

Faculty Engagement & Contribution Plan & Report

Guidelines for the College of Performing and Visual Art (CPVA)

Tenure-Track & Non-Tenure-Track, Assistant Professor, and Lecturer

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- 1) Faculty Engagement & Contribution Plan (limited to 3 pages, see Appendix A, policy 6.1)
- 2) Faculty Engagement & Contribution Report (narrative limited to 3 pages, see Appendix A, policy 6.1)

APPENDICES & SUPPORTING DOCUMENTATION

For the time period of the previous academic year.

Department P & T Criteria (insert link)

TEACHING PORTFOLIO

Required

1. Mentor/Peer Review- one minimum
2. List of Courses Taught, Syllabi & Student Evaluations

Optional

1. Samples of Assignments- based on department criteria
2. Instructional Delivery Design and Innovation
3. Summary of Guest Teaching & Hosting
4. Student Achievements (under your mentorship)
5. Teaching Development
6. Adjudications and Portfolio Evaluations
7. Other Sources of Evidence of Teaching Effectiveness

SCHOLARLY AND CREATIVE

Documentation and content based on department P & T Criteria

SERVICE / LEADERSHIP

Documentation and Content based on department P & T Criteria

FACULTY ENGAGEMENT & CONTRIBUTION PLAN

(To be completed by faculty member submitting report, in consultation with the promotion & Tenure Mentorship Team and the Department Chair

Name of Faculty Member _____

The completed *Faculty Engagement & Contribution Plan* is limited to three (3) pages. Please refer to the definitions of Faculty Engagement, Teaching Effectiveness, Service/Leadership, and Scholarship found in Policy 6.1, VIII, as well as to Policy 6.28 Faculty Professional Responsibility. This plan will be reviewed and approved by the P&T Mentorship Team and the Department Chair, and it will be filed in the College/School Dean's office.

How do you plan to be an engaged faculty member in the coming year? How will your contributions* align with SUU's student-centered mission and your departmental evaluation criteria?

*Some contributions, especially in Scholarship and Service/Leadership, support SUU's student-centered mission even when they do not directly relate to students. Faculty articulate how their contributions relate to SUU's mission in the space above.

FACULTY ENGAGEMENT & CONTRIBUTION REPORT

(To be completed by faculty member submitting report)

Name of Faculty Member _____

The completed *Faculty Engagement & Contribution Report* is limited to three (3) pages, plus supporting documentation as defined by the department. Please refer to the definitions of Faculty Engagement, Teaching Effectiveness, Service/Leadership, and Scholarship found in Policy 6.1, VIII, as well as to Policy 6.28 Faculty Professional Responsibility. This report will be reviewed and evaluated by the P&T Mentorship Team and the Department Chair, and it will be filed in the College/School Dean's office.

How were you an engaged faculty member in the previous year? How did your contributions* align with SUU's student-centered mission and your departmental evaluation criteria?

*Some contributions, especially in Scholarship and Service/Leadership, support SUU's student-centered mission even when they do not directly relate to students. Faculty articulate how their contributions relate to SUU's mission in the space above.

TEACHING PORTFOLIO

1. List of Courses Taught, Syllabi & Student Evaluations

[One sample syllabi could be attached]

Fall Semester

For each course you instructed during this semester please include the following:

1. **[Course Number], [Course Name]**
 - a. Enrollment
 - b. Format (Lecture, Studio, Other)
 - c. Link to Syllabus
 - d. Student Evaluations

- a. **[Course Number], [Course Name]**
 - b. Enrollment: 20
 - c. Format: Studio
 - d. Link to Syllabus
 - e. Student Evaluations

Spring Semester

For each course you instructed during this semester please include the following:

1. **[Course Number], [Course Name]**
 - a. Enrollment
 - b. Format (Lecture, Studio, Other)
 - c. Link to Syllabus
 - d. Student Evaluations

Summer

For each course you instructed during this semester please include the following:

1. **[Course Number], [Course Name]**
 - a. Enrollment
 - b. Format (Lecture, Studio, Other)
 - c. Link to Syllabus
 - d. Student Evaluations

2. Mentor/Peer Review- one minimum

(An annual peer review must be done by the P&T mentorship team. The peer review may also include the department chair.)

Process:

1. An evaluation of classroom/studio teaching is conducted annually for tenure-track faculty by the P&T Mentorship Team and can include the department chair. These evaluations become part of the Teaching Portfolio.
2. Pre-visit- Preparation could include any of the following:
The P&T mentorship team, and faculty member meet prior to the schedule classroom/studio evaluation to:
 - Determine the date and time of evaluation
 - Discuss something the faculty member wants the team to pay particular attention to during the evaluation
 - Review course syllabus for course learning goals/objectives, and assessment methods
 - Discuss the class dynamics and types of learners
 - Discuss methods selected for the class
 - Go over areas of evaluation (content, teaching methods, learning environment)
 - Other areas, as requested by the faculty member being evaluated
3. P&T Mentorship Team Evaluation Visit
The evaluation form is completed independently by all evaluators as part of the class observation.
4. Post-Evaluation Meeting
The faculty member meets with the P&T mentorship team to discuss the evaluation.

P&T Evaluation Team names and titles

Observation Date:

Course Number & Name

Type of Class: Studio _____, Lecture _____, Other _____:

_____ **[Evaluator Name]** Link to Evaluative Letter

_____ **[Evaluator Name]** Link to Evaluative Letter

Appendices & Supporting Documentation: **Teaching**

Optional (faculty may include OR include if required by your department P&T Policy)

1. Samples of Assignments- based on department criteria
2. Curriculum Development, Instructional Delivery Design, and Innovation
3. Summary of Guest Teaching & Hosting (if applicable)
4. Student Achievements (under your mentorship)
5. Teaching Development
6. Adjudications and Portfolio Evaluations
7. Other Sources of Evidence of Teaching Effectiveness

Scholarly & Creative

Documentation & Content Based on department P & T Criteria

[Add links or upload files where appropriate (I.e. audio, video, images or other documentation)]

Service/Leadership

Documentation and Content based on department P & T Criteria

Summary of Service/Leadership Activities

[Documentation of your service in department, college, university, professional, and community activities and committee assignments and briefly summarize your contribution and impact in each area where applicable. Please do not simply list committee assignments.]