

SoC Career-line Faculty Review Operating Procedures

(Updated Fall 2014)

On an annual basis, all Career-line faculty (as defined under UofU PPM 6-300) will be evaluated before reappointment. The evaluation will follow the College of Engineering policy, placing appropriate weight on teaching, research & scholarship, and service, depending on the type of Career-line appointment. The evaluation documents will be handled internally within the School of Computing.

It is expected that all multi-year Career-line faculty use the University FAR system to report their activities on an annual basis.

For promotion from Assistant Professor to Associate Professor or from Associate Professor to Full Professor, the College of Engineering RPT system will be used.

Career-line Teaching Faculty

On an annual basis, Career-line teaching faculty members should provide for evaluation and appointment:

1. A letter to the Director requesting reappointment.
2. A complete Curriculum Vita indicating research contributions (publications), courses taught, and service to the School of Computing, College of Engineering, University of Utah and external service.
3. A list of courses taught, enrollments, and the C7/I7 scores (course and instructor efficacy scores) for those courses.

The evaluation will be administered by the Director of the School of Computing, who may also request peer-teaching evaluations of each faculty, and a recommendation for reappointment will be made prior to the appointments faculty meeting.

For promotion, Career-line teaching faculty should provide the complete College of Engineering RPT file, which includes:

1. A complete Curriculum Vita indicating research contributions (publications), courses taught, and service to the School of Computing, College of Engineering, University of Utah and external service.
2. A teaching statement which describes teaching philosophy, courses taught, course evaluation, curriculum development (new courses and substantial changes to existing courses), and future plans for teaching.
3. A service statement which describes service philosophy (internal and external), service roles served and future plans for service.
4. A peer teaching review will be performed by Tenure-line faculty as described in the RPT policy. These reviews will serve as reference letters for the purposes of evaluation.

The evaluation will follow the School of Computing and College of Engineering RPT process and be conducted during an RPT meeting in the Fall. Exceptions to the timing may be allowed by the Director.

Career-line Research Faculty

On an annual basis, Career-line research faculty members should provide for evaluation and appointment:

1. A letter to the Director requesting reappointment.
2. A complete Curriculum Vita indicating research contributions (publications), current grants, grants submitted and not funded, courses taught (if appropriate), and service to the School of Computing, College of Engineering, University of Utah and external service.

The evaluation will be administered by the Director of the School of Computing, who may also request peer-teaching evaluations of each faculty if appropriate, and a recommendation for reappointment will be made prior to the appointments faculty meeting.

For promotion, Career-line research faculty should provide the complete College of Engineering RPT file, which includes:

1. A complete Curriculum Vita indicating research contributions (publications), funding, courses taught, and service to the School of Computing, College of Engineering, University of Utah and external service.
2. A research statement which describes research philosophy, research accomplishments and research goals.
3. A service statement which describes service philosophy (internal and external), service roles served and future plans for service.
4. A proposal of external examiners who can provide letters of recommendation. The Director will use the names provided along with other input to decide the final set of recommendations to request.

The evaluation will follow the School of Computing and College of Engineering RPT process and be conducted during an RPT meeting in the Fall. Exceptions to the timing may be allowed by the Director.