendation for jobs or graduate school.

# Growth plan for the upcoming years



**TEACHING**



**RESEARCH/SCHOLARLY/CREATIVE  
WORK**



**SERVICE**



# HOP

## [Handbook of Operating Procedures | UTRGV](#)

Handbook of Operating Procedures

HOP Style Guide

HOP Template (MS Word)

HOP Policy Impact Statement

HOP Committee

SharePoint Site

Adding Comments to a HOP Policy Under Review

Editing a HOP Policy Under Review

Receiving Update Notifications for a HOP Policy Under Review

Regents' Rules & Regulations

UTRGV College, School and Unit Policies

## Handbook of Operating Procedures

This Handbook of Operating Procedures (HOP) of The University of Texas Rio Grande Valley contains policies and procedures for the governance of UTRGV. Policies connect UTRGV's mission to individual conduct, clarify institutional expectations, support compliance with laws and regulations, mitigate risk, and enhance productivity and efficiency in operations. UTRGV and its activities are subject to the Rules and Regulations of the Board of Regents of The University of Texas System. In the event of any conflict between the Regents' *Rules and Regulations* and any policies or procedures in this HOP, the Regents' *Rules and Regulations* shall govern.

This HOP does not constitute a contract between UTRGV and its employees, and is subject to change by UTRGV at any time following the process established in [HOP 01-101](#). Such changes are effective whenever approved by the President and posted on the website. Although UTRGV will attempt to timely update the HOP to reflect changes in policies, in state or federal laws, or the Regents' *Rules and Regulations* upon which these policies are based, because of publishing, editing, and review schedules, this HOP may from time to time contain information that is outdated or no longer applicable.

Search keywords on our policies:

**SEARCH**



Merci

Gracias

Thank you

Grazie

謝謝

Спасибо

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Thank you

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