



¡JUNTOS AL ÉXITO!

FPT AND YOUR DOSSIER: BEST PRACTICES

AUGUST 15, 2023

**HOP POLICIES & RESOURCES FOR
FACULTY EVALUATION**

OUTLINE

- 1. HOP POLICIES & RESOURCES FOR 2023-2024**
- 2. TYPES OF REVIEWS & DOSSIER REQUIREMENTS**
- 3. DEPARTMENT EVALUATION GUIDELINES**

Office of the Provost

Faculty Resources / Faculty Reviews



FACULTY REVIEWS

Review Pathways

- [Pathways for Review Deadlines 2023-2024 - All Colleges](#)
- [Pathways for Review Deadlines 2022-2023 - All Colleges](#)

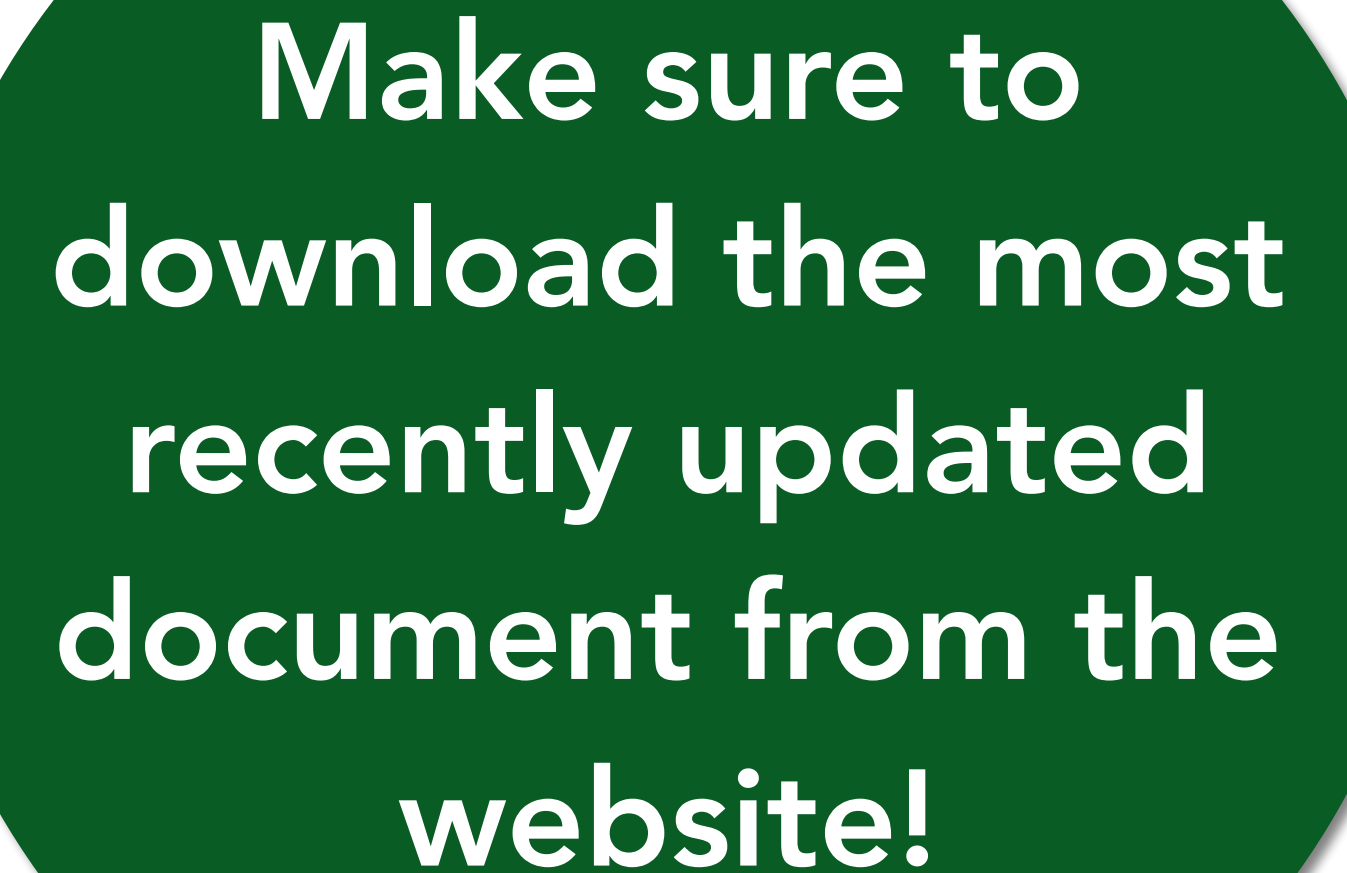
Faculty Review Guidelines

- [Best Practices for Department Evaluation Guidelines](#)
- [Annual Faculty Evaluations & Tenure-Track/Tenure and Promotion Reviews Process and Guidelines](#)
- [Guidelines for Review, Reappointment and Promotion of Full-time Lecturers, Professors of Practice, and Clinical Faculty](#)
- [Guidelines for Faculty Peer Observation of Teaching](#)
- [Guideline for the Selection of External Reviewers for Faculty Promotion and Tenure](#)

Faculty Portfolio Tool (FPT)

Pathways for Review Deadlines

- The Pathways calendar is available within the Faculty Resources - [Faculty Reviews](#) page.
- **IMPORTANT:** In order to comply with the notification requirements for the renewal of tenure-track faculty, set by UT System Regents' Rule 31002, all faculty starting their second-year at UTRGV in Fall 2023 will need to complete their review in the fall semester.



**Make sure to
download the most
recently updated
document from the
website!**

Faculty Portfolio Tool (FPT)

The Provost's Office Faculty Resources / [Faculty Reviews](#) website provides comprehensive information to assist faculty in understanding and managing the [Faculty Portfolio Tool](#) software.

- New faculty may want to start by reviewing the following sections:

- [Welcome to the Faculty Portfolio Tool](#)
- [FPT College Liaisons](#)
- [Faculty Electronic Dossier](#)
- [FPT Electronic Dossier FAQ](#)
- [Personal and Contact Info](#)
- [Employment History](#)
- [Syllabus](#)
- [Intellectual Contributions](#)
- [Service](#)
- [Build Your CV](#)
- [CV Imports](#)
- [Presentations](#)
- [Frequently Asked Questions](#)

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- [Service](#)
- [Build Your CV](#)
- [CV Imports](#)
- [Presentations](#)
- [Frequently Asked Questions](#)

HOP policy organization for tenured and tenure-track faculty

ADM 06-503

Tenure-track Faculty Appointments, Evaluations, and Reappointments

Tenure-track Annual Evaluation

3rd-Year Review

Tenure and Promotion

ADM 06-504

Tenured Faculty Evaluation

Annual Evaluation

Promotion to Full Professor

Comprehensive Periodic Evaluation

HOP policy organization for Non-tenure Track Faculty

ADM 06-***

Non-tenure Track Faculty Evaluation

Annual Review

Promotion Review

HOP policy organization for faculty evaluation

APPENDICES

Appendix A - Department Evaluation Guidelines

Appendix B - Evaluation Categories and Standards

Appendix C - Definition of Performance Ratings

Appendix D - Dossier Requirements

Appendix E - Review Committee Composition and Requirements Regarding the Review

TYPES OF REVIEWS: TENURE-TRACK FACULTY

FACULTY STARTING THEIR:	EVALUATION TYPE FOR 2023-2024:
1st Year	1st-year Evaluation (Spring 2024)
2nd Year	Annual Tenure-track Evaluation
3rd Year	3rd-year Review
4th Year	4th-year Review
5th Year	Annual Tenure-track Evaluation
6th Year	Tenure and Promotion*

**Some faculty are eligible for an extended timeline due to the COVID pandemic.*

TYPES OF REVIEWS: TENURED FACULTY

FACULTY STARTING THEIR:	EVALUATION TYPE FOR 2023-2024:
All Years	Annual Evaluation
6th Year (since their last comprehensive review)	Comprehensive Periodic Evaluation
	Promotion to Professor & Comprehensive Periodic Evaluation

FPT DATA ENTRY REMINDERS

Tenure-track faculty hired in 2021 or before will continue to use the same template for FPT.

Dossier Requirements for Faculty Evaluation - ALL REVIEWS

NOTE:

Additional information and/or documentation may be required by your specific college's or department's approved Evaluation Guidelines documents.

Dossier Requirements for Faculty Evaluation - ALL REVIEWS

Current curriculum vitae

- FPT-generated document (auto)
- Option to upload personal CV

Summaries of professional accomplishments in:

- Teaching
- Research and Scholarship
- Service
- Patient Care

Peer evaluations of teaching as per the department guidelines, or in the case of departments without such guidelines, UTRGV's [Guidelines for Faculty Peer Observation of Teaching](#).

Dossier Requirements for Faculty Evaluation - ALL REVIEWS

Faculty portfolio system-generated reports (auto-attached)

- Student evaluations of teaching
- Workload document
- Previous department-level evaluation(s)

▼ Reports Have Been Run and Auto-Attached

The following reports have been attached to this submission on your behalf.

- Title Page - Last updated July 26, 2022 at 4:00 PM
- Curriculum Vitae Generated Report - Last updated July 26, 2022 at 4:00 PM
- Prior Department Level Evaluation - Last updated July 26, 2022 at 4:00 PM
- Workload Document Report - Last updated July 26, 2022 at 4:00 PM
- Tabular Summary of Teaching Evaluations - Last updated July 26, 2022 at 4:00 PM

To ensure that the data included for your submission is current, we recommend you refresh these reports. You can do this by selecting the "Refresh Report" button for each individual report below, or you can use the "Refresh All" button here to refresh all reports listed above.

Refresh All

NOTE:

For workload and previous department-level evaluation reports, FPT will only be able to auto attach the reports that are in FPT. In comprehensive reviews, faculty may still need to have some reports manually added for the next few years.

Dossier Requirements for Faculty Evaluation - ALL REVIEWS

Faculty portfolio system-generated reports (auto-attached)

- Student evaluations of teaching
- Workload document
- Previous department-level evaluation(s)

Summary statement of professional goals, or a proposed professional development plan, leading to the next comprehensive and/or promotion review. This is optional for faculty in a terminal rank (Professor, Senior Lecturer, Clinical Professor, Professor of Practice).

Any other materials or supporting documentation as per the department or college criteria.

Dossier Requirements for All Promotion Reviews & CPE

A narrative of professional accomplishments for the entire review period related to the faculty member's individual goals (as stated in number iv., above) and the department's guidelines/criteria.

Dossier Requirements for Promotion to Associate/Full Professor

For tenure and promotion reviews to Associate Professor and Professor, the dossier must also include external review reports.

Reconsideration vs. Appeal vs. Grievance

REQUEST FOR RECONSIDERATION

Faculty may submit a request for reconsideration (through the FPT workflow) when they believe the evaluators missed something; the request for reconsideration is generally submitted with additional information or documentation.

APPEAL

After the evaluators submit a decision on the request for reconsideration, the dossier moves to the next level which acts as an appeal (if the faculty member is still dissatisfied with the result).

Different types of reviews end at different levels of review. For instance, the Annual Review for Tenured Faculty allows faculty members to appeal the Dean's review (to the Provost) only if the Dean has changed the overall rating (from the Department Chair) to "Does Not Meet Expectations" or "Unsatisfactory."

Reconsideration vs. Appeal vs. Grievance

GRIEVANCE

A grievance is outside the scope of the faculty evaluation HOP policies but is covered by other UTRGV HOP policies. Faculty are encouraged to consult with their Department Chair, the Faculty Ombuds, or the Office of Institutional Equity & Diversity to determine how to move forward with a grievance related to the faculty review process.

Discrimination or sexual misconduct concerns within the review process should not be addressed through the request for reconsideration or appeals process.

DEPARTMENT EVALUATION GUIDELINES

- It is imperative that all departments (or colleges in some cases) have updated guidelines that **clearly specify the standards, criteria, and department-level procedures that inform faculty evaluations, including annual review, the granting of tenure, comprehensive periodic evaluation, and promotion.**
- The need for these documents was reinforced in the Annual Review Survey that was administered in December 2021: much of the feedback received at that time related to the department guidelines rather than the HOP policy.

Department Evaluation Guidelines

- The HOP policies include several notable references to Department Evaluation Guidelines documents, including:
 - A timeframe for faculty and administrative review and approval of department guidelines. [see Appendix A, section 1.b.]
 - A stipulation to review and revise (if needed) no less than every six years. [see Appendix A, section 1.c.]
 - **The need to specify how differences in workload are evaluated, each category (Teaching, Research, Service) is rated, and how the overall performance rating is determined.**

Department Evaluation Guidelines

- *[CONTINUED] The HOP policies include several notable references to Department Evaluation Guidelines documents, including:*
 - ▶ The need to address “vanity presses” within the discipline.

Appendix B. 1.b.ii. “Departments should identify common publications and/or presses in the discipline that do not meet the peer review expectations and standards.”

Review Committee Reminders

- The new policies outline the requirements for review committees by review type, organized by Guiding Principles for Annual Reviews and Action Reviews.

Appendix E

Review Committee Composition and Requirements Regarding the Review

1.c.ii. "All ranks being reviewed are eligible to vote on committee membership;"

1.c.iv. "For tenure-track and tenure and promotion reviews, when there are fewer than three tenured faculty members eligible to review the faculty member(s) undergoing review, the dean will invite eligible tenured faculty members from other departments to participate as members of the department review committee. All tenured faculty in the department will have an opportunity to recommend outside faculty to serve on the committee; the dean will make the selection after consulting with the department chair."

Department Evaluation Guidelines: Best Practices

To facilitate the creation, review, and/or revision of the Department Evaluation Guidelines, a faculty committee created a “best practices” document:

- The document provides recommendations that align with UTRGV’s HOP policies and procedures while also encouraging individual academic units to prioritize discipline-specific expectations.
- The primary audience for this document is the Department Guidelines Committee whose charge is to create and revise the department evaluation guidelines.

Best Practices for Creating and Revising Department Evaluation Guidelines for Annual Review, Promotion, and Tenure	
1. Purpose of This Document	2
2. Definition of Terms	2
3. Who should read this document?	3
4. Heuristic for Creating and Revising Department Evaluation Guidelines	3
a. Helpful Principles to Frame the Guidelines Committee’s Work	3
b. Creation and Content of Department Evaluation Guidelines	4
1. <i>Creation of The Document and Formation of the Guidelines Committee:</i>	5
a. Getting Started: Formation of the Guidelines Committee	
b. Establishing Organization and Function of the Guidelines Committee	
c. Faculty Feedback and Shared Governance	
2. <i>Content of Document</i>	7
a. General Guidelines for Expectations and Performance Criteria	
b. Expectations based on Workload	
c. Expectations for Periodic Performance Evaluation for All Faculty	
d. Other Considerations for Review Criteria	
3. <i>Approval of Document and Revision Cycle</i>	14
5. References and Resources	14
a. UTRGV Policies	14
b. UT System Policies and other Texas State Codes	14
c. Additional Resources	14



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