

## Guidelines for Using Faculty 180 for Tenure and Promotion Materials

I. Review, Promotion, Tenure – Candidate will upload these documents directly in RPT after the Case is created. The documents may also be included in FAC180 but they will not transfer to RPT so they must be uploaded in RPT.		
A. T&P Supporting Documents	Cover Letter	Optional
	Letters of Support - Endorsement letters from colleagues or others to show support of your case.	Optional
	Complete Faculty CV - This is not the FAC 180 CV, rather an inclusive CV of all activities.	Required
	Annual Evaluations - Upload each annual review. The annual review should be organized chronologically beginning with the earliest. Each document should be appropriately labeled.	Required
	Third-Year Review	Required except for promotion only cases
	Departmental and College Tenure & Promotion Guidelines - Upload, as separate documents, copies of your department's and college's tenure and promotional guidelines	Required
B. Teaching	T&P Teaching Philosophy Statement	Required
	Teaching Evaluation Summary	Optional
	Teaching Supporting Documentation	Optional – up to 10 items
C. Research/Scholarship/Creative Activities	T&P Statement about Research/Scholarship/Creative Activities	Required
	Research/Scholarship/Creative Activities Supporting Documentation	Optional – up to 10 items
D. Service	T&P Statement on Service Activities and Relationship to Teaching and Service	Required
	Service Supporting Documentation	Optional – up to 10 items
E. Acknowledgement of FAC 180 CV	To certify that the information and data in FAC180 CV is true and correct as of the current date	Required form in RPT
II. Faculty 180 – Sections in FAC180 that will be viewable in RPT CV used in the RPT review Be sure these sections are up-to date and complete in FAC180.		
RPT CV - These sections in FAC180 need to be updated and completed for the RPT review		FAC180 Input Section
1. Contact Information 2. Current Position 3. Degrees 4. Professional Licensures & Certifications 5. Work Experience	Update these sections in FAC180	Profile
6. Teaching	Preloaded in FAC 180 under Teaching. Under Course Attachments, add the following documents:	Activities → Teaching → View Teaching
a. Syllabi	Attach syllabi for the courses taught in the most recent semester. (Optional: Syllabi may also be attached for courses taught in previous semesters within the period under review.)	Activities → Teaching → View Teaching → C. Course Attachments → Add → Syllabus

## Guidelines for Using Faculty 180 for Tenure and Promotion Materials

<p>b. Student evaluations</p>	<p>Upload full student evaluation copies from <i>myuttyler</i> for each course taught during the timeframe under review.</p>	<p>Activities → Teaching →View Teaching → C. Course Attachments → Add → Course Evaluation or Peer Evaluation</p>
<p>c. Peer Observation of Teaching</p>	<p>Peer observation of teaching feedback <u>may also be uploaded at the discretion of the applicant</u>. Other teaching evaluation materials by peers or supervisors may also be uploaded there.</p>	<p>Activities → Teaching →View Teaching → C. Course Attachments → Add → Peer Evaluation</p>
<p>d. Teaching materials, handouts, tests, and descriptions of how technology is used in instruction</p>	<p>A sample of teaching materials, handouts, tests from the last full year should be uploaded, along with descriptions of how technology has been used in the instructional process. Each uploaded document should be appropriately labeled.</p>	<p>Activities → Teaching →View Teaching → C. Course Attachments → Add → Other</p>
<p>7. Scholarly Contributions and Creative Productions</p>	<p>You can input or import citations. If you manually input citations, the first selection will be type of scholarship/creative production (e.g., journal article, presentation). You will then be guided to an input form which provides fields to create a citation.</p> <p>For faculty in the fine arts, this section could include any of the following: juried shows, compositions, successful auditions, curated exhibitions, inclusion in collections, participation in portfolios, residencies, gallery lectures, and/or visiting artist positions, among other professional contributions.</p> <ul style="list-style-type: none"> <li>• Include scholarly/creative activities that have been completed or are “in press”.</li> <li>• Activities that are in the “submitted” stage should include your transmittal letter to the publisher/conference/grantor and/or a reply from the same indicating receipt of the material submitted.</li> <li>• If your work is co-authored, provide a description of your contribution to the scholarly work (e.g., literature review) in the Description box.</li> <li>• Organize your entries by type.</li> <li>• For each work use the Review Type menu under Activity Classifications to indicate how it was reviewed.</li> <li>• Upload a copy of the article under C. Attachments. For “in press” items upload the acceptance letter. For presentations, exhibitions, performance or similar scholarly/creative activities, scan and upload documentation from the program for the event.</li> <li>• For books upload the cover, table of contents, and sample chapters.</li> <li>• For computer programs, software, and other electronic contributions, use those sections of the Input Form in FAC 180 that are appropriate for describing the scholarly activity.</li> </ul> <p>Non-refereed published materials such as conference panels and workshops, annotated bibliographies, non-</p>	<p>Activities → Scholarly Contributions and Creative Productions → Add →Manual Input or Import → select type from drop-down menu and complete Input Form for each entry or follow the instructions for importing citations</p>

### Guidelines for Using Faculty 180 for Tenure and Promotion Materials

	refereed creative works, other non-refereed publications, bulletins and technical reports can be entered using the Input Form in FAC 180 and should be accurately described with regard to the nature of the activity and the review process or lack thereof that pertains to the activity.	
8. Grants	The input template for grants requests information that is appropriate to grant applications and funding status. There is a place to upload award letters and other documentation appropriate to the status of an application for a grant.	Activities → Grants → Add
9. Other Institutional Service	Other Institutional Service should be reported in that section. The Unit to which service has been provided can be selected under Unit. Use the “Change” link to access a list of colleges. If you served on a college committee, select the college and complete A Input Form and any additional information you want to provide in sections B and C. Similarly, if you provided service at the departmental level, expand the college link to reveal a list of departments in the college; and complete section A, B, and C, as appropriate.	Activities → Other Institutional Service → Add
10. Professional Service	The Input Form should be used to report service that has been provided to the profession. Use the Description box to describe the nature of your professional service.	Activities → Professional Service → Add
11. Consulting	If you provided consulting services as a professional, distinguish between paid and unpaid consulting in the description. If you have documentation to support a service activity, it can be uploaded as an attachment in section C.	Activities → Consulting → Add
12. Institutional Committees	Institutional Committees can be selected from a pull-down menu in A. Input Form and the duration of service on each committee can be entered in other pull-down option. Section B. Activity Classifications can be used to indicate your role. If additional clarifying information is needed, it can be uploaded as an attachment in Section C.	Activities → Institutional Committees → Add
13. Advising Activities	Service as an advisor should be reported in the Advising Activities section. Section A of that form allows you to report the number of advisees for a period of time, e.g., a fiscal year, at each of three levels - undergraduate, master’s, and doctoral. Supporting documentation can be uploaded as an attachment.	Activities → Advising Activities → Add
14. Community Engagement/Civic Service Activities	Use A. Input Form to identify services activities along with the duration of each activity. Use the description box to clarify the nature of the service, and section C can be used to upload supporting documents.	Activities → Community Engagement/Civic Service Activities → Add
15. K-12 Service Activities	K-12 Service Activities is organized in a similar fashion to the Civic Service Activities section.	Activities → K-12 Service Activities → Add
16. Honors and Awards	Use the Honors and Awards section in your Profile to report honors and awards received. In B. Activity Classification select from the drop-down menu to indicate whether the award/honor was for teaching, scholarship/creativity, or service. Section C can be used to upload any supporting documents.	Profile → Honors and Awards → Add

**Guidelines for Using Faculty 180 for Tenure and Promotion Materials**

17. Membership	List memberships in professional organizations and offices held.	Profile →Membership → Add
<b>III. Other documents added during the Case review</b>		
1. External Letters of Review	<p>Added by Chair</p> <p>Two options for adding external letters of review:</p> <ol style="list-style-type: none"> <li>a. Chair can send a request from the RPT module to external reviewers and if they agree to complete a review, their review letter will be automatically uploaded to the Case</li> <li>b. The Chair can request external reviews outside the RPT module and when received, the Chair will upload them to the Case</li> </ol>	
2. Internal Letters of Review	<p>Added to RPT after each level of review and copy emailed to the candidate</p> <ol style="list-style-type: none"> <li>a. Chair, Department T&amp;P Committee</li> <li>b. Chair</li> <li>c. Chair, College T&amp;P Committee</li> <li>d. Dean</li> <li>e. Vice Provost (Health Affairs only)</li> <li>f. Provost</li> <li>g. President</li> </ol>	