

College of Sciences
The UTeach Rio Grande Valley Program
Criteria for Promotion and Reappointment of Three-Year Professors in Practice

**Minimum Criteria for Promotion and Reappointment of
Three-Year Professors in Practice**

The UTeach Rio Grande Valley Program in the College of Sciences in accordance with UTRGV policies supports a system of reappointment and promotion for three-year professors in practice. The purpose of reappointment and promotion is to reward faculty that excel at their assigned responsibilities in (1) *teaching, field supervision and professional development*, and (2) *professional service*, or exceed these responsibilities by also engaging in *research/scholarship*. This document establishes minimum criteria that must be met to be considered for promotion and/or reappointment. All faculty evaluated annually through an annual faculty evaluation, may be eligible to apply for reappointment in the last year of their 3-year term, and may be eligible for promotion after at least six (6) years of service at their current rank.

A normal workload of three-year professors in practice consists of 80% *Teaching, Field Supervision and Professional Development*, and 20% *Professional Service*, and modifications may be made due to circumstances in terms of program needs and contributions provided by the faculty member. The review is a substantive evaluation of a Professor in Practice's contribution in the areas of (1) *Teaching, Field Supervision and Professional Development* and 2) *Professional Service*. Where *Research/Scholarship* is also provided, it shall be taken into account as a percentage of workload in the Service category, unless otherwise agreed upon by the UTeach RGV Program Co-Director/Program Manager from the College of Sciences and faculty member and approved by the Dean in the current year of consideration. The reappointment evaluation is a review of the candidate's performance in the past three years, and promotion evaluation is a review of the candidate's performance in the last six years; however the holistic contributions of the candidate to UTRGV and the legacy institutions will be considered. As a faculty member progresses from one rank to another, continued proper levels of performance (meets expectations/exceeds expectations) are expected in their annual evaluations.

In order to earn promotion and/or reappointment, a professor in practice must have a demonstrated, consistent record of productivity in the areas under review. Evaluations should take into account the interconnectedness of these activities and the fact that the nature of the emphasis of a faculty member's contribution to the mission of UTRGV may shift at appropriate times during the individual's career, and that each of these areas is essential for the success of the institution and for the success of its students. A comprehensive evaluation is required by the UTeach Rio Grande Valley Program Promotion and Reappointment Committee and the UTeach RGV Program Co-Director/Project manager from the College of Sciences as part of the recommendation to the Dean. Each level of review should provide a balanced report and provide feedback for improvement, when necessary.

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Teaching, Field Supervision and Professional Development Effectiveness

Faculty are expected to be knowledgeable/informed of developing teaching pedagogy and content development in the science and mathematics. Faculty are expected to attend at least one professional development activity each year related to pedagogy or STEM content. Additionally, implementation of effective activities/pedagogy in the classroom is recommended to engage students, cultivate thinking skills, motivate students to learn, and motivate interest in the subject.

Faculty are expected to follow all HOP policies and standards and additionally all UTeach Rio Grande Valley Program requirements relative to teaching their assigned classes. They are required to post a syllabus for each of their courses (addressing office hours, course objectives, student learning outcomes, scheduled content, learning materials, activities, assessments, policies for disabilities, student conduct, class attendance, academic honesty, grading/evaluation policies, and determination of final course grades in a timely manner).

Faculty are expected to coordinate and supervise student field lessons associated with courses they teach or support. They are expected to recruit and maintain relationships with school district and campus administrators and teachers who mentor students in the program. Field supervision involves observing UTeach students' early field lessons and Clinical Teacher field lessons, but also involves providing support through lesson planning, lesson plan feedback, pre-conferences, post-conferences, and written and oral feedback to students and Clinical Teachers. Therefore, field supervision is a major component of a professor in practice's teaching role and responsibilities.

Criteria for evaluating teaching effectiveness should include, but are not limited to, student evaluations of teaching, peer-review of teaching, teaching awards and honors, curriculum and course development (including online, hybrid, and distance education classes), activities that promote student success, advising and mentoring activities and student/teacher training grant funding.

The goals of the peer review of teaching are to improve teaching and student learning while serving as a tool for mentoring. The outcome of the faculty peer observation process shall be a reflective summary by the faculty member describing any steps taken or changes made towards the enhancement of teaching and improvement of student learning. The guidelines for peer review of teaching can be found at <https://www.utrgv.edu/academicaffairs/files/documents/faculty-resources/utrgv-guidelines-for-faculty-peer-observation%20of%20teaching.pdf>.

Professional Service

The UTeach Rio Grande Valley Program values service at the Program (Department), College, or University level, as such service is essential for promoting teamwork and shared governance. Other forms of service are also valued as they can promote the well-being of our teacher preparation program and our community. Service contributions will be evaluated depending on the level of involvement and responsibility roles. Service counts as 20% of a faculty member's appointment and shall include annual service at the program level.

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**UTeach Rio Grande Valley Program Professor in Practice Promotion Review
Procedure and Dossier**

Qualified candidates must submit a formal request for reappointment and/or promotion following the approved guidelines, including the rank to which they wish to be promoted. Candidates for promotion must have successfully completed at least six years of service at their current rank. The pathways for review deadlines can be found online at: <https://www.utrgv.edu/academicaffairs/files/documents/faculty-resources/utrgv-pathways-deadlines-2017-2018.pdf>; the general pathways for each academic year can also be found online on the Faculty Resources page under Faculty reviews at: <https://www.utrgv.edu/academicaffairs/faculty-resources/>

The review for promotion will be conducted at the same time as the review for reappointment, and the same program Reappointment and Promotion Committee will consider both reappointment and promotion. Faculty members may only be promoted if they are offered a reappointment.

At a minimum, candidates must provide the following information for the past three years

1. Submit a Faculty Review Dossier (FRD) as per the guidelines provided by the Division of Academic Affairs. The material to be included and the organization of the FRD should conform to the Instructions for Preparation of Faculty Review Dossiers (i.e. the institutional format guide available here: <https://www.utrgv.edu/academicaffairs/files/documents/faculty-resources/utrgv-format-for-faculty-review-dossier.pdf>).
2. Submit all materials requested by the Program Professor in Practice Reappointment and Promotion Committee for the consideration of promotion and/or reappointment by the deadline.
3. Provide the committee with copies of the reviews and recommendations for the last three years of annual evaluations.
4. Include summaries of Student Evaluations on all courses taught during the review period.
5. Include reports from Peer—Review of Teaching including how concerns, if any, were addressed. One peer-review per year is advised.

Criteria for Promotion of Three-Year Professors in Practice

Promotion Criteria from Assistant Professor in Practice to Associate Professor in Practice

A. Teaching, Field Supervision and Professional Development Effectiveness

For promotion from Assistant Professor in Practice to Associate Professor in Practice, there must be evidence of consistent achievements in *teaching, field supervision and professional development* as a teacher. Annual student evaluations of teaching must be satisfactory. All professors in practice must strive to achieve a minimum of 80% average Good to Excellent

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categories in overall rating. The candidate must show satisfactory feedback from annual peer observations of the candidate's teaching. The evaluators will also look for the use of innovative teaching pedagogies, technologies, or techniques and the development or improvement of curricular materials.

B. Professional Service

Professors in practice are expected to be active in serving the program (department), the community, and the profession. Both of the following categories must be present in the service record of a professor in practice.

1. Active participation in committees or task forces, or outreach, or equivalent professional service that may be combined from a multitude of activities.
2. Service to the community including outreach or recruitment activities and collaboration with schools or professional organizations to prepare K-12 students for college or engage preservice and in-service teachers.

Promotion Criteria from Associate Professor in Practice to Professor in Practice

A. Teaching, Field Supervision and Professional Development Effectiveness

In addition to the Teaching, Field Supervision and Professional Development Effectiveness qualifications outlined for promotion of Assistant Professors in Practice to Associate Professors in Practice, there should be evidence of meritorious teaching achievements and innovations for consideration of promotion from Associate Professor in Practice to Professor in Practice. Hence, the Associate Professor in Practice must show strong performance in at least two or more areas of pedagogy and field supervision with the aim to promote student success and improve teaching effectiveness. The following are few examples of such activities:

1. Participating in team efforts and special programs within the UTeach RGV Program to better serve students, improve quality of courses, and improve support services.
2. Use of inquiry in teaching and exploring science or mathematics concepts in an effective way to contribute to students' learning and academic success and/or teacher preparation, etc.
3. Engaging students in undergraduate research projects, poster presentations, or conference or workshop presentations.
4. Continue development as a teacher by improving pedagogical methods or developing course materials or mastering new content or techniques.
5. Participation in teaching-related or STEM-related professional development workshops noting that some implementation must take place.

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B. Professional Service

In addition to the Professional Service requirements outlined for promotion from Assistant Professor in Practice to Associate Professor in Practice, the candidate must demonstrate at least one additional leadership ability such as chairing committees, advising or mentoring students, conducting workshops for peers or preservice or in-service teachers, or taking the initiative in taskforces or service work internal or external to the university.

Criteria for Reappointment of Three-Year Professors in Practice

Reappointment Criteria for Assistant Professor in Practice

A. Teaching, Field Supervision and Professional Development Effectiveness

For reappointment of Assistant professors in practice there must be evidence of consistent achievements in teaching, field supervision and professional development as a teacher. Annual student evaluations of teaching must be satisfactory (at minimum 80% average in the Overall Rating), and the candidate must show satisfactory feedback from annual peer observations of the candidate's teaching. The evaluation will also reflect a continuing education on the part of the candidate to incorporate uses of innovative teaching pedagogies, technologies, or techniques and the improvement of curricular materials.

B. Professional Service

Assistant Professor in practice faculty are expected to be active in serving in at least one of the following services: the program (department), the community, or the profession. Active participation in program committees, program task forces, student recruitment, program outreach or equivalent professional service that may be combined from a multitude of activities are some examples of such professional service.

Reappointment Criteria for Associate Professor in Practice and Professor in Practice

The promotion criteria will also be used for reappointment, as follows:
Associate Professors in Practice and Professors in Practice applying only for reappointment, without promotion, will follow the promotion criteria for the rank they currently hold.

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Composition of the Program

Professor in Practice Promotion and Reappointment Committee

The UTeach RGV Program Professor in Practice Promotion and Reappointment Committee will be confirmed by the faculty and will consist of at least three faculty members from the College of Sciences who are at a higher rank than the faculty undergoing review, including at least one tenured faculty. In the event that such faculty members are not available, tenured faculty from the College of Sciences may serve in their place. All members of the committee are voting members. A member of the committee cannot serve more than two consecutive one-year terms. The Program Professor in Practice Promotion and Reappointment Committee shall elect a chair from among its members.

Appeals

All three-year appointed Professor in Practice faculty have the right to appeal decisions involving promotion recommendations at any level by filing a written request for reconsideration within ten (10) working days of receiving a written copy of the evaluation from that level.

This document may be subject to revision.

Appendix

The current *Guidelines for Review, Reappointment, and Promotion of Full-time Lecturers, Professors in Practice and Clinical Faculty*, including Practice Faculty titles and associated descriptions, from the UTRGV Division of Academic Affairs can be found online at: <https://www.utrgv.edu/academicaffairs/files/documents/faculty-resources/guidelines-for-review-reappointment-promotion-full-time-lecturers.pdf>