

THE UNIVERSITY OF TEXAS AT ARLINGTON

COLLEGE OF LIBERAL ARTS

GUIDELINES FOR ANNUAL REVIEW

(FOR THE PREPARATION OF DOCUMENTATION
FOR TENURE-TRACK RENEWAL)

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Establishing guidelines for the annual review of tenure-earning faculty in the College of Liberal Arts supports its goals of excellence in scholarship, teaching, and service among its faculty. A current set of departmental guidelines should accompany the annual reviews of the department's faculty.

These guidelines present 1) a compilation of information which may elucidate a candidate's accomplishments in scholarship, teaching, and service; and 2) a format and organization of the documentation which provides consistency for the reviewers at all levels. The guidelines do not prioritize or assign relative value to any of the information. Evaluation of the data is the responsibility of the reviewers.

THE FORMS

The forms are available on the web in Mac/OS and DOS Word and WordPerfect formats. Copies of the computer files and sample pages may be obtained from the department or the Office of the Dean of Liberal Arts.

ANNUAL REPORT ON TENURE-EARNING FACULTY

CONTENTS

- Section A: Recommendations
- Title Page.
 - Candidate Data and Recommendations of Dean, Department Chair, and ACTP.
 - Table of Contents.
- Section B: Evaluation Summaries of Reviewers
- Summaries of yearly performance and progress toward tenure written by Department Chair and ACTP for the current year: overall paragraph plus paragraphs for each three areas of teaching, scholarship and service.
- Section C: Teaching Performance
- Written Evaluations of Teaching Performance by Department Chair and ACTP for current year.
 - List of courses taught for the year under review.
 - Candidate's Statement on Teaching.
 - Blank copy of all Teaching Evaluation Instruments.
 - All evaluations of teaching and Teaching Evaluation Summary Sheets for the year under review (these evaluations remain in the department).
- Section D: Scholarship (Research and/or Creative Activity)
- Written evaluations of Productivity Record by Department Chair and ACTP for year under review.
 - Candidate's Statement on Research or Creative Activity.
 - Productivity Record for the year under review.
 - Materials submitted for publication (specify status).
 - Projects underway (specify target date for publication, exhibition or performance [these projects remain in the department]).
- Section E: Service (University and Professional)
- Written evaluations of Service Record by Department Chair and ACTP for year under review.
 - Candidate's Statement on Service.
 - Service Record for the year under review.
- Section F: Candidate's Curriculum Vita

DOCUMENTATION OF TEACHING PERFORMANCE – SECTION C

CANDIDATE'S STATEMENT ON TEACHING

In addition to comments on approach to teaching, the Statement on Teaching may include information on the following points, if applicable:

- Explanation of any unique situations for the instructor of the course (e.g., the first semester to teach, required course for majors, required core curriculum course, elective course, lab course, individual instruction).
- Explanation of innovative curricula or new course developments, specific advances in teaching methodology, use of media and/or technology.
- Special teaching responsibilities and related assignments (supervised research, honors courses, supervision of student teaching, service as chair or member of master's and doctoral committees).
- Evaluation of student achievement.
- Assessment of the data from the student surveys.
- Evidence of accessibility to students (e.g., office hours).
- Presentation of extra- or co-curricular workshops and/or seminars.
- Public or professional recognition of teaching excellence (list selection criteria).

SUPPORTING MATERIALS

- Student evaluations remain in the department.
- Syllabi from all courses taught.
- Peer evaluation of teaching, if available.

DOCUMENTATION OF SCHOLARSHIP – SECTION D

CANDIDATE'S STATEMENT ON RESEARCH OR CREATIVE ACTIVITY

This statement should explain the candidate's research contribution(s), or its equivalent in creative activity, as it relates to the broader disciplinary field. In addition, the candidate should outline plans for future research or creative activity.

EXPLAINING THE RESEARCH CONTEXT IN THE CANDIDATE'S STATEMENT

The department chair and the candidate should work together in order to establish and explain the context within which the candidate's research and/or creative activity takes place. This might include but need not be limited to explaining disciplinary norms with regard to mode, quality and rate of productivity, ranking the publication outlets, and providing information about acceptance rates and citations. Any anomalies regarding time to publish, review, delays, etc., should be clearly explained.

EVIDENCE OF RESEARCH AND PUBLICATION

Books (authored or edited), Refereed and Non-refereed Journal Articles, Book Chapters, Publications in Conference Proceedings, Book Reviews, Translations, Textbooks, Workbooks, Lab Manuals, Journal Comments, Journal Notes, Conference Papers and/or Presentations at meetings of professional societies.

DOSSIER/REPORT FORMAT

List by category and provide complete bibliographical information for each entry. List in chronological order within each category, beginning with the most recent.

SUPPORTING MATERIALS

Include one original, if available, or one copy of all published materials. If materials are forthcoming or under review, provide the following (if available): Copies of signed contracts, galleys, reader's reports, confirmation of review, acceptance, other documentation (e-mails, etc.) Include book reviews and/or the referees' reports. Verify that items listed on the CV and/or address the statement are documented in the supporting materials (these materials remain in the department).

EVIDENCE OF CREATIVE ACTIVITY IN THE VISUAL AND PERFORMING ARTS

In disciplines where scholarship is expressed in performance, exhibits, or works of a creative nature, documentation of achievement should be complete and according to the established norms for the discipline:

Performances (Concerts, Recitals, Theatrical Productions), Exhibitions, Compositions

DOSSIER/REPORT FORMAT

List by geographic venue (International, National, Regional, State, Metroplex, Campus).

List by category and provide complete information for each entry.

Specify how the candidate was chosen to participate (by invitation, by audition) and from what pool (international, national, regional).

Specify what role the candidate played in the event (Performance: conductor, soloist, soloist in ensemble, performer in ensemble, actor, director; Exhibition: solo exhibition, one of 20 other exhibitors).

Comment on audience size.

State if a professional fee was received (do not list the amount), if travel was provided, or if the work was commissioned.

Receiving a professional fee may be considered a form of refereeing in the arts.

SUPPORTING MATERIALS

Include programs, brochures, advertisements.

Include reviews when available.

Include a copy of the invitation or acceptance letter.

DOCUMENTATION OF SERVICE

Documentation of service activity may include, but is not limited to, the following:
(Consult the Handbook of Operating Procedures 6-303 for a more extensive list of activities)

CANDIDATE'S STATEMENT ON SERVICE

UNIVERSITY SERVICE

University, College, Departmental Committees.

Administrative duties.

Special assignments/projects.

Outreach/recruiting (e.g., visits to schools, consulting, participation in university-sponsored programs, preparation of departmental brochures or advertising, web pages, etc.).

Advising (Academic, Student Organizations).

Evidence of accessibility to students.

Attendance at university-sponsored professional development programs for advisors.

PROFESSIONAL SERVICE

Participation in professional groups (officer, committee member).

Editor of professional journal.

Member of editorial board or external peer reviewer of book manuscripts or journal submissions.

Participation at the local, state, national and international levels in activities related to area of professional expertise (e.g. consultant, workshop leader).

External reviewer for tenure and promotion candidates from other colleges and universities.

Service to government, industry, public organizations.

DOSSIER/REPORT FORMAT

Categorize activities under the suggested headings (University and Professional Service).

List in chronological order within each category, beginning with the most recent.

Give complete information as to committee's purpose, function, or task.

Give complete information as to faculty member's role in the committee (e.g., elected/appointed, chair/member).

Reviewers outside the department may not be acquainted with the purpose, structure, or importance of a departmental-level committee or the faculty member's level of participation.

SUPPORTING MATERIALS

Include letters of appreciation.

Include letters of appointment.

List awards for exceptional service (e.g., Outstanding Undergraduate Advisor).

THE REVIEW PROCESS

The annual review affords tenure-earning faculty feedback on their progress toward tenure. Assembling material for the annual review gives the junior faculty member the opportunity to learn how to present materials for the tenure and promotion dossier. Written reports by the ACTP and department chair provide evaluation of the faculty member's yearly achievements and productivity.

TENURE-TRACK RENEWAL – THE ANNUAL REVIEW

DEPARTMENT CHAIR

Give each new tenure-earning faculty member a copy of each of the College's official documents for Tenure and Promotion and written departmental criteria.

Meet with each tenure-earning faculty member at the beginning of each year to discuss his/her goals and objectives for the year.

Review the faculty member's publications and view or hear examples of his/her creative activity in each tenure-earning year—not just for the year s/he goes up for tenure and promotion.

Address the faculty member's academic qualifications and progress toward tenure.

Include substantive statements in the written evaluations regarding the faculty member's productivity and achievements in the areas of Teaching, Scholarship, and Service.

If a candidate is below expectations in a specific area, identify the area, review the expectations with the faculty member, and offer suggestions for remediation.

Review the annual evaluation with the faculty member and provide her/him with a copy of the written reports.

ACTP

Read the faculty member's publications and view or hear examples of his/her creative activity for the year under review—not just for the year s/he goes up for tenure and/or promotion.

Address the faculty member's academic qualifications and progress toward tenure.

Include substantive statements in the written evaluations regarding the faculty member's productivity and achievements in the areas of Teaching, Scholarship, and Service.

If a candidate is below expectations in a specific area, identify the area, review the expectations, and offer suggestions for remediation in the written evaluation.

TENURE-EARNING FACULTY

Provide comprehensive information for each category of activity: Teaching, Scholarship, and Service.

Keep accurate records and documentation of activities.

Offer annotated entries for achievements in areas of Teaching, Scholarship, and

Service so that reviewers have enough information to assess the quality, the importance, and the scope of tenure- and promotion-earning activities. If an activity is listed in two categories, detail in one, cross reference in the other.

GLOSSARY

ANNUAL REPORT ON TENURE-EARNING FACULTY. . . . Packet of information prepared each year by tenure-earning faculty which is reviewed by Dean, Department Chair, and ACTP.

SUPPORTING MATERIALS. . . .Originals of manuscripts, articles, concert programs, reviews, papers, evaluations of teaching, syllabi, support letters from students, members of the community, and colleagues which accompany the Annual Report on Tenure-Earning Faculty.

CURRICULUM VITA. . . .A complete, current list of degrees granted, academic experience, publications, presentations, awards, honors, etc.

ACTP. . . .Advisory Committee on Tenure and Promotion (at the departmental level).

SUMMARY OF REVIEW PROCESS

SCHEDULE OF APPROXIMATE DUE DATES

(Exact dates will be sent by the Dean's Office each semester in coordination with the Provost's Office)

WHEN	FOR WHOM	ACTION
Spring	Faculty and Department Chairs	Elect/Appoint ACTP and CCTP. Send results to the Dean's Office.
September 15	Tenure-Earning Faculty	Submit Annual Report and Supporting Materials to Department Chair.
October 1	ACTP	Submit Annual Report written evaluations to Department Chair.
Last week of October	Department Chair	Submit Annual Reports on Tenure-Earning Faculty in First or Second year to Dean's Office.
Second Week of February	Department Chair	Submit narrative evaluations of all other tenured faculty to Dean (earlier if desired and/or available).
Second Week of February	Department Chair	Submit Annual Reports on Tenure-Earning Faculty in years 3-5 (earlier if desired) to Dean's Office.