





4. disciplinary file to provide a brief written assessment of the level and quality of achievement as well as any concerns and a recommended performance rating.
5. Applicant will have 5 (five) business days to review and respond to any portion of the review.
6. The assessment will be added to the dossier and forwarded to the Dean.
7. The Dean of the college will add to the packet a brief letter assessing the level and quality of achievement. This assessment will include a recommended Performance rating.
8. Applicant will have 5 (five) business days to review and respond to any portion of the review.
- 9.

## **Participation/ Faculty Responsibility**

Eligible Faculty Members shall prepare and submit their completed PTR file, based on the aforementioned Criteria and reporting requirements of the five-year Review Period defined above, to the Unit Head by the date and via Interfolio or the method specified by the University.

It is the responsibility of the faculty member to ensure the information in the dossier is complete, up-to-date, and accurate.

-granting unit for

the five-year review period:

a current curriculum vita that clearly highlights accomplishments in instruction; scholarship, research, and/or other creative activity; and assigned service and/or administrative activity,

a brief (2 page) narrative from the faculty member,

Final report of sabbatical activities if one was taken during the review period,

Student Perception of Teaching Comments for all applicable courses taught during the five-year review period,

with

supplements

### **PTR Advisory Committee**

The Unit Head will convene a PTR Advisory Committee consisting of a minimum of five  
The Unit Head will assign a committee chair.

For the review of associate professors, the Committee shall consist of all in-unit, tenured faculty members.

For the review of professors, the committee shall consist of all professors in the unit. Should there be less than the adequate number of professors in the unit at the required rank, the Unit Head and the Unit professors 5500B60056770r t92 reW\*nBT0 G(FM-3n1C0 g0 G>50030-130.008/Lang (tang4

## **Unit Head Responsibilities**

The faculty :  
the completed dossier,  
PTR Advisory Committee Report and Performance Rating,  
Personnel file, records of accomplishments and awards, annual evaluations, and faculty responses,  
any findings of a completed and substantiated inquiry or investigation of non-compliance with applicable laws, BOG and University regulations, and University policies within the scope of their University employment during the five-year review period  
any records of substantiated unapproved absences during the five-year review period, and  
any disciplinary action issued by the University during the entire five-year Review period.

Using a university- head  
will provide a report for the faculty member based in the aforementioned Criteria and Report  
brief written assessment of the level and quality of achievement and will certify that the letter includes, if applicable, any concerns regarding professional conduct, academic responsibilities, or performance of assigned duties during the period under review.  
include recommended Performance Rating and shall not be binding upon the Dean or the Provost.

including all reports and will have a period of five (5) business days to review and respond to the  
forward the packet (dossier and disciplinary records), including all relevant records and the unit appropriate college dean for review.

## **Dean Responsibilities**

Using a university-provided template, the dean of the college will add to the packet a brief letter

## **Outcomes**

**expectations** **exceeds**  
the appropriate college dean, in consultation with the

and policies. The provost will make the final determination regarding recognition and/or compensation.

For each tenured faculty member who receives a final performance rating of

**expectations**

and the faculty member, will propose a performance improvement plan to the provost.

The plan must include a deadline for the faculty member to achieve the requirements of the performance improvement plan. The deadline may not extend more than 12 months

## Instruction

### Exceeds Expectations

Received a rating in the top two categories (Exceptional and Outstanding) for teaching in four (4) of the last five (5) annual evaluations.

- Evidence of commitment to teaching excellence, as evidenced by at least 2 of the following:
  - o SPOT evaluations that are consistently better than the departmental mean.
  - o Received a rating in the top two categories (Exceptional and Outstanding) for teaching in four (4) of the last five (5) annual evaluations
  - o Two positive internal peer-evaluations of teaching from the final two years prior to promotion application
  - o AND evidence of commitment to teaching excellence, as evidenced by at least 2 (two) Instruction category A achievements.

### Meets Expectations

Received a rating in the top three (Exceptional, Outstanding, and Good) categories for teaching in four (4) of the last five (5) annual evaluations.

Demonstrated a commitment to teaching excellence, as evidenced by any of the following:

- o SPOT evaluations that are consistent with the departmental mean.
- o Received a rating in the top three (Exceptional, Outstanding, and Good) categories for teaching in four (4) of the last five (5) annual evaluations.
- o Two positive internal peer-evaluations of teaching from the final two years prior to promotion application
- o AND demonstrated a commitment to teaching excellence, as evidenced by any of the instructional achievements

### Fails to Meet Expectations

Faculty member has failed to meet expectations in any of the following ways

- o Received a rating in the bottom two categories (Needs Improvement or Unsatisfactory) for teaching in at least two (2) of the last five (5) annual evaluations.
- o *Failure to meet the requirements of either Meets or Exceeds Expectations and* SPOT scores are significantly worse than the college mean.  
Has had Performance Improvement Plans (PIPs) for teaching during the period with some improvement, and there is documented evidence that the faculty member is putting effort toward meeting the PIP goals.

### Unsatisfactory

Faculty member has not met expectations in any of the following ways:

- o Performance consistently fails to meet the Evaluation criteria and PTR criteria.
- o Performance reflects disregard or failure to follow prior professional improvement plans (PIPs) to improve teaching.
- o Documented incompetence or misconduct, as defined in applicable University

**INSTRUCTIONAL MERIT CATEGORIES**  
**Category A**

**Category B**

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### Exceeds Expectations

Received a rating in the top two categories (Exceptional or Outstanding) for research in four (4) of the last five (5) annual evaluations.

Demonstrated a record of consistent and original contributions indicative of research/scholarly/creative excellence, as evidenced by at least 9 (nine) category A, 2 (two) category B achievements, and significant achievements in category C.

### Meets Expectations

Received a rating in the top three categories (Exceptional, Outstanding, or Good) for research in four (4) of the last five (5) annual evaluations.

Demonstrated a record of consistent and original contributions indicative of research/scholarly/creative excellence, as evidenced by at least 6 (six) Category A, 2 (two) Category B achievements, and significant achievements in category C.

### Fails to Meet Expectations

- Received a rating in the bottom two categories for research in at least two (2) of the last five (5) annual evaluations.
- *Failure to meet the requirements of either Meets or Exceeds Expectations and* Has had Performance Improvement Plans (PIPs) for research during the period with some improvement, and there is documented evidence that the faculty member is putting effort toward meeting the PIP goals.

### Unsatisfactory

Faculty member has not met expectations in any of the following ways:

- Evaluation criteria and PTR criteria.
- Performance reflects disregard or failure to follow prior professional improvement plans (PIPs) to improve research.
- Documented incompetence or misconduct, as defined in applicable University regulations and policies, or applicable CBA provisions.

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### Exceeds Expectations

Received a rating in the top two categories (Exceptional or Outstanding) for service in four (4) of the last five (5) annual evaluations.

And demonstrated a consistent and meaningful commitment to service excellence, as evidenced by four (4) Category A Achievements

### Meets Expectations

Received a rating in the top three categories (Exceptional, Outstanding, or Good) for Service in four (4) of the last five (5) annual evaluations.

And demonstrated a consistent and meaningful commitment to service excellence, as evidenced by at least 2 (two) Category A or B Achievements.

### Fails to Meet Expectations

Faculty member has not met expectations in any of the following ways

- Received a rating in the bottom two categories for services in at least two (2) of the last five (5) annual evaluations.
- *Failure to meet the requirements of either Meets or Exceeds Expectations and*  
Has had Performance Improvement Plans (PIPs) for service during the period with some improvement,  
and there is documented evidence that the faculty member is putting effort toward meeting the PIP goals.

### Unsatisfactory

Faculty member has not met expectations in any of the following ways:

- Evaluation criteria and PTR criteria.
- Performance reflects disregard or failure to follow prior professional improvement plans (PIPs) to improve service.
- Documented incompetence or misconduct, as defined in applicable University regulations and policies, or applicable CBA provisions



## Overall Ratings

An overall rating of **Exceeds Expectations** requires an Exceeds Expectations in 2 categories *and* at least a Meets Expectations in the third.

An overall rating of **Meets Expectations** requires at least a Meets Expectations in all 3 categories, but does not meet the requirements for Exceeds Expectations.